

MILWAUKEE COUNTY FISCAL NOTE FORM

DATE: April 21, 2023

Original Fiscal Note

Substitute Fiscal Note

SUBJECT: Report from the Director, Department of Health and Human Services (DHHS), requesting authorization to amend the 2023 purchase of service contract with Life Navigators by \$25,000

FISCAL EFFECT:

- | | |
|--|--|
| <input checked="" type="checkbox"/> No Direct County Fiscal Impact | <input type="checkbox"/> Increase Capital Expenditures |
| <input checked="" type="checkbox"/> Existing Staff Time Required | <input type="checkbox"/> Decrease Capital Expenditures |
| <input type="checkbox"/> Increase Operating Expenditures
(If checked, check one of two boxes below) | <input type="checkbox"/> Increase Capital Revenues |
| <input type="checkbox"/> Absorbed within Agency's Budget | <input type="checkbox"/> Decrease Capital Revenues |
| <input type="checkbox"/> Not Absorbed Within Agency's Budget | |
| <input type="checkbox"/> Decrease Operating Expenditures | <input type="checkbox"/> Use of contingent funds |
| <input type="checkbox"/> Increase Operating Revenues | |
| <input type="checkbox"/> Decrease Operating Revenues | |

Indicate below the dollar change from budget for any submission that is projected to result in increased/decreased expenditures or revenues in the current year.

	Expenditure or Revenue Category	Current Year	Subsequent Year
Operating Budget	Expenditure	\$25,000	\$0
	Revenue	\$25,000	\$0
	Net Cost	\$0	\$0
Capital Improvement Budget	Expenditure		
	Revenue		
	Net Cost		

DESCRIPTION OF FISCAL EFFECT

In the space below, you must provide the following information. Attach additional pages if necessary.

- A. Briefly describe the nature of the action that is being requested or proposed, and the new or changed conditions that would occur if the request or proposal were adopted.
- B. State the direct costs, savings or anticipated revenues associated with the requested or proposed action in the current budget year and how those were calculated.¹ If annualized or subsequent year fiscal impacts are substantially different from current year impacts, then those shall be stated as well. In addition, cite any one-time costs associated with the action, the source of any new or additional revenues (e.g. State, Federal, user fee or private donation), the use of contingent funds, and/or the use of budgeted appropriations due to surpluses or change in purpose required to fund the requested action.
- C. Discuss the budgetary impacts associated with the proposed action in the current year. A statement that sufficient funds are budgeted should be justified with information regarding the amount of budgeted appropriations in the relevant account and whether that amount is sufficient to offset the cost of the requested action. If relevant, discussion of budgetary impacts in subsequent years also shall be discussed. Subsequent year fiscal impacts shall be noted for the entire period in which the requested or proposed action would be implemented when it is reasonable to do so (i.e. a five-year lease agreement shall specify the costs/savings for each of the five years in question). Otherwise, impacts associated with the existing and subsequent budget years should be cited.
- D. Describe any assumptions or interpretations that were utilized to provide the information on this form.
 - A. DHHS is requesting authorization to amend a 2023 purchase of service contract between DHHS Adult and Disability Services – Aging unit and Life Navigators. Based on experience, an increased contract amendment will support the demonstrated need for more intensive case management services. This increase will provide additional outreach services, targeting traditionally underserved populations and support the translation of outreach materials into Spanish and other languages.
 - B. The amendment reflects an increase of \$25,000 to the contract with Life Navigators, from \$30,150 to \$55,150. Additional Older Americans Act ARPA (OAA ARPA) grant funds under federal fiscal year 2022-2024 will offset the increased costs for outreach and related materials.
 - C. A request by the Director, DHHS seeking authorization to contract with the Wisconsin Department of Health Services to accept the second year of Older Americans Act ARPA grant funds of \$2,051,427 for a term extending from October 1, 2022 through September 30, 2024 (File 23-421) was approved unanimously by the Committee on Finance on April 13, 2023. A 10% matching share requirement for the use of \$25,000 of these grant funds to amend the contract with Life Navigators is \$2,778. The Strategy, Budget and Performance office under the authority of Resolution File 22-905 approved 2023 OAA ARPA Match funding for year 2 of the OAA ARPA allocation.

¹ If it is assumed that there is no fiscal impact associated with the requested action, then an explanatory statement that justifies that conclusion shall be provided. If precise impacts cannot be calculated, then an estimate or range should be provided.

² Community Business Development Partners' review is required on all professional service and public work construction contracts.

D. This fiscal note having unanimous approval by the Finance Committee, assumes full County Board approval on April 20, 2023 for the request by the Director, DHHS to contract with Wisconsin Department of Health Services for acceptance of the \$2,051,427 in OAA ARPA grant funds to include support of a \$25,000 contract amendment with Life Navigators.

Department/Prepared By: Mary Proctor Brown, Budget Manager (Aging)

Authorized Signature Shakita LaGrant-McClain

Did DAS-Fiscal Staff Review? Yes No

Did CBDP Review?² Yes No Not Required