

# COUNTY OF MILWAUKEE

## Inter-Office Communication

**DATE:** May 25, 2012

**TO:** Supervisor Patricia Jursik, Chairperson, Economic and Community Development Committee

**FROM:** Héctor Colón, Director, Department of Health and Human Services  
*Prepared by Damon Dorsey, CDBG Program Coordinator, Housing Division*

**SUBJECT:** **Informational Report from the Director, Department of Health and Human Services, Regarding the CDBG Program**

### Issue

At the May meeting of the Economic Community Development Committee, more information regarding the Community Development Block Grant (CDBG) program was requested including the Suburban Adjustment and the evaluation process and scoring systems used to select eligible projects. This report provides additional information for the Committee.

### Discussion

As part of the annual Community Development Block Grant (CDBG) process, all applicants were invited to attend a public hearing and present their proposals to the Economic and Community Development Committee on March 5, 2012. For 2012 funds, a new review process was put in place by staff to objectively rank projects based on a scoring system to make final recommendations. A panel was arranged to score each project based on this system. The panel members were chosen due to their vast experience with CDBG regulations. The panel consisted of two Housing Program Coordinators, Milwaukee County Housing Division; a representative from the City of Milwaukee Community Development Grants Administration; and a representative from the City of West Allis.

### ***Suburban Adjustment***

The \$44,964 recommended transfer from the municipal allocation to the at-large allocation can be allocated to a project that is eligible for CDBG funding in the Milwaukee County CDBG jurisdiction.

### ***CDBG Evaluation/Scoring Process***

In order to be considered for funding, CDBG proposals must meet the following criteria:

- Provide all the required application material (audit, board member list)
  - Be an eligible HUD CDBG activity
  - Primarily benefit residents of the Milwaukee County CDBG jurisdiction
  - Address one of the funding priority areas established in the Milwaukee County Consolidated Plan
  - Not be a HUD listed debarred or ineligible contractor
-

- If CDBG eligible, meet one of the three national objectives

There is a three-phased process that aims to ensure that proposals meet all of the above criteria for the 2012 CDBG allocation process. Following is a description of each phase:

**Phase I - Determine Project Eligibility:** Housing Division staff reviews all proposed projects to determine the following:

- Sufficient information from applicant describing the project; project location, population served, proposed budget, schedule of work
- Sufficient information from applicant on agency information; mission, non-profit determination, articles of incorporation/by-laws, audit, board and staff list.
- Proposed projects must meet the following Funding Eligibility requirements
  - There will be a three-year limit on funding of public service projects. Because of limited funding in the Public Service category a maximum of five projects will be funded. (Only 15% of the total grant is available to fund Public Service projects.)
  - No for-profit organizations will be directly funded.
  - No improvements or rehabilitation will be funded for leased facilities unless the facility is owned by a non-profit group.
  - No non-County governmental organizations will be funded.
  - There will be no funding for the arts, except rehabilitation of a facility related to the arts, subject to Item 4 above.
  - There will be no direct funding of child day care centers. Facilities that are multi-purpose centers but include child day care can apply for funding for facilities that are not used for day care.
  - Facilities used as alternative public schools will not be funded.
  - Funds cannot be used for community organizing.
  - Non-profit agencies that have not been in existence and providing services for at least two years will not be funded.
  - No non-profit organization already receiving funding from Milwaukee County, will be eligible for CDBG funding.
- Proposed projects must be eligible activities based on the “Project Eligibility List” provided in the CDBG Application.

Organizations submitting proposals were invited to present projects at the public hearing only if the proposed project was determined to be “eligible” for CDBG funding based on the above criteria

**Phase II – Determine National Objective and Jurisdictional Impact:** Housing Division staff will determine whether a proposed activity meets a National Objective and primarily serves the Milwaukee County Jurisdiction by reviewing the following information:

- Applicant’s record for documenting service to low/moderate income residents.
  - Applicant’s information for serving “presumed groups” in the Milwaukee County jurisdiction.
-

- Applicant’s record for serving jurisdiction, based on documentation from previous CDBG awards.
- Applicant’s service or target area.
- Applicant’s partnerships with any of the 16 municipalities of the Milwaukee County CDBG jurisdiction.

***Activities not meeting a National Objective or not primarily benefiting the Milwaukee County jurisdiction will be disqualified.***

**Phase III – Rate Applications:** Staff will review and rate all proposed activities based on the following criteria:

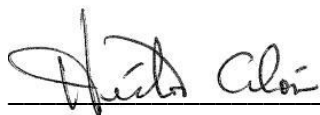
<b>Application Review Criteria</b>	
<b>Item</b>	<b>Available Points</b>
1. Need and Justification	15
2. Benefit to Low-and-Moderate Income	5
3. Program/Project Approach	24
4. Jurisdiction	20
5. Experience and Qualifications	16
6. Program Budget and Other Sources of Funds	5
7. Past Performance	15
<b>TOTAL POINTS</b>	<b>100</b>

1. **Need and Justification (15 points maximum):** The proposed activity overview adequately describes the problem that is being addressed by the proposed project (worth up to 5 points). Statements are substantiated and related to the needs and the priorities in the 2010 – 2014 Consolidated Plan (worth up to 5 points). Provides a description of how funds may be targeted to areas of greatest need (worth up to 10 points)
  2. **Benefit to Low-and-Moderate Income Persons (5 points maximum):** The application describes the population to be served. Additional points will be given to projects located in census tracts where 42.9% of the population is considered low-and-moderate income.
  3. **Project Approach (24 points maximum):** The application describes what the program/project will do; how it will be implemented, operated, and administered within a realistic time period; and how low-income participants will access services. The description should include:
    - A description of the work that will be undertaken and a description of how the work will address the identified problem (worth up to 10 points).
    - Identifies any partnerships that have been or will be formed to ensure the success of the project. (worth up to 5 points).
-

- A work plan for how the project/program will be organized, implemented, operated, and administered, and the timeline and milestones from initiation to completion. Work on the project – meaning funds will be spent – will begin 2012 (worth up to 5 points).
  - Outreach and marketing initiatives that will be implemented to inform potential participants and to ensure that they are aware of the services/activities to be provided (worth up the 5 points.)
  - Outcomes are identified and can reasonably be expected to be achieved (worth up to 3 points).
4. **Jurisdiction (20 points maximum):** The degree to which the proposed project served residents in the Milwaukee County CDBG jurisdiction. The greater the jurisdictional impact the higher the score.
  5. **Experience and Qualifications (16 points maximum):** The application provides documentation to justify the organization's capacity to conduct this project. The project is consistent with the mission of the organization. The organization has undertaken projects of similar complexity to the one for which funds are being required (worth up to 3 points). There are staff resources with the skills and experience to administer and conduct an accountable and responsible project (worth up to 10 points). There appears to be adequate board and management oversight along with a commitment to quality and service improvement (worth up to 2 points).
  6. **Budget and Other Sources of Funds (5 points maximum):** The application clearly explains and justifies each proposed budget line item and why CDBG and/or HOME funding is required to make the project viable. The budget is realistic. Efforts have been made to secure other funding for the project. The application identifies eligible sources of match, if required.
  7. **Past Performance (15 points maximum):** If the organization has been previously funded, a review of past expenditures and performance shows that the organization has been able to meet timeous and goals in a reasonable fashion, i.e., no unexpended dollars from 2010. Compliance with the contract will include but not be limited to submission of reports and adherence to scope of services (Worth up to 10 points with maximum points being awarded to projects.)

### Recommendation

This is an informational report. No action is necessary.



Héctor Colón, Director  
Department of Health and Human Services

cc: County Executive Chris Abele  
Tia Torhorst, County Executive's Office

---

Kelly Bablitch, County Board  
Patrick Farley, Director, DAS  
Craig Kammholz, Fiscal & Budget Administrator, DAS  
CJ Pahl, Assistant Fiscal & Budget Administrator, DAS  
Antionette Thomas-Bailey, Fiscal & Management Analyst, DAS  
Glenn Bultman, Analyst, County Board Staff

---