

COUNTY OF MILWAUKEE
Inter-Office Communication

DATE: March 10, 2022

TO: Shawn Rolland, Co-Chair, Ricardo Diaz, Co-Chair,
American Rescue Plan Act of 2021 (ARPA) Task Force

FROM: Fund Administration Subgroup
Ashley Adsit, Director of Project & Performance Management
Scott Manske, Comptroller

SUBJECT: ARPA Fund Administration Recommendations

REQUEST

Requesting recommendation of the following expense within the Fund Administration Expenditure Category for American Rescue Plan Act (ARPA) funding consideration totaling \$394,536.35.

POLICY

Milwaukee County Board file 21-555: “A resolution to create a Task Force to review and recommend funding allocations to the Milwaukee County Board of Supervisors for monies received by the County in the Federal American Rescue Plan Act of 2021”

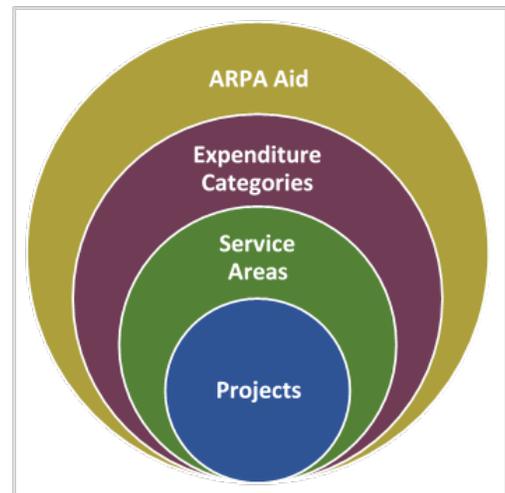
BACKGROUND

Milwaukee County will directly receive \$183 million between 2021-24 in federal ARPA aid. Approximately \$ 7,347,848 million has been allotted for Fund Administration expenses.

The Fund Administration Subgroup was established to manage and coordinate use of ARPA funds to ensure strong programmatic and fiscal accountability, timely reporting, and alignment with supplementary funding.

The ARPA Fund Administration Subgroup is composed of representatives from:

Diagram A: Illustration of Terms



Name	Title	Department/Office
Ashley Adsit	Project & Performance Management Director	Strategy, Budget & Performance (SBP) office, Project Management Office
Isaac Rowlett	Strategy Director	SBP Office, Strategic Planning
Joe Lamers	Strategy, Budget & Performance Director	SBP Office
Amy Crawford	Senior Accountant	Office of the Comptroller
Jeff Roman	Chief Equity Officer	Office of Equity
Alec Knutson	Government Affairs Liaison	Office of the County Executive
Emily Petersen	Government Affairs Liaison	County Board of Supervisors

The subgroup is charged with making project-level funding recommendations that will enable Milwaukee County to successfully manage the following tasks:

- A. Manage Fiscal Tracking and Treasure Reporting
- B. Oversee Subgroup Recommendation Processes
- C. Conduct Community Engagement
- D. Coordinate Program and Fund Evaluation
- E. Identify Federal, State & Local Collaborative Opportunities

FUNDING RECOMMENDATION

The Fund Administration Subgroup recommends the following project receive ARPA funding.

Project Name: Grant Accounting Services

Overview of the fund administration project:

The Comptroller’s Office oversees the accounting for ARPA revenue, including:

- Participating in ARPA Fund Administration Subgroup
- Setting up and maintaining the grant tracking system within the accounting software
- Providing data and guidance to the Department of Administrative Services and/or recipient department fiscal staff as needed
- Reviewing proposed grant claims
- Recording claimed expenses and revenue in the accounting system
- Reconciling between grant claims and the accounting system
- Preparing information for the external auditors including single audit (and Federal auditors if needed)
- Answering auditor questions and/or referring auditors to the appropriate County staff to do so
- Preparing grant financial reports
- Reviewing the compliance of County subrecipients with the ARPA’s annual and single audit requirements

This oversight is necessary to ensure claim accuracy, completeness and compliance with accounting requirements. The Comptroller’s Office has two accounting contractors who track the time that they spend working on ARPA to ensure those amounts are expensed to the appropriate fund.

The primary indicators that this project has achieved its purpose will be no material findings by Milwaukee County’s external auditor on the County’s annual Single Audit, as well as no material findings on any audits or reviews by the Department of the Treasury. This project will also ensure that grant financial information is tracked and reported on accurately.

Budget Request:

Expense Item	Description	Total Cost
Professional Services	Projection starting at a total of 26 hours/week for 2022 & 2023, (with a declining number of hours/week in 2025-2026) at a charge of approximately \$75/hour.	\$394,536.35

Budget by Fiscal Year:

FY 2022	FY 2023	FY2024	FY 2025	FY 2026	Total
\$95,724.80	\$97,601.76	\$99,478.72	\$81,084.54	\$20,646.53	\$394,536.35

RECOMMENDATION

Approve the recommendation of prioritized project within the Fund Administration Category totaling \$394,536.35.

PREPARED BY:

Fiscal Health Subgroup Lead, Ashley Adsit, Director of Project & Performance Management
Fiscal Health Subgroup Member, Scott Manske, Comptroller

ALIGNMENT TO STRATEGIC PLAN

Describe how the item aligns to the objectives in the strategic plan:

3A: Invest “upstream” to address root causes of health disparities

3B: Enhance the County’s fiscal health and sustainability

3C: Dismantle barriers to diverse and inclusive communities

ATTACHMENTS:

NA