



Milwaukee County American Rescue Plan Act Aid Fund Administration Budget Proposal

Fund Administration Overview

Purpose: Manage and coordinate use of ARPA funds to ensure strong programmatic and fiscal accountability, timely reporting, and alignment with supplementary funding.

Fund Administration Allocation: \$263,644

Alignment with ARPA Funding Objectives: Administer the SLFRF program, including costs to support effective management and oversight.

Milwaukee County Strategic Alignment: Ensure strong fiscal stewardship of funds in support of Milwaukee County's Invest in Equity strategic focus area.

Sample Expenditures:

- Comply with fiscal, programmatic, and federal reporting requirements
- Sponsor project-level evaluation and community engagement contracts
- Establish data collection processes

Budget Proposal Name: Department of Administrative Services (DAS) – Procurement Division
ARPA Administrative Support

Please provide an overview of the fund administration project being proposed. (200 word maximum)

DAS – Procurement is requests funding for 1.0 FTE Purchasing Analyst, Pay Grade 24M. The position was approved within the 2023 budget cycle yet remains unfunded. This position will provide cross-functional administrative procurement support within DAS – Procurement for the specific purpose of managing American Rescue Plan Act (ARPA) funded projects county-wide ensuring timely reporting and uniform management.

Please explain how this request aligns with the purpose of the ARPA Fund Administration expenditure category, why the budget is needed, and how the funds will be spent. (200 word maximum)

Currently, there are 21 approved ARPA projects where DAS – Procurement has been engaged and provides direct support to customer departments with additional projects in various planning phases where DAS – Procurement will likely be involved. This position is intended to be 100 percent dedicated to ARPA-related tasks with the purpose of maintaining reliable planning, monitoring, evaluation, accountability, and reporting of projects across Milwaukee County.

At the time the position was created, it was assumed it would be funded through the 2023 budget cycle process, however, through this process the position was approved but remains unfunded.

During the December 8, 2022, Committee on Finance, it was recommended that DAS – Procurement pursue funding a request for 1.0 FTE to address the backlog of projects affected by ARPA. Approving this request is aligned to the ARPA Fund Administration in the following areas: 1) provide steadfast stewardship of funds, 2) comply with statutes and ordinances, 3) ensure public confidence in state government by following consistent and transparent processes, and 4) support equitable opportunities to the vendor community with open and fair access contracts.

DAS – Procurement was directed to submit a proposal for ARPA Fund Administration to support this position.

Please explain how we will know whether this project achieved its purpose. Provide an overview of the project’s goals, objectives, outcomes, and/or outputs that will be achieved by December 31, 2024. (200 word maximum)

The project’s goals include 1) preparation and execution of purchase of service, professional service and other contracts/contractual documents necessary for the implementation of each project, 2) payment of invoices, expense tracking and monitoring and timely reporting, 3) to help build institutional knowledge, and 4) collection of relevant and appropriate impact data needed to monitor strengths, weaknesses and gaps in purchasing activities and services.

Amount Requested by Fiscal Year

| FY 2021 | FY 2022 | FY 2023 | FY2024 | FY 2025 | FY 2026 | Total |
|------------------------------------|------------------------------------|----------|----------|----------|----------|-----------|
| \$Click or tap here to enter text. | \$Click or tap here to enter text. | \$43,105 | \$73,513 | \$73,513 | \$73,513 | \$263,644 |

Budget Request

Complete the short-form budget and provide a formula for your calculation by defining the expense item, number of units, and cost per unit for the requested project period. Please add rows as necessary.

| Expense Item | Description | Total Cost |
|---|-------------|------------|
| Personnel Expenses (including fringe benefits) | | |
| 1. | | \$ |
| 2. | | \$ |
| 3. | | \$ |
| Professional Services | | |
| 1. | | \$ |

| | | | | |
|---------------------------------|--|--|--|----|
| 2. | | | | \$ |
| 3. | | | | \$ |
| Supplies & Equipment | | | | |
| 1. | | | | \$ |
| 2. | | | | \$ |
| 3. | | | | \$ |
| Total Calculations | | | | |
| Total Expenses | | | | \$ |