

## MILWAUKEE COUNTY FISCAL NOTE FORM

**DATE:** June 17, 2020

Original Fiscal Note ☒

Substitute Fiscal Note ☐

**SUBJECT:** Report from the Interim Director, Department of Health and Human Services, requesting authorization to enter into a purchase of service contract with WWBIC for \$250,000 to administer Milwaukee County's Small Business Grant Program using Community Development Block Grant COVID-19 funds

### FISCAL EFFECT:

- |  |  |
|--|--|
| <input checked="" type="checkbox"/> No Direct County Fiscal Impact                                     | <input type="checkbox"/> Increase Capital Expenditures |
| <input type="checkbox"/> Existing Staff Time Required  | <input type="checkbox"/> Decrease Capital Expenditures |
| <input type="checkbox"/> Increase Operating Expenditures<br>(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	\$250,000	0
	Revenue	\$250,000	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. <sup>1</sup> 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.

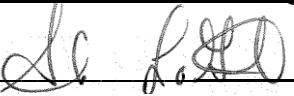
A. The Interim Director of the Department of Health and Human Services (DHHS) is requesting authorization for the Housing Division to enter into an agreement with the Wisconsin Women's Business Initiative Corporation (WWBIC) for \$250,000 to administer Milwaukee County's Small Business Grant Program using Community Development Block Grant COVID-19 funds.

B. This grant program will be available to for-profit small businesses located in Milwaukee County (excluding the Cities of Milwaukee, Wauwatosa, River Hills and West Allis) that meet certain criteria. Businesses can receive a grant up to \$10,000. Final allocations will depend upon available funding and demand for the program. WWBIC will receive an administrative fee of \$25,000 to provide the staffing and grant oversight.

C. The \$250,000 for the Small Business Grant Program is being provided through the \$992,237 in CDBG COVID-19 grant funding previously allocated to Milwaukee County.

D. No further assumptions are made.

Department/Prepared By Clare O'Brien, DHHS Budget & Operations Manager

Authorized Signature 

Did DAS-Fiscal Staff Review? ☐ Yes ☒ No

Did CDPB Staff Review? ☐ Yes ☐ No ☒ Not Required

<sup>1</sup> 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.