Program: Community Development and Continuum of Care Grants Administration

**<u>Department:</u>** Department of Administration-Community Development Grants Administration

**2017 Proposed Funding:** \$912,500

<u>Funding history:</u> Administrative activities have always been funded with CDBG funds.

<u>Description:</u> Administration and oversight of all grant funded programs. Fund oversight and planning for the Continuum of Care grant in the role as lead agency for the grant.

**Positions and FTEs**: 14 positions

<u>Impact if not funded:</u> The City would not be able to comply with HUD regulations. This is mandatory administrative activity required by HUD in order to be eligible for CDBG funding for the City of Milwaukee as a Participating Jurisdiction. Elimination of funding could result in layoff of the staff, as there is no operating funding provided in the 2017 budget for these positions.

Salaries:	\$582,767
Fringes:	\$262,245
General Services:	\$ 57,988
Supplies:	\$ 8,500
Equipment:	\$ 1,000
Total	\$912,500

**Program: Community Development Grants Administration** 

**<u>Department:</u>** Comptroller's Office

**2017 Proposed Funding:** \$544,000

**Funding history:** Administrative activities have always been funded with CDBG funds. Funding has varied and has averaged \$564,700 since 2001.

<u>Description:</u> Fiscal oversight of all grant funded programs, including reviewing and approving project budgets, budget amendments, processing of cost reports and payment vouchers, A-133 auditing, all HUD OMB regulatory circulars, preliminary reviews of newly-funded groups, review and approval of cost allocation plans, preparing external reports, preparing financial reports, and fiscal site reviews of funded agencies.

**Positions and FTEs:** 10 positions (6.3 FTE)

<u>Impact if not funded:</u> The City would not be able to comply with HUD regulations. This is mandatory administrative activity required by HUD in order to be eligible for CDBG funding for the City of Milwaukee as a Participating Jurisdiction. Elimination of funding could result in layoff of the staff, as there is no operating funding provided in the 2017 budget for these positions.

Position/Account	<u>Funding</u>
Grant-in-Aid Fiscal Coordinator	
Office Assistant IV	
Assistant Grant Fiscal Manager	
Auditor	
Accounting Specialist (3)	
Accounting Program Assistant III	
Accountant II	
Salaries	\$369,596
Fringe	\$166,318
Supplies	\$360
General Services	\$7,300
<u>Equipment</u>	<u>\$426</u>
Total	\$544,000

**Program: Environmental Review & Planning** 

**Department:** Redevelopment Authority of the City of Milwaukee

**2017 Proposed Funding:** \$28,000

**<u>Funding history:</u>** This activity has been funded since at least 2001. Funding has varied but averaged \$28,950 since 2007.

<u>Description:</u> The program provides full environmental reviews of new and continuing projects. This is a HUD mandated activity. This project partially supports the salary of an environmental engineer who conducts National Environmental Policy Act (NEPA) compliance review for all HUD-funded activities undertaken by the City of Milwaukee and community partners. On average, more than 1,100 NEPA reviews are performed annually by this staff.

**Positions and FTEs:** 1 position (0.45 FTE)

Performance Indicators: Number of mandatory planning reviews conducted (800 annually).

<u>Impact if not funded:</u> The City would not be able to comply with HUD regulations. Elimination of this funding would make it impossible for DCD to perform NEPA reviews, with the result that the City's CDBG and HOME funds would be threatened because of failure to comply with the federal regulations that require these reviews as a condition of receiving HUD grants. This is mandatory administrative activity required by HUD in order to be eligible for CDBG funding. Elimination of funding could result in layoff of the staff, as there is no operating funding provided in the 2017 budget for these positions.

Position/Account	<u>Funding</u>	<b>Description of Costs</b>
Sr. Env Project Engineer	\$18,327	
Fringe Benefits	\$8,247	
<u>Contractual</u>	<u>\$1,426</u>	Consulting services
Total	\$28,000	

**Program: Administration and Oversight** 

**<u>Department:</u>** Department of City Development

**2017 Proposed Funding:** \$334,500

Funding history: This program has been funded since at least 2001.

<u>Description</u>: DCD administers several CDBG funded programs and this program provides administration and oversight of these grant funded programs. Activities include voucher review and approval, budget preparation, analysis and cost reporting, accounts payable, and purchase requisitions.

**Positions and FTEs**: 3 positions (2.3 FTE)

<u>Impact if not funded:</u> Administrative activities must be performed to ensure compliance with strict programmatic and regulatory requirements. These requirements could not be met if these activities are not funded. Elimination of funding could result in layoff of the staff, as there is no operating funding provided in the 2017 budget for these positions.

Position/Account	<u>Funding</u>	<u>Description of Costs</u>
Management Accountant		
Grant Budget Analyst - Sr		
Database Specialist		
Salaries	\$225,886	
Fringe Benefits	\$108,425	
Office Supplies	<u>\$189</u>	Postage, subscriptions, general office supplies
Total	\$334,500	

**Program: Milwaukee Fatherhood Initiative** 

**<u>Department:</u>** Department of Administration-Community Development Grants Administration

**HUD Objective:** Create Suitable Living Environment

**HUD Outcome:** Sustainability

**2017 Proposed Funding:** \$50,000

Funding History: Funded since 2015.

<u>Description</u>: The Milwaukee Fatherhood Initiative is a collaborative program that increases the number of children with involved, responsible and committed custodial and non-custodial guardians and/or parents. The absence of this is linked to poverty, delinquency, incarceration and other problems. In 2017, the MFI will ramp up the Nurturing Fathers Program (NFP), a 13 week program designed to teach custodial and non-custodial guardians and/or parents effective skills for healthy relationships and child development and to help foster family reunification.

**Positions and FTEs:** No City positions or FTEs.

<u>Performance Indicators:</u> Number receiving case management and referrals for supportive services (150).

<u>Impact if not funded:</u> Increase in childhood poverty, delinquency, incarceration and other problems for families.

#### **Detailed Budget:**

<u>Account</u> <u>Funding</u> <u>Description of Costs</u>

Contractual Program Case Manager

Services \$50,000 (1 FTE; non-City)

Total \$50,000

-Contract will be with La Luz Del Mundo for the provision of court-ordered intervention services

**Program: Emerging Business Enterprise Program** 

**Department:** Department of Administration-Office of Small Business Development

**<u>HUD Objective:</u>** Create Economic Opportunities

**HUD Outcome:** Sustainability

**2017 Proposed Funding:** \$150,000

**Funding History:** This program has been funded since 1996.

<u>Description</u>: The City of Milwaukee's Office of Small Business Development (OSBD) is a multi-faceted direct service provider that focuses on establishing internal and external relationships to increase the economic development, capacity and sustainability of the small business community in Milwaukee. Pursuant to Chapter 370, Milwaukee Code of Ordinances, the OSBD is responsible for administering the City's Small Business Enterprise (SBE) Certification program which ensures that the city's contracting opportunities in commodity procurement, construction, service orders and professional services are available to small and emerging businesses. Furthermore, OSBD networks with each of the City's contracting departments to monitor SBE program contracting efforts and offer support services to ensure SBE firms are available to fulfill their procurement needs. The activity generates program income that is used to provide additional funding support in addition to the annual funding allocation.

Positions and FTEs: 4 positions (approximately 2.14 FTEs)

<u>Performance Indicators:</u> Number of loans issued: 2; total number of jobs created: 2; number of new SBE firms certified: 66; number of SBE firms issued renewal certifications: 89.

<u>Impact if not funded:</u> Fewer small and disadvantaged businesses would receive assistance, support and economic opportunities; decrease in new job creations; decrease in loans to businesses; inability to process certification applications for new and existing SBE firms; inability to monitor city department and private development project SBE utilization; inability to provide technical assistance programming such as the Revolving Loan and Business Capacity Building Programs and inability to establish and sustain partnerships with organizations that foster entrepreneurship and economic sustainability.

Position/Account	No.	<u>Funding</u>
Small Business Dev. Mgr.	1	
Emerging Business Analyst-Sr.	2	
Contract Compliance Officer	1	
Salaries		\$103,448
Fringe Benefits		<u>\$46,552</u>
Total		\$150,000

**Program: Summer Youth Internship Program** 

**<u>Department:</u>** Department of City Development

**<u>HUD Objective:</u>** Create Economic Opportunities

**HUD Outcome:** Sustainability

**2017 Proposed Funding:** \$300,000

Funding History: This program has been funded since 2005.

<u>Description</u>: The program provides high school juniors and seniors a variety of internship positions throughout City departments. The interns work 20 hours per week over the course of eight weeks and are connected to the real-life world of work. Team leaders mentor the interns who also receive training each week on personal and professional development.

**Positions and FTEs:** One position (0.9 FTE)

<u>Performance Indicators:</u> Number of team leaders recruited, number of students placed; number of students with increased skills, future employability and real life work preparedness.

<u>Impact if not funded:</u> This program funds the salaries of youth employees and team leaders who work in City government internships during the summer months. The loss of the funding would end the Summer Youth Internship Program, which serves over 100 teenagers each year. These youth may not receive any employment or work experience that will assist them in improving their lives. The Youth Development Coordinator position would have to be eliminated and the employee laid off.

<u>Funding</u>	<u>Description of Costs</u>
\$73,936	
\$32,271	
\$9,750	Mileage, room rental, work permits, printing, bus rental
\$10,000	Postage, supplies, boots, uniforms
<u>\$174,043</u>	Payments to youth workers
\$300,000	
	\$73,936 \$32,271 \$9,750 \$10,000 \$174,043

Program: Owner-Occupied Loan Program

**<u>Department:</u>** Department of City Development

**<u>HUD Objective</u>**: Provide Decent Affordable Housing

**HUD Outcome:** Affordability

**2017 Proposed Funding:** \$465,500

Funding History: This program has been funded since at least 2001.

Description: The program provides loans and technical assistance to owner-occupants of one to four unit residential properties in need of repair. Loans are very low interest loans, ranging from 0% to 3% interest rates. The priority for program activity is to address code violations and fund energy conservation improvements. These projects provide loan capital and pay the salaries of the staff who operate a variety of housing loan programs that assist home owner-occupants and responsible landlords to maintain their properties. Staff process applications for these loans, develop scopes of work for borrowers, assist borrowers to obtain contractors, and oversee the quality of construction work and disbursement of contractor payments. These programs include the lending that occurs within the Target Investment Neighborhoods (TINs), emergency loan programs, Rental Rehabilitation program, the Lease-to-Own program which is providing home ownership opportunities to tenants who live in foreclosed properties, TID forgivable loans, the Homebuyer Assistance Program that incentivizes the purchase and renovation of foreclosed properties, and newly created programs such as the Strong Neighborhoods Loan Program, the foreclosed property Challenge Fund and RICH.

Positions and FTEs: 11 positions (5.7 FTE)

Performance Indicators: Number of loans issued, number of units rehabbed (30 annually)

<u>Impact if not funded:</u> The ability to preserve properties would be dramatically reduced. Low income borrowers would have less ability to perform necessary improvements to their properties; decrease in affordable, decent housing units, increase in dilapidated housing.

Position/Account	No.	<u>Funding</u>	Description of Costs
Commercial & Res Rehab Mgr	1		
Housing Rehab Manager	1		
Rental Rehab Specialist	1		
Housing Rehab Specialist	4		
Housing Program Spec	1		
Program Assistant I	2		
Accounting Asst. II	1		
Salaries		\$320,221	
Fringe Benefits		\$153,706	
General Services		\$26,500	Parking, mileage
Supplies		\$7,000	
Equipment		\$5,000	
Contractual		\$1,073	NIDC Audit expenses (competitively bid)
Program Income		<u>\$(48,000)</u>	
Total		\$465,500	

**Program: Commercial Revitalization** 

**<u>Department:</u>** Department of City Development

**HUD Objective:** Create Economic Opportunities

**HUD Outcome:** Sustainability

**2017 Proposed Funding:** \$126,500

**Funding History:** 2015 is the first year of CDBG funding for this project.

<u>Description</u>: The program will fund two new Neighborhood and Commercial Development staff in DCD. These staff will serve as liaisons between the city and local business owners, connecting them to a variety of programs focused on commercial revitalization. Their primary goals include marketing and administering programs that offer financial support to business owners and working with Business Improvement Districts to support their efforts in maintaining commercial corridors, including signage and streetscape improvements and connecting the disposition of tax-foreclosed commercial properties to commercial revitalization activities.

**Positions and FTEs:** 2 positions (1.5 FTE)

<u>Performance Indicators:</u> Number of businesses assisted; number of new job creations; reduction in commercial and storefront vacancies along commercial corridors.

Impact if not funded: In 2014, the Common Council asked DCD to significantly increase the degree and range of services offered to support Business Improvement Districts and commercial corridors. The 2017 CDBG budget includes this funding to partially support the salaries of two new positions created in response to the Council's request. Loss of these funds will result in elimination of the two new positions, and make it impossible for the department to expand commercial revitalization activities.

Position/Account	<u>Funding</u>	<b>Description of Costs</b>
Commercial Corridor Manager		
Economic Development Specialist		
Salaries	\$86,772	
Fringe Benefits	\$39,048	
General Services	<u>\$680</u>	Parking, mileage
Total	\$126,500	

**Program: Landlord/Tenant Compliance Program** 

**<u>Department:</u>** Department of Neighborhood Services

**HUD Objective:** Create Suitable Living Environment

**HUD Outcome:** Sustainability

**2017 Proposed Funding:** \$120,000

**Funding history:** This program has been funded since at least 2001.

<u>Description</u>: This program ensures that identified code violations on rental properties are addressed by allowing renters living in units with expired code repair orders to pay rent into a city-held account until repairs are made. The program provides renters with emergency relocation from condemned properties and emergency shelter when necessary. Rental proceeds may be used for repairs related to health, safety and welfare of tenants. DNS contracts with Community Advocates to provide this service.

Positions and FTEs: No City staff or FTE are funded. Two FTE in Community Advocates are funded.

<u>Performance Indicators:</u> Number of households/renters served, number of rent abatements, number of repairs made.

<u>Impact if not funded:</u> Less assistance would be available for renters who need emergency relocation and rent abatement/rent withholding assistance. Increase in housing units with unabated housing code violations; increase in dilapidated, boarded and foreclosed units.

#### **Detailed Budget:**

<u>Account</u> <u>Funding</u> <u>Description of Costs</u>

Contractual \$120,000 Contract with Community Advocates

Total \$120,000

**Program: Targeted Code Enforcement** 

**Department:** Department of Neighborhood Services

**<u>HUD Objective:</u>** Provide Decent Affordable Housing

**HUD Outcome:** Affordability

**2017 Proposed Funding:** \$1,250,000

Funding history: This program has been funded since at least 2001. Funding has varied, but has increased since

2001.

<u>Description:</u> The program supports efforts to address designated blighted areas, including enhanced special enforcement activity and landlord training. The program includes an intern component that provides Milwaukee residents with on the job experience and classroom training to increase their ability to attain full-time employment as code enforcement inspectors.

Positions and FTEs: 19 positions (18.5 FTE)

<u>Performance Indicators:</u> Number of exterior inspections for housing coalition and community groups, number of TIN inspections, Number of inspections for targeted enforcement of historically non-compliance properties, number of landlord training sessions held, number of attendees at landlord training sessions.

Impact if not funded: Reduced ability to identify and abate nuisance and criminal activities, critical delays in responding to complaints, decreased ability to respond to neighborhood complaints, reduced zoning enforcement such as for illegal parties, back yard auto repair, illegal occupancies, and conditions of occupancy. Diminished ability to respond to nuisance problems and to secure and monitor vacant and foreclosed buildings. The Landlord Training Program may need to be terminated. The staff currently funded through CDBG would be laid off.

Position/Account	<u>No.</u>	<u>Funding</u>	<u>Description of Costs</u>
Bldg Codes Enforcement Supv.	1		
Special Enforcement Manager	1		
Special Enforcement Inspector	4		
Res Code Enf Inspector II	8		
Customer Service Rep II	1		
Office Assistant II	1		
Property Mgmt Prog. Coord.	1		
Program Assistant I	1		
Office Assistant III	1		
Salaries		\$766,433	
Fringe Benefits		\$360,224	
General Services		\$88,543	Mileage, tuition, phone, mail, printing, clothing, data cards
Office Supplies		\$20,000	Supplies, postage, copy supplies, subscriptions, books
Equipment Rental		\$5,800	Printer, copier, scanner, fax
Equipment Purchase		\$ <u>9,000</u>	Computers, printers
Total		\$1,250,000	

Program: Neighborhood Improvement Program (Housing Code Enforcement)

**Department:** Department of Neighborhood Services

**HUD Objective:** Provide Decent Affordable Housing

**HUD Outcome:** Affordability

**2017 Proposed Funding:** \$665,000

Funding history: This program has been funded since at least 2001.

<u>Description</u>: This is a collaborative project with community-based agencies receiving grant funding for housing programs. DNS staff conduct required inspections for code violations, screen applications, prepare work and scope estimates, and sign off on completed housing rehabilitation work. This is a mandatory activity that must be conducted to ensure that groups using grant funds for housing projects are in compliance with all grant requirements.

**Positions and FTEs:** 9 positions (7.6 FTE)

<u>Performance Indicators:</u> Number of inspections for code violations, number of applications screened, number of work and scope estimates prepared, number of completed rehabs with DNS sign-off, number of code compliant housing units.

Impact if not funded: Staff will have to be laid off. The City could not meet the HUD requirements for oversight of housing programs. This would adversely affect housing programs such as Homebuyer Assistance, Rental Rehab, Housing Production, and LITECH Scattered sites. Delays would occur at the initial scope and estimating portion as well as during follow-up reinspections, draw requests, and final sign-offs, occupancy permit and Certificate of Code Compliance issuance. The City would also not be able to ensure compliance with HUD's requirements for HOME funded rehabilitation projects. The result would be less neighborhood stability, fewer low income families retaining their homes, and more neighborhood blight, increase in housing units with outstanding code violations.

Position/Account	<u>No.</u>	<u>Funding</u>	Description of Costs
Neighborhood Improvement Inspectors	6		
Neighborhood Improvement Proj. Mgr	1		
Administrative Specialist Sr	1		
Office Assistant III	1		
Salaries		\$412,109	
Fringe Benefits		\$185,449	
General Services		\$40,000	Mileage, phone, mail, printing, clothing, data cards
Office Supplies		\$20,000	Supplies, postage, copying, subscriptions, book
Equipment Purchase		<u>\$7,442</u>	Computers, printers
Total		\$665,000	

**Program: Lead Based Paint Prevention and Abatement** 

**Department:** Health Department

**HUD Objective:** Provide Decent Affordable Housing

**HUD Outcome:** Affordability

**2017 Proposed Funding:** \$1,358,000

Funding history: This program has been funded since at least 2001.

<u>Description</u>: This program provides lead risk assessments, testing of units for lead based paint, and prevention and abatement of lead based paint. The program also works with Federally-funded housing groups to comply with HUD mandatory Lead-Based Paint regulations. Also includes abatement of units involving children with elevated blood lead levels. Education of lead hazards and safe removal and testing are provided to families.

Positions and FTEs: 13 positions (approximately 11.2 FTE)

<u>Performance Indicators:</u> Number of units identified, number of units surveyed and scoped, number of units abated and cleared, number of abated units involving a lead poisoned child, number of low income clients served, number of housing units in other programs monitored and cleared.

<u>Impact if not funded:</u> Reduced ability to assure safe and healthy housing for families with children. Fewer properties would receive lead abatement, thereby increasing the risk for lead poisoning, particularly of children in economically disadvantaged neighborhoods. Program staff would be laid off. City might not receive other Lead abatement grant funding as the CDBG funds are the financial match for the Lead Hazard grant (\$3.9 million).

Position/Account	<u>No.</u>	<u>Funding</u>	<b>Description of Costs</b>
Lead Program Info Specialist	1		
Public Health Nurse	2		
Lead Proj. Coordinator	1		
Lead Risk Assessor II	5		
Chemist II	1		
Program Asst II	1		
Office Assistant III	1		
Office Assistant II	1		
Salaries		\$591,723	
Fringe Benefits		\$266,277	
<u>Contractual</u>		\$500,000	Lead abatement contractors
Total		\$1,358,000	

**Program: FOCUS Fire Prevention Program** 

**Department:** Milwaukee Fire Department

**<u>HUD Objective:</u>** Provide Decent Affordable Housing

**HUD Outcome:** Affordability

**2017 Proposed Funding:** \$229,500

**Funding history:** This program has been funded since 2002.

<u>Description</u>: The program supports Fire Department staff going door-to-door to install smoke detectors, replace dead batteries in existing smoke detectors and distribute fire prevention information designed to increase fire prevention knowledge and decrease fire deaths. FOCUS activities are targeted in CDBG areas and neighborhoods determined to be most at-risk of residential fires. Other services are also provided to residents, including fire inspections, blood pressure tests, stroke screening and referrals for additional social services.

**Positions and FTEs:** Various positions, approximately 2.9 FTE

<u>Performance Indicators:</u> Number of smoke detectors installed. Number of fire alarm batteries installed. Education provided. Number of Blood Pressure/Stroke Screenings conducted. Number of homes inspected. In 2015, 2,495 homes were inspected and 1288 smoke detectors were installed. The 2017 goal is to install 1,100 to 1,300 smoke detectors, distribute fire prevention information to at least 7,000 households, perform 2,000 to 2,500 home safety inspections, and distribute emergency medical information to 500 to 600 households.

<u>Impact if not funded:</u> Fewer residents will receive fire prevention education and fewer households will receive fire safety inspections and working smoke detectors, which will increase the probability of fire fatalities incurring in neighborhoods the most at risk for fires; decrease in housing units.

Position/Account	<u>Funding</u>	<b>Description of Costs</b>
Fire Lieutenant		
Firefighters		
Lieutenants		
Captains		
Heavy Equipment Operators		
Salaries	\$137,364	
Fringe Benefits	\$70,056	
Equipment	<u>\$22,080</u>	10-year sealed smoke detectors
Total	\$229,500	

**Program: Brownfield Initiatives** 

**Department:** Redevelopment Authority of the City of Milwaukee

**HUD Objective:** Create Economic Opportunities

**HUD Outcome:** Sustainability

**2017 Proposed Funding:** \$169,000

**Funding history**: This program has been funded since at least 2001.

<u>Description:</u> Program revitalizes properties that are vacant or underutilized and often suspected to be environmentally contaminated. The program's goal is to turn these blighted sites into economically productive properties and relieve the significant barriers that can inhibit the quality of life within a commercial or residential neighborhood. CDBG funded staff conduct site evaluations for brownfield properties, apply for federal and state evaluation and clean-up grants, and work with buyers of such properties to ensure compliance with state and federal environmental regulations.

Positions and FTEs: Three positions (0.62 FTE)

<u>Performance Indicators:</u> Number of properties remediated, number of properties redeveloped, number of new jobs created, number of affordable housing units, number of residents benefitting.

<u>Impact if not funded:</u> Loss of this funding would reduce the City's ability to capture brownfield grants from other sources and to leverage the remediation and redevelopment of contaminated central city properties. RACM has secured more than \$40 million in state and federal brownfield grants since 2000. There would also be less job creation and there would be an increase in vacant, blighted properties.

Position/Account	<u>Funding</u>	<u>Description of Costs</u>
Assistant Executive Director		
Sr. Env Project Coordinator		
Sr. Env Project Coordinator		
Salaries	\$48,607	
Fringe Benefits	\$23,331	
<u>Other</u>	<u>\$97,062</u>	Environmental testing and remediation
Total	\$169,000	

**Program: Equal Rights Commission** 

**Department:** Department of Administration

**HUD Outcome:** Sustainability

**2017 Proposed Funding:** \$80,000

**Funding history**: This program was first funded in 2016

<u>Description</u>: The goals are to maintain the City's oversight, investigative and enforcement capabilities Over discriminatory practices not addressed and protected by Federal and State laws. The following are The broad functional responsibilities of the ERC: Oversight/accountability; community collaboration and partnerships; prevention; education and training.

Positions and FTEs: One position (1 FTE)

Impact if not funded: As a Participating Jurisdiction of the U.S. Department of Housing and Urban Development, the City of Milwaukee is required to use of CDBG funds to provide fair housing services as a program administration cost. Costs are designed to support the Affirmatively Furthering Fair Housing efforts in the jurisdictions which include: making persons aware of the range of housing options available; enforcement, education, and outreach; working to avoid undue concentrations of assisted persons in areas with many low- and moderate-income persons; and other appropriate activities

Position/Account	<u>Funding</u>	Description of Costs
Equal Rights Specialist		
Salaries	\$45,305	
Fringe Benefits	\$20,387	
Contractual	\$14,308	
Total	\$80,000	