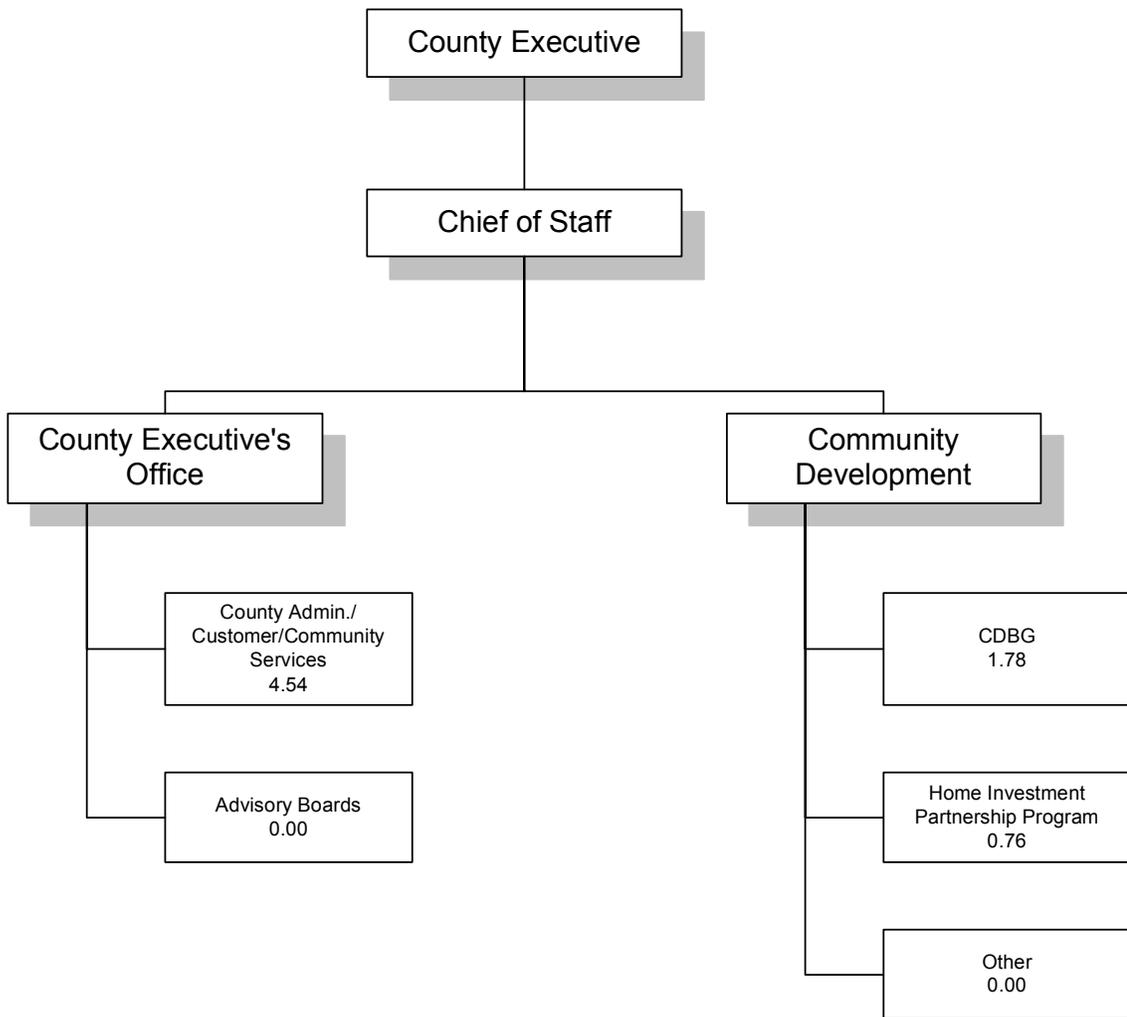


County Executive

COUNTY EXECUTIVE'S OFFICE

FUNCTION / PROGRAM CHART



7.08 Total FTE'S

1. Position counts stated in terms of budgeted full time equivalent positions (FTE) includes extra help and overtime.
2. See Stats/Trends Section for position detail.



Statement of Purpose

The mission of Community Development is the development of viable urban communities through the provision of financial grants and technical assistance to cities, villages, towns and non-profit corporations participating in Waukesha County's "Urban County Entitlement" Community Development Program. Special emphasis in accordance with Federal regulation is placed on:

1. The conservation and expansion of housing for low and moderate-income households.
2. The creation and retention of jobs, principally for low and moderate-income households.
3. The expansion of the quantity and quality of community services for low and moderate-income persons.
4. To affirmatively further equal housing opportunities.
5. The removal of architectural or physical barriers denying or impeding access of elderly and disabled persons to the full utilization of public and private facilities.
6. More effective environmental and strategic planning.

Financial Summary	2008 Actual	2009		2010 Budget	Change From 2009 Adopted Budget	
		Adopted Budget	2009 Estimate (a)		\$	%
Revenues (a)						
General Government (b)	\$3,407,731	\$2,800,000	\$5,850,000	\$2,950,000	\$150,000	5.4%
Fine/Licenses	\$0	\$0	\$0	\$0	\$0	N/A
Charges for Services	\$0	\$0	\$0	\$0	\$0	N/A
Interdepartmental	\$0	\$0	\$0	\$0	\$0	N/A
Other Revenue (c)	\$549,766	\$968,985	\$868,985	\$969,500	\$515	0.1%
Appr. Fund Balance	\$0	\$0	\$0	\$0	\$0	N/A
County Tax Levy (d)	\$0	\$0	\$0	\$0	\$0	N/A
Total Revenue Sources	\$3,957,497	\$3,768,985	\$6,718,985	\$3,919,500	\$150,515	4.0%
Expenditures (a)						
Personnel Costs	\$186,020	\$196,285	\$188,818	\$193,362	(\$2,923)	-1.5%
Operating Expenses						
<i>Subgrantee Grants</i>	\$3,870,054	\$3,431,622	\$6,363,861	\$3,578,415	\$146,793	4.3%
<i>Administrative</i>	\$30,285	\$34,173	\$59,574	\$39,165	\$4,992	14.6%
Interdept. Charges	\$104,747	\$106,905	\$106,732	\$108,558	\$1,653	1.5%
Fixed Assets	\$0	\$0	\$0	\$0	\$0	N/A
Total Expenditures (a)	\$4,191,106	\$3,768,985	\$6,718,985	\$3,919,500	\$150,515	4.0%
Rev. Over (Under) Exp. (e)	(\$233,609)	-	-	-	-	-

Position Summary (FTE)

Regular Positions	2.50	2.50	2.50	2.50	0.00
Extra Help	0.00	0.00	0.00	0.00	0.00
Overtime	0.04	0.04	0.04	0.04	0.00
Total	2.54	2.54	2.54	2.54	0.00

- (a) 2009 Estimate includes a 2008 carryover of encumbered grant contracts totaling \$2 million and an approved request to carry-over 2008 expenditure appropriations of \$1.3 million. In addition \$6 million of additional Federal Funding was awarded in 2009 which consists of \$4.38 million for CDBG Emergency Assistance Funding for the 2008 Flood, \$1.3 million for the Neighborhood Stabilization program and \$392,451 of Federal Stimulus funding. The CDBG Coordinator estimates that \$6.35 million will be unspent at year-end 2009 and requested to be carried over to the 2010 Budget.
- (b) The 2010 Budget includes an estimation of the U.S. Department of Housing (HUD) allocation. It is anticipated that if the actual award notification is lower than the budgeted amount, the Finance Committee will be notified and the expenditures will be limited to the amount of the award notification.
- (c) Other revenue mainly includes revolving loan program income.
- (d) This Special Revenue fund relies solely on Federal funding. The actual County Tax Levy is always \$0 for this fund.
- (e) The amount shown for the 2008 Actual represents expenditures more than revenues due to less revolving loan program repayments (Program Income) than revolving loans made during the year.

Note: The Federal rules allow the expenditure of grants over multiple year periods (normally two to three years). The CDBG Board approved a policy that expenditures must be completed within 23 months or funds will be reprogrammed.

Major Departmental Strategic Outcomes and Objectives for 2010

County-Wide Key Strategic Outcome: A county that assists at-risk citizens

Objective 1: To improve the self sufficiency of persons at or below 80% of metro median income by using federal funding of the Community Development Block Grant Program (CDBG). This requires programming to benefit persons/households at or below 80% of the metro area median income who by definition are considered "at-risk." (CDBG)

Key Outcome Indicator 1a: In accordance with Federal objectives, three outcomes will be addressed: 1) availability/accessibility, 2) affordability, and 3) sustainability as programs are allocated funding. 98% of funded projects will benefit low-income (at-risk) persons. 80% of low-income clients served will have an improved quality of life and better knowledge of services available as a result of CDBG program funding.

Performance Measure 1a:	2008 Actual	2009 Target (a)	2009 Estimate	2010 Target
Percent of Low-Income Clients Improving Quality of Life	84%	82%	85%	87%
Number of persons benefiting (a)	28,500	14,500	29,000	30,000

(a) Prior year data counts for the "Number of persons benefiting" including the 2009 Target did not include the count of facility beneficiaries. However, this information is included in the count for 2008 Actuals and the 2009 Estimate and the 2010 Target.

Key Outcome Indicator 1b: 90% of persons receiving economic opportunities through job training, counseling or directed employment shall have a more sustainable potential for self-sufficiency.

Performance Measure 1b:	2008 Actual	2009 Target	2009 Estimate	2010 Target
Percent of Persons Achieving Self-Sufficiency	91%	91%	91%	91%
Number of persons benefiting	1,485	1,415	1,500	1,600

County-Wide Key Strategic Outcome: A county that provides customers with quality programs and services

Objective 2: To provide services that improves affordable housing opportunities for low- and moderate-income households in the County. (HOME)

Key Outcome Indicator: 95% of persons receiving housing assistance for housing rehabilitation, home purchase assistance, housing construction and/or fair housing will maintain or improve their housing affordability.

Performance Measure:	2008 Actual	2009 Target	2009 Estimate	2010 Target
Percent of Persons Improving Housing Affordability	99%	99%	99%	99%
Number of households benefiting	210	205	215	220

Objective 3: To meet the Federal drawdown of funds requirement and provide timeliness of fund expenditures, subgrantees (beginning with 2007 agreements) will be required to drawdown funds within twelve months. The CDBG Board will be allowed to approve a request for an extension for a period not to exceed 12 months. If funding is not used prior to the end of the twenty-four months period from the initial funding date, the remaining funds will be automatically cancelled and reprogrammed. (CDBG)

Objective 4: To ensure effective program management and monitoring.

Key Outcome Indicator: The number of CDBG grants awarded by the CDBG Board will be reduced by at least 5%.

Performance Measure:	2008 Actual	2009 Target	2009 Estimate	2010 Target
Grants Awarded	113	99	90	85
Percent Change	14%	-10%	-10%	-5.9%

Community Development Block Grant

County-Wide Key Strategic Outcome: A county that assists at-risk citizens

Program Description

Provides for the development of viable urban communities by providing direct federally funded financial grants and technical assistance to cities, villages, towns, and non-profit corporations participating in Waukesha County's "Urban County Entitlement." These grants are used to revitalize neighborhoods, expand affordable housing and economic opportunities, and/or improve community facilities and services, principally to benefit low- and moderate-income persons.

	2008 Actual	2009 Budget	2009 Estimate (a)	2010 Budget	Budget Change
Staffing (FTE)	1.93	1.78	1.78	1.78	0.00
General Government (a)	\$1,573,824	\$1,450,000	\$1,950,000	\$1,450,000	\$0
Other Revenue (b)	\$384,884	\$700,000	\$600,000	\$700,000	\$0
Appr. Fund Balance	\$0	\$0	\$0	\$0	\$0
County Tax Levy (c)	\$0	\$0	\$0	\$0	\$0
Total Revenues	\$1,958,708	\$2,150,000	\$2,550,000	\$2,150,000	\$0
Personnel Costs	\$137,711	\$139,079	\$129,993	\$137,032	(\$2,047)
Operating Expenses (a)					
<i>Subgrantee Grants</i>	\$1,906,674	\$1,929,560	\$2,344,238	\$1,935,697	\$6,137
<i>Administrative</i>	\$11,171	\$16,634	\$11,163	\$11,745	(\$4,889)
Interdept. Charges	\$63,412	\$64,727	\$64,606	\$65,526	\$799
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Total Expenditures	\$2,118,968	\$2,150,000	\$2,550,000	\$2,150,000	\$0
Rev. Over (Under) Exp. (d)	(\$160,260)	-	-	-	-

- (a) 2009 Estimate includes a 2009 carryover of encumbrances totaling \$1,163,495 and a 2008 carryover of \$310,293 through a separate ordinance. It is estimated that \$1 million of unexpended appropriations at year end 2009 will be requested to be carried over to the 2010 Budget.
- (b) Other Revenue includes revolving loan program income.
- (c) This Special Revenue fund relies solely on Federal funding. The actual County Tax Levy is always \$0 for this fund.
- (d) The amount shown for the 2008 Actual revenues lower than expenditures due to less revolving loan program repayments (Program Income) than revolving loans made during the year, which are funded by Fund Balance from prior years. In the 2009 Estimate the revenues are also estimated to be lower than expenditures.



Program Highlights

The CDBG Board approved a policy that funded projects must be expended within 23 months or the funds will be reprogrammed.

Federal CDBG revenues from the Department of Housing and Urban Development (HUD) are expected to remain at the 2009 Adopted Budget at \$1,450,000 for the 2010 Budget based on Department's estimates.

Revolving loan program income collected is expected to remain at the 2009 Adopted budget base of \$700,000 for the 2010 Budget.

Personnel cost reflects a decrease of \$2,047 mostly related to vacancy and turnover and an employee's selection of lower cost health insurance offset by a slight increase in Wisconsin retirement contribution rates. The CDBG program budget includes \$6,250 for CDBG Board expenses of which \$5,600 is related to personnel costs and \$650 is included for operating expense mileage reimbursements. Overall operating expenses are increased slightly by \$1,248 which reflects a \$6,137 increase in budgeted subgrantee awards offset by a \$4,000 decrease to \$0 in budgeted contracted legal services in this program area. Interdepartmental charges are \$799 higher in 2009 mostly related to eligible administrative indirect cost recovery.

Community Development Block Grant (cont.)



Activity

	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	09-10 Budget Change
Grant \$ Value Awarded	\$1,445,086	\$1,450,000	\$1,455,062	\$1,450,000	\$0
New Contracts Awarded	113	99	90	85	(14)

Cumulative Contracts

Approximately \$29.6 million has been awarded since program inception began in 1990.

Participating communities:

- Cities: Brookfield, Delafield, Muskego, New Berlin, Oconomowoc, Pewaukee, and Waukesha
- Towns: Brookfield, Delafield, Eagle, Genesee, Lisbon, Merton, Mukwonago, Oconomowoc, Ottawa, Summit, Vernon, and Waukesha
- Villages: Big Bend, Butler, Dousman, Eagle, Elm Grove, Hartland, Lac La Belle, Lannon, Merton, Mukwonago, North Prairie, Nashotah, Pewaukee, Sussex, Wales, and Menomonee Falls

Non-Participating Communities:

- Villages: Chenequa and Oconomowoc Lake

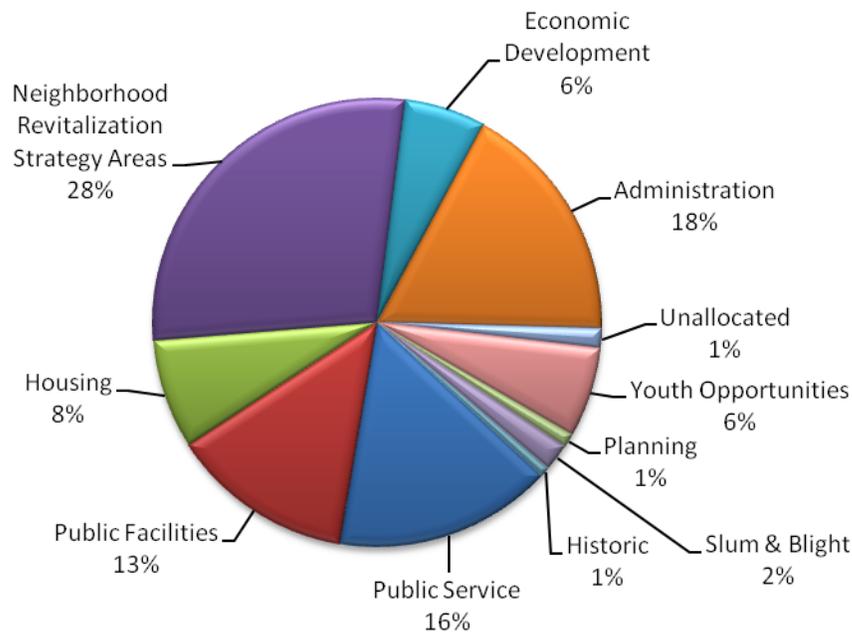
COMMUNITY DEVELOPMENT PROGRAM YEAR

- January CDBG / HOME program year begins
- February Public Hearings - Needs / Community Assessment for Program Year
- March Public Hearing - Grantee Performance Report (GPR) / Annual Housing Performance Report (AHPR)
- April Submit GPR and AHPR
- May Request for Proposals – Advertise and accept applications
- June Transmit copies of applications received to CDBG Board
- July Begin project application reviews
Complete project application reviews
- August CDBG Board completes funding allocation recommendations
Public Hearing on recommendations
Executive Committee review, modify and/or approval of CDBG Board recommendations
- September County Board action on recommendations
- October Complete Grant Application / Environmental reviews for submission to HUD
Write contracts for projects funded
- November Submission of Annual Consolidated Plan
- December Review carryover requests of previously funded projects
Program year ends

Community Development Block Grant (cont.)

Changes for the CDBG Program	CDBG
Subgrantees	
2009 Adopted Budget - BASE Subgrantee HUD Grants	\$1,450,000
2009 -HUD Award amount above 2009 Adopted Budget	\$4,975
2009 Actual HUD Award	\$1,454,975
2010 Est. HUD Incr./ (Decr.) from 2009 Actual award.	(\$4,975)
<i>Subtotal Est. 2010 HUD Grants Amounts (Subgrantee & Admin)</i>	\$1,450,000
Revolving Loans	
2009 Adopted Budget Base - Revolving Loan Program	\$700,000
2010 Est. Revolving Loan Program Income change	\$0
Subtotal Est. 2009 Revolving Program Income	\$700,000
Reimbursement from Wis. Partnership Housing Dev.	
2009 Adopted Budget	<u>\$2,150,000</u>
2010 Proposed Budget	<u>\$2,150,000</u>
Total \$ Increase/ (Decrease)	\$0

**Current Year 2009 Allocation of CDBG Program
Actual Funding Award at \$1,455,062***



* The 2009 Adopted Budget estimated the grant to be \$1,450,000. The actual 2009 CDBG grant awarded by HUD is \$1,454,975.

HOME Investment Partnership Program

County-Wide Key Strategic Outcome: A county that provides customers with quality programs and services

Program Description

Administers Grant Program with Jefferson, Washington and Ozaukee Counties. Most of the program activity is subcontracted to other entities. The goal of this Federally sponsored program is to “increase the availability of decent, safe and affordable housing in urban and rural America, by increasing the supply of affordable, standard rental housing; improve substandard housing for existing homeowners and assist new homebuyers through acquisition, construction, and rehabilitation of housing, and provide tenant-based rental assistance.” (Waukesha County data only)

	2008 Actual	2009 Budget	2009 Estimate (a)(b)	2010 Budget	Budget Change
Staffing (FTE)	0.61	0.76	0.76	0.76	0.00
General Government (a)	\$1,833,907	\$1,350,000	\$2,050,000	\$1,500,000	\$150,000
Other Revenue (b)	\$164,882	\$268,985	\$268,985	\$269,500	\$515
Appr. Fund Balance	\$0	\$0	\$0	\$0	\$0
County Tax Levy (c)	\$0	\$0	\$0	\$0	\$0
Total Revenues	\$1,998,789	\$1,618,985	\$2,318,985	\$1,769,500	\$150,515
Personnel Costs	\$48,309	\$57,206	\$53,594	\$56,330	(\$876)
Operating Expenses (a)					
<i>Subgrantee Grants</i>	\$1,963,380	\$1,502,062	\$2,198,057	\$1,642,718	\$140,656
<i>Administrative</i>	\$19,114	\$17,539	\$25,208	\$27,420	\$9,881
Interdept. Charges	\$41,335	\$42,178	\$42,126	\$43,032	\$854
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Total Expenditures	\$2,072,138	\$1,618,985	\$2,318,985	\$1,769,500	\$150,515
Rev. Over (Under) Exp. (d)	(\$73,349)	-	-	-	-

- (a) 2009 Estimate includes a 2008 carryover of encumbrances totaling \$841,173 and a 2008 carry-over of \$1,056,092 through separate ordinance. It is estimated that \$1.2 million will be carried over to the 2010 Budget.
- (b) Other Revenue includes \$250,000 for revolving loan program income and \$19,500 from Wisconsin Partnership housing development for facility rental charges.
- (c) This Special Revenue fund relies solely on Federal funding. The actual County Tax Levy is always \$0 for this fund.
- (d) The amount shown for the 2008 Actual represents revenues less than expenditures due to less revolving loan program repayments (Program Income) than revolving loans made during the year.

**Program Highlights**

General Government Federal HUD funding at \$1,500,000 represents a \$150,000 increase from the 2009 Adopted Budget.

Other revenues include a sub-recipient agreement which began in 2007 with WI Partnerships to administer down payment assistance and housing rehabilitation programs; providing county reimbursed revenue at \$19,500.

Personnel cost to continue decrease by \$876 mostly related to vacancy and turnover and an employee's selection of lower cost health insurance offset by a slight increase in Wisconsin retirement contribution rates.

Operating expenses are estimated to increase \$150,537 mostly related to estimated increases in the HUD grant based on the current year's grant award. Also, administrative costs for contracted legal services increase \$8,000 to \$9,000 in 2010, due to contract modifications, as required by HUD.

HOME Investment Partnership Program (cont.)

Activity	2008 Actual	2009 Budget	2009 Estimate	2010 Budget	09-10 Budget Change
Grant Value Awarded	\$1,350,352	\$1,350,000	\$1,491,311	\$1,500,000	\$150,000
# of Down payment and Closing Cost Assistance	72	85	75	80	(5)
# of Homebuyer Counseling (# People Counseled/ to the # of Actual Homebuyers) (a)	950/72	350/85	1,000/75	650/75	300/-10
Housing Rehabilitation	28	73	40	45	(28)
Purchase/Rehab	22	25	25	28	3

(a) The number of potential homebuyers counseled was higher in 2008 partially due to anticipating a relatively strong but declining housing market in the 1st half of 2008 prior to the 2nd half downturn, 2009 Budget estimated a significantly weaker housing market; however the 2009 estimate includes higher numbers as a result of an \$8,000 tax credit to 1st time home buyers. 2010 reflects a drop estimated since the 1st time rebate was scheduled to end 11/30/09. The number of actual homebuyers who receive financial assistance is limited and is based on the available funding and grant amount as established by the HOME Board.

Cumulative Contracts

A cumulative total of \$15.5 million has been awarded since program inception began in 1998.

Waukesha County Participating Communities*:

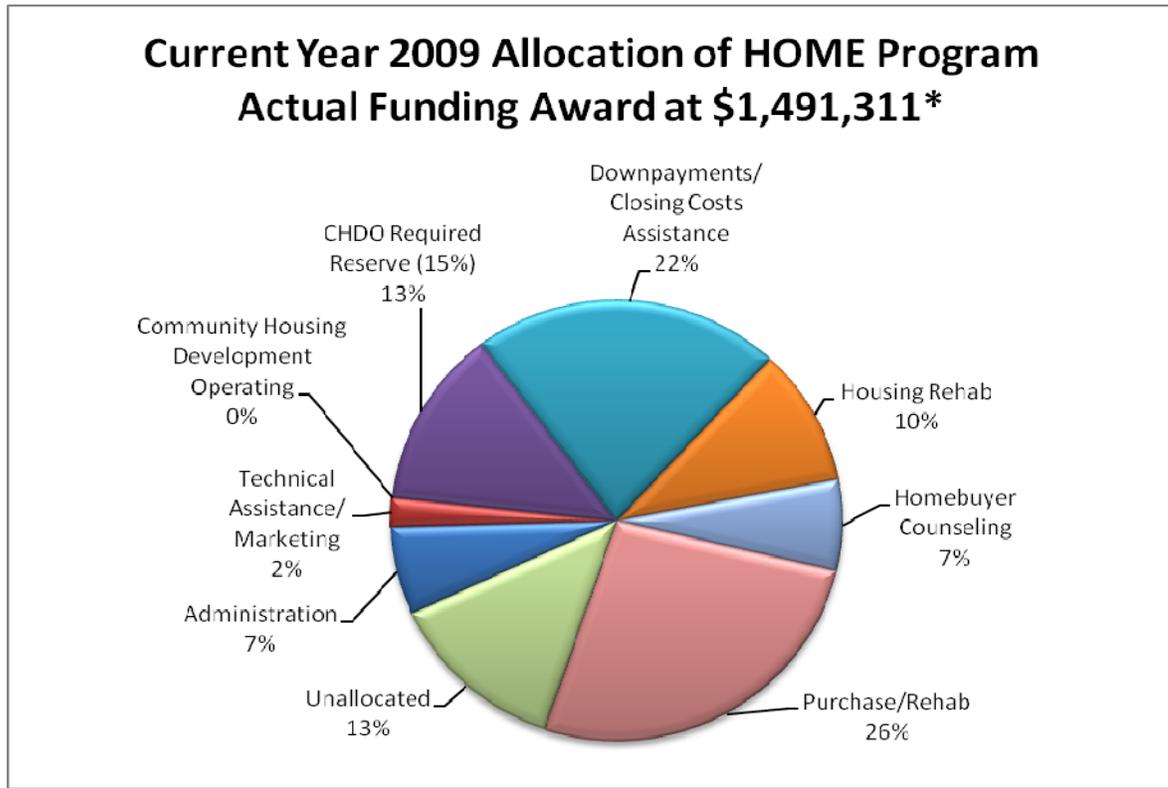
Cities: Brookfield, Delafield, Muskego, New Berlin, Oconomowoc, Pewaukee, and Waukesha
 Towns: Brookfield, Delafield, Eagle, Genesee, Lisbon, Merton, Mukwonago, Oconomowoc, Ottawa, Summit, Vernon, and Waukesha
 Villages: Big Bend, Butler, Dousman, Eagle, Elm Grove, Hartland, Lac La Belle, Lannon, Merton, Mukwonago, North Prairie, Nashotah, Pewaukee, Sussex, Wales, German Town, and Menomonee Falls

Waukesha County Non-Participating Communities:

Villages: Chenequa and Oconomowoc Lake

* HOME program participation includes 99 of 103 possible jurisdictions including all towns in Waukesha, Jefferson, Washington, and Ozaukee Counties and 22 of the 26 villages and cities.

Changes for the HOME Program	HOME
Subgrantees	
2009 Adopted Budget - BASE Subgrantee HUD Grants	\$1,350,000
2009 -HUD Award amount above 2009 Adopted Budget	\$141,311
2009 Actual HUD Award	\$1,491,311
2010 Est. HUD Incr./ (Decr.) from 2009 Actual award.	\$8,689
<i>Subtotal Est. 2010 HUD Grants Amounts (Subgrantee & Admin)</i>	\$1,500,000
Revolving Loans	
2009 Adopted Budget Base - Revolving Loan Program	\$250,000
2010 Est. Revolving Loan Program Income change	\$0
<i>Subtotal Est. 2009 Revolving Program Income</i>	\$250,000
Reimbursement from Wis. Partnership Housing Dev.	\$19,500
2009 Adopted Budget	\$1,618,985
2010 Proposed Budget	\$1,769,500
Total \$ Increase/ (Decrease)	\$150,515



* The 2009 Adopted Budget estimated the grant to be \$1,350,000. The actual Home Program grant awarded by HUD for 2009 is \$1,491,311.

Other Grant Programs

Program Description

Administration for other grant assistance programs as funding is provided.

	2008 Actual	2009 Budget	2009 Estimate (a)	2010 Budget	Budget Change
Staffing (FTE)	0.00	0.00	0.00	0.00	0.00
General Government (a)	\$0	\$0	\$1,850,000	\$0	\$0
Other Revenue	\$0	\$0	\$0	\$0	\$0
Appr. Fund Balance	\$0	\$0	\$0	\$0	\$0
County Tax Levy	\$0	\$0	\$0	\$0	\$0
Total Revenues	\$0	\$0	\$1,850,000	\$0	\$0
Personnel Costs	\$0	\$0	\$5,231	\$0	\$0
Operating Expenses (a)	\$0	\$0	\$1,844,769	\$0	\$0
<i>Subgrantee Grants</i>	\$0	\$0	\$1,821,566	\$0	\$0
<i>Administrative</i>	\$0	\$0	\$23,203	\$0	\$0
Interdept. Charges	\$0	\$0	\$0	\$0	\$0
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Total Expenditures	\$0	\$0	\$1,850,000	\$0	\$0
Rev. Over (Under) Exp.	-	-	-	-	-

(a) **Other grant assistance programs totaling \$6,085,026** was awarded in 2009 to CDBG as one time funding. The department estimates that \$1,850,000 will be expended in 2009 and estimates that approximately \$4,235,000 will be requested to be carried over to the 2010 budget.



Program Highlights

The 2009 Estimate of \$1,850,000 consists of the following:

Community Development Block Grant (CDBG)-Emergency Assistance Program (EAP)

Waukesha County was notified in 2009 that it was eligible and would distribute \$4,380,000 in federal Housing and Urban Development (HUD) funds for the 2008 flood. The department is requesting the County Board approval to appropriate the funding; ordinance # (164-32). According to federal guidelines, Waukesha County has until 12/31/10 to spend the federal money. The CDBG Coordinator estimates that approximately \$500,000, or about 11% of the total disaster funds awarded be expended in 2009.

HUD-Neighborhood Stabilization Program (NSP)

Waukesha County was notified in 2009 that it was eligible to distribute \$1,312,575 of HUD funding from the State of Wisconsin for the Housing and Economic Recovery Act of 2008 under the NSP. In June of 2009, the County Board approved ordinance # (164-22) that appropriated the funding. According to federal guidelines, Waukesha County has until 12/31/10 to spend the federal money. It is anticipated that at least \$1,000,000 or 76% of the funds will be expended in 2009.

CDBG-R Recovery –Federal Stimulus Funding

Waukesha County was notified in 2009 that it was eligible to distribute \$392,451 in federal HUD funds under the American Recovery and Reinvestment Act of 2009 to stimulate the economy including infrastructure improvements and energy efficiency. In June 2009, the County Board approved ordinance # (164-23) that appropriated the funding. According to federal guidelines, Waukesha County has until 6/30/10 to spend the federal money. It is anticipated that at least \$350,000 or 89% of the funds will be expended by 2009.

Funding Source	Total Awarded	Estimated To Be Spent in 2009	Amount Estimated To Be Carried Over to 2010
CDBG- Emergency Assistance Program (EAP) for the 2008 Flood	\$4,380,000	\$500,000	\$3,880,000
Neighborhood Stabilization Program (NSP)	\$1,312,575	\$1,000,000	\$312,575
CDBG-R awarded under the American Recovery and Reinvestment Act of 2009 (Federal Stimulus)	\$392,451	\$350,000	\$42,451
Total Awarded in 2009	\$6,085,026	\$1,850,000	\$4,235,026