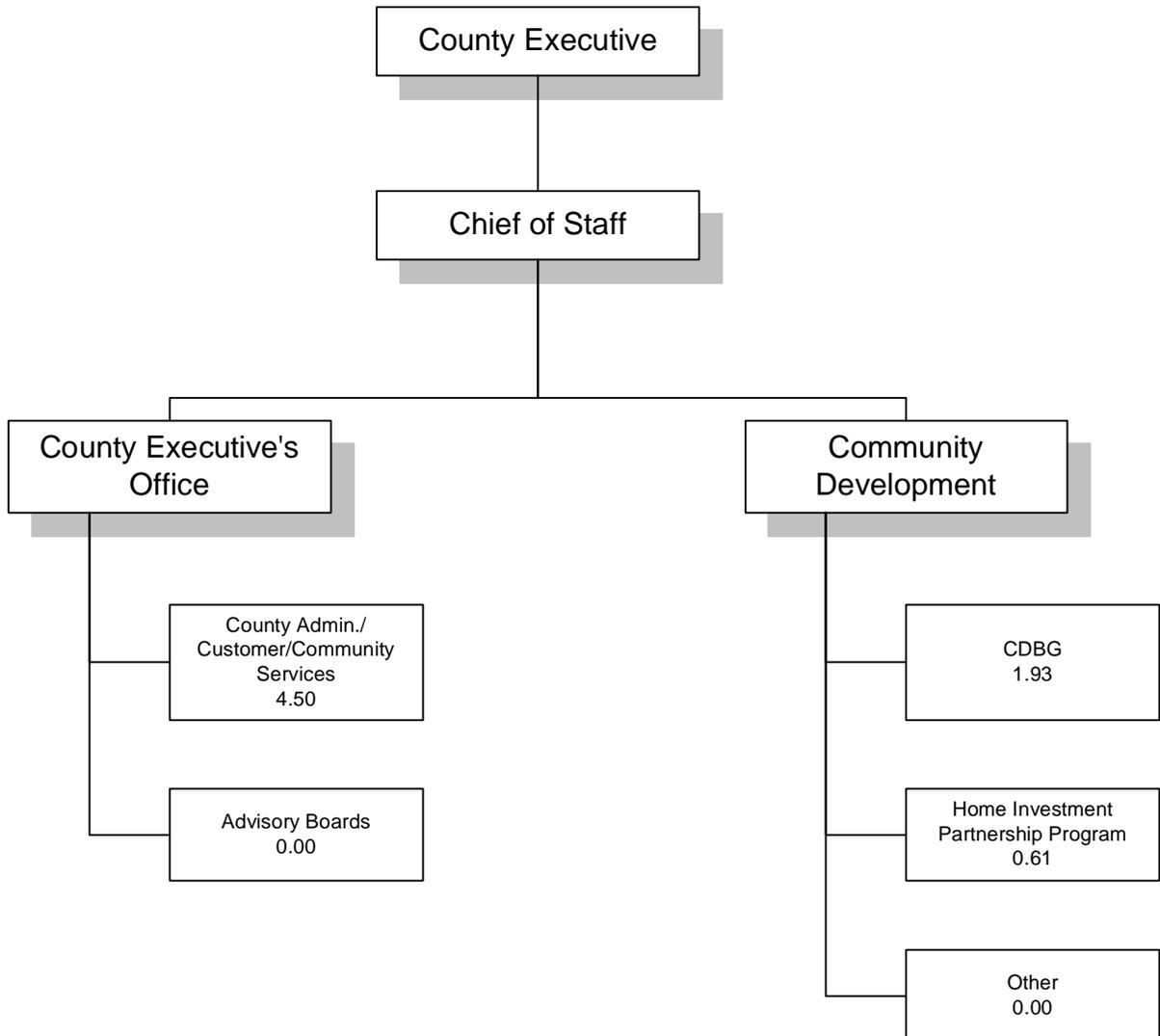


COUNTY EXECUTIVE'S OFFICE

FUNCTION / PROGRAM CHART



7.04 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	2006	2007	2007	2008	Change From 2007	
	Actual	Adopted Budget	Estimate (a)	Budget	\$	%
Revenues						
General Government (b)	\$3,550,431	\$2,843,000	\$2,924,107	\$3,019,867	\$176,867	6.2%
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)	\$614,544	\$1,500,000	\$1,067,701	\$1,118,701	(\$381,299)	-25.4%
Appr. Fund Balance	\$0	\$0	\$0	\$0	\$0	N/A
County Tax Levy (d)	\$0	\$0	\$0	\$0	\$0	N/A
Total Revenue Sources	\$4,164,975	\$4,343,000	\$3,991,808	\$4,138,568	(\$204,432)	-4.7%
Expenditures						
Personnel Costs	\$172,360	\$183,575	\$182,156	\$196,414	\$12,839	7.0%
Operating Expenses						
<i>Subgrantee Grants</i>	\$4,642,479	\$4,054,111	\$3,650,000	\$3,800,000	(\$254,111)	-6.3%
<i>Administrative</i>	\$23,126	\$20,979	\$25,936	\$30,324	\$9,345	44.5%
Interdept. Charges	\$80,703	\$84,335	\$101,507	\$111,830	\$27,495	32.6%
Fixed Assets	\$0	\$0	\$0	\$0	\$0	N/A
Total Expenditures	\$4,918,668	\$4,343,000	\$3,959,599	\$4,138,568	(\$204,432)	-4.7%

Rev. Over (Under) Exp. (e)	(\$753,693)	-	\$32,209	-	-	-
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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) 2007 Estimate includes a 2006 carryover of encumbered grant contracts totaling \$1.2 million and an approved request to carry-over 2006 expenditure appropriations of almost \$3.2 million. It is estimated that \$4.7 million will be unspent at year-end 2007 and requested to be carried over to the 2008 budget.
- (b) The 2008 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 includes revolving loan program income. It is restated from General Government revenues for 2006.
- (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 2006 Actual represents revenues less than expenditures 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 24 months or funds will be reprogrammed.

Major Departmental Strategic Outcomes and Objectives for 2008

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.

<u>Performance Measure 1a</u>	2006 Actual	2007 Target	2007 Estimate	2008 Target
Percent of Low-Income Clients Improving Quality of Life	N/A	79%	79%	80%
Number of persons benefiting	N/A	13,000	13,500	14,000

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.

<u>Performance Measure 1b</u>	2006 Actual	2007 Target	2007 Estimate	2008 Target
Percent of Persons Achieving Self-Sufficiency	N/A	90%	90%	90%
Number of persons benefiting	N/A	1,200	1,225	1,300

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.

<u>Performance Measure:</u>	2006 Actual	2007 Target	2007 Estimate	2008 Target
Percent of Persons Improving Housing Affordability	95%	95%	95%	95%
Number of households benefiting	174	183	170	185

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

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: The number of CDBG grants awarded by the CDBG Board will be reduced by at least 5% to ensure effective program management and monitoring.

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.

	2006 Actual	2007 Budget	2007 Estimate	2008 Budget	Budget Change
Staffing (FTE)	1.93	1.93	1.93	1.93	0.00
General Government (a)	\$1,357,101	\$1,433,000	\$1,501,182	\$1,528,324	\$95,324
Other Revenue (b)	\$460,671	\$1,200,000	\$750,000	\$800,000	(\$400,000)
Appr. Fund Balance	\$0	\$0	\$0	\$0	\$0
County Tax Levy (c)	\$0	\$0	\$0	\$0	\$0
Total Revenues	\$1,817,772	\$2,633,000	\$2,251,182	\$2,328,324	(\$304,676)
Personnel Costs (e)	\$127,959	\$136,390	\$135,282	\$147,353	\$10,963
Operating Expenses (a)(e)					
<i>Subgrantee Grants</i>	\$2,626,518	\$2,425,110	\$2,000,000	\$2,100,000	(\$325,110)
<i>Administrative</i>	\$10,764	\$12,544	\$11,384	\$13,572	\$1,028
Interdept. Charges	\$60,868	\$58,956	\$60,124	\$67,399	\$8,443
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Total Expenditures	\$2,826,109	\$2,633,000	\$2,206,790	\$2,328,324	(\$304,676)

Rev. Over (Under) Exp. (d)	(\$1,008,337)	-	44,392	-	-
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- (a) 2007 Estimate includes a 2006 carryover of encumbrances totaling \$435,613 and a 2006 carryover of \$1,969,683 through separate ordinance. It is estimated that \$2.8 million of unexpended appropriations at year end 2007 will be requested to be carried over to the 2008 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 2006 Actual revenues greater than expenditures due to more revolving loan program repayments (Program Income) than revolving loans made during the year, which are funded by fund balance from prior years. In the 2007 Estimate the revenues are estimated to be higher than expenditures.
- (e) 2008 budget includes budgeting for \$6,500 of CDBG Board expenses which are being transferred from the County Executive's budget.



Program Highlights

The CDBG Board approved a policy that funded projects must expend funds within 24 months or the funds will be reprogrammed.

Federal CDBG revenues from HUD are expected to increase from the 2007 Adopted budget base by \$95,324 to \$1,528,324 for the 2008 budget based on the department coordinators estimate of the federal HUD appropriations increase. Revolving loan program income collected is expected to be reduced by \$400,000 to \$800,000 for the 2008 budget.

Transfer of \$6,500 of expenditures for the CDBG Board expenses previously paid from the County Executives budget to be funded by the CDBG program.

Interdepartmental charges increase mainly for office rental payments by \$3,318 from \$3,682 to \$7,000.

Community Development Block Grant (cont.)



Activity

	2006 Actual	2007 Budget	2007 Estimate	2008 Budget	Budget Change
Grant \$ Value Awarded	\$1,508,561	\$1,433,000	\$1,501,182	\$1,528,324	\$95,324
New Contracts Awarded	124*	110	117	110	(0)

Cumulative Contracts

A total of \$30.1 million has been awarded since 1990.

* Includes both CDBG and Home Contracts

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

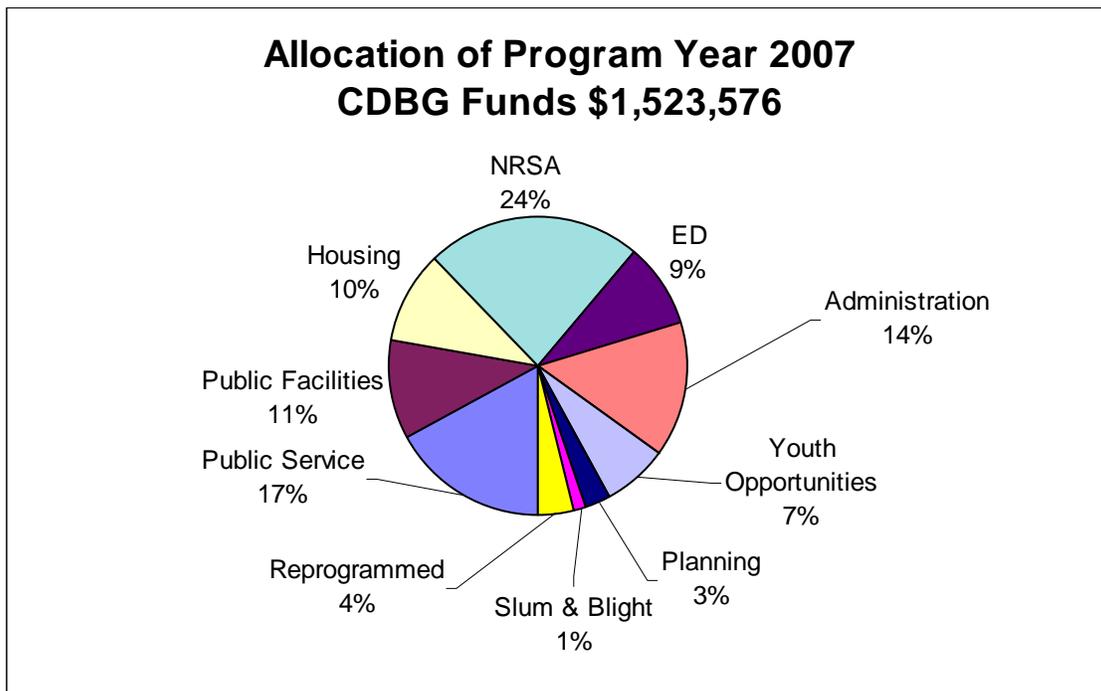
Non-Participating Communities:

Villages: Chenequa, 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

Changes for the CDBG Program	CDBG
<u>Subgrantees</u>	
2007 Adopted Budget - BASE Subgrantee HUD Grants	\$1,433,000
2007 -HUD Award amount above 2007 Adopted Budget	\$68,182
2008 Est. HUD Incr. from 2007 Actual awards.	\$27,142
Subtotal 2007 Subgrantee HUD Grants Amounts	\$1,528,324
<u>Revolving Loans</u>	
2007 Adopted Budget - Revolving Loan Program	\$1,200,000
2008 Est. Revolving Loan Program Income Incr./ (Decr.)	(\$400,000)
Subtotal 2007 Revolving Program Income	\$800,000
2007 Adopted Budget	\$2,633,000
2008 Proposed Budget	\$2,328,324
Total \$ Increase/ (Decrease)	(\$304,676)



* The 2007 Adopted budget estimated the grant to be \$1,433,000. The actual grant was \$1,501,182. The amount of \$1,523,576 includes reallocated amounts totaling \$22,394.

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)

	2006 Actual	2007 Budget	2007 Estimate (a)(b)	2008 Budget	Budget Change
Staffing (FTE)	0.61	0.61	0.61	0.61	0.00
General Government (a)	\$2,193,330	\$1,410,000	\$1,422,925	\$1,491,543	\$81,543
Other Revenue (b)	\$153,767	\$300,000	\$317,701	\$318,701	\$18,701
Appr. Fund Balance	\$106	\$0	\$0	\$0	\$0
County Tax Levy (c)	\$0	\$0	\$0	\$0	\$0
Total Revenues	\$2,347,203	\$1,710,000	\$1,740,626	\$1,810,244	\$100,244
Personnel Costs	\$44,401	\$47,185	\$46,874	\$49,061	\$1,876
Operating Expenses (a)					
Subgrantee Grants	\$2,015,961	\$1,629,001	\$1,650,000	\$1,700,000	\$70,999
Administrative	\$12,362	\$8,435	\$14,552	\$16,752	\$8,317
Interdept. Charges	\$19,835	\$25,379	\$41,383	\$44,431	\$19,052
Fixed Assets	\$0	\$0	\$0	\$0	\$0
Total Expenditures	\$2,092,559	\$1,710,000	\$1,752,809	\$1,810,244	\$100,244
Rev. Over (Under) Exp. (d)	\$254,644	-	(12,183)	-	-

- (a) 2007 Estimate includes a 2006 carryover of encumbrances totaling \$770,576 and a 2006 carry-over of \$1,189,076 through separate ordinance. It is estimated that \$2.2 million will be carried over to the 2008 budget.
- (b) Other revenue includes \$300,000 for revolving loan program income and \$17,866 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 2006 Actual represents revenues greater than expenditures due to more revolving loan program repayments (Program Income) than revolving loans made during the year. The 2007 Estimate represents expenditures greater than revenues which will be funded by fund balance from prior years.



Program Highlights

General government federal HUD funding at \$1,487,543 represents an increase of \$77,543 from the 2007 Adopted Budget.

Entered into sub recipient agreements with WI Partnerships for housing development and administer down payment assistance and housing rehabilitation program; providing county reimbursed revenue of \$17,701 which includes the transfer of \$1,888 of expenditures previously paid by the County Executives budget to the WI Partnership expenses in the HOME program.

Personnel cost to continue increase slightly for costs to continue existing personnel.

Interdepartmental charges include increased office rental payments \$1,689 from \$1,654 to \$3,343.

HOME Investment Partnership Program (cont.)

Activity	2006 Actual	2007 Budget	2007 Estimate	2008 Budget	Budget Change
Grant Value Awarded	\$1,421,214	\$1,410,000	\$1,422,925	\$1,491,543	\$81,543
# of Down payment and Closing Cost Assistance	166	140	118	100	(18)
# of Homebuyer Counseling (#People Counseled/ Homebuyers)	377/166	375/140	375/130	370/125	(5)/(15)
Housing Rehabilitation	106	111	68	85	(26)

Cumulative Contracts

A cumulative total of \$12.99 million has been awarded since 1998.

Waukesha County Participating Communities*:

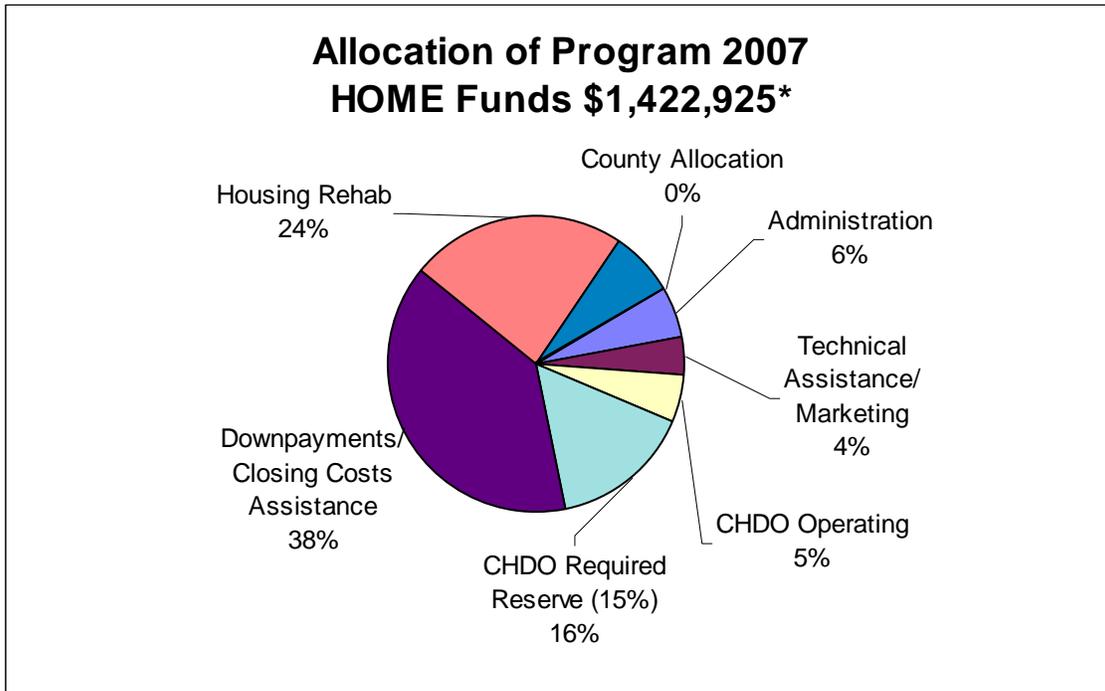
Cities: Brookfield, Delafield, Muskego, New Berlin, Oconomowoc, Pewaukee and Waukesha
 Towns: Brookfield, Delafield, Eagle, Genesee, Lisbon, Merton, Mukwonago, Oconomowoc, Ottawa, Summit, Vernon, and Waukesha
 Villages: Big Bend, Butler, Dousman, Eagle, Elm Grove, Hartland, Lac La Belle, Lannon, Merton, 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	
<u>Subgrantees</u>	
2007 Adopted Budget - BASE Subgrantee HUD Grants	\$1,410,000
2007 -HUD Award above 2007 Adopted Budget	\$12,925
2008 Est. HUD increase from 2007 Actual awards.	\$68,618
Subtotal 2007 Subgrantee HUD Grants Amounts	\$1,491,543
<u>Revolving Loans</u>	
2007 Adopted Budget - Revolving Loan Program	\$300,000
2008 Est. Revolving Loan Program Income incr./decr.	\$0
Subtotal 2007 Revolving Program Income	\$300,000
Wisconsin Partnership	\$18,701
2007 Adopted Budget	\$1,710,000
2008 Proposed Budget	\$1,810,244
Total \$ Increase/ (Decrease)	\$100,244



* The 2007 Adopted budget estimated the grant to be \$1,410,000. The actual grant was \$1,387,273 for HOME and \$35,652 for the American Dream Down payment Initiative.