



AGENDA
HEALTH AND HUMAN SERVICES COMMITTEE
HUMAN SERVICES BOARD
REGULAR MEETING
TUESDAY, JANUARY 26, 2021 – 9:00 AM
ADMINISTRATION CENTER - AUDITORIUM
121 W MAIN STREET, PORT WASHINGTON, WI 53074
HUMAN SERVICES BOARD PUBLIC HEARING – 9:30 AM

The public can access the meeting by viewing the live stream at the link which will be opened five minutes before the call to order:

[Health & Human Services Committee / Human Services Board Live Stream](#)

*The public can submit comments here: [Public Comment Form](#)
[Public Comment Policy](#) & [Instructions for Submitting Public Comments Online](#)*

1. CALL TO ORDER

Roll Call

2. PROPER NOTICE

3. PUBLIC COMMENTS/CORRESPONDENCE/COMMUNICATIONS

4. APPROVAL OF MINUTES

- a. November 24, 2020

HUMAN SERVICES BOARD

5. DISCUSSION ITEM:

- a. Role of Human Services Board for Community Development Block Grant - CLOSE (Revolving Loan Fund)

6. PUBLIC HEARING - 9:30 AM

The Human Services Board of Ozaukee County will conduct a public hearing regarding its proposed application for Community Development Block Grant – Public Facilities Program (CDBG-PF) funds.

- 1. Identification of Total Potential Funds
- 2. Eligible CDBG activities
- 3. Presentation of identified community development needs
- 4. Identification of any community development needs by public
- 5. Presentation of activities proposed for CDBG application, including potential residential displacement
- 6. Citizen input regarding proposed and other CDBG activities

7. ACTION ITEM:

- a. Community Development Block Grant (CDBG-CLOSE) Revolving Loan Fund Public Facilities

8. DISCUSSION ITEM (CONT.)

- a. Invitation to Submit Full CDBG-Coronavirus Application for Emergency Homeless Shelter

HEALTH & HUMAN SERVICES COMMITTEE

9. LASATA CAMPUS

a. Discussion Items:

- 1. COVID Management

b. Management/Financial/Informational Reports

1. Lasata Campus Reports

10. VETERANS SERVICES OFFICE**a. Action Items:**

1. Resolution: Amending Chapter 3.01 (9) of the Ozaukee County Policy and Procedure Manual - Veterans' Services

b. Management/Financial/Informational Reports

1. Veterans Services Report

11. PUBLIC HEALTH**a. Discussion Items:**

1. COVID Pandemic Update

b. Management/Financial/ Informational Reports

1. Public Health Financial Report

12. HUMAN SERVICES**a. Management/Financial/Informational Reports**

1. HS/ADRC/Aging Financial Report

13. NEXT MEETING DATE

Tuesday, February 23, 2021

14. ADJOURNMENT

A quorum of members of committees or the full County Board of Ozaukee County may be in attendance at this meeting for purposes related to committee or board duties, however, no formal action will be taken by these committees or the board at this meeting.

Persons with disabilities requiring accommodations for attendance at this meeting should contact the County Clerk's Office at 262-284-8110, twenty-four (24) hours in advance of the meeting.

Health and Human Services Committee

AGENDA INFORMATION SHEET

AGENDA DATE: January 26, 2021
DEPARTMENT: County Clerk
DIRECTOR: Julie Winkelhorst
PREPARER: Julie Winkelhorst

Agenda Summary November 24, 2020

[<https://www.co.ozaukee.wi.us/AgendaCenter/ViewFile/Minutes/ 11242020-2816>](https://www.co.ozaukee.wi.us/AgendaCenter/ViewFile/Minutes/11242020-2816)

Health and Human Services Committee

AGENDA INFORMATION SHEET

AGENDA DATE: January 26, 2021
DEPARTMENT: Administrator
DIRECTOR: Jason Dzwinel
PREPARER: Jason Wittek

Agenda Summary Role of Human Services Board for Community Development Block Grant - CLOSE (Revolving Loan Fund)

As part of the closing of the County's CDBG Revolving Loan fund, and the CDBG-CLOSE application process, the County adopted a Citizen Participation Plan, and Relocation and Displacement Plan. As part of the Citizen Participation Plan, the Human Services Board was confirmed as the Citizen Participation Committee for the purposes of CDBG grant funding. Today, the Human Services Board will hold a public hearing, and review the CDGBG-CLOSE grant projects for submittal.

As background, the County's Community Development Block Program Revolving Loan Fund for Economic Development is being closed by the WI-DOA. The WI-DOA is liquidating the remaining funding and closing all CDBG Economic Development Revolving Loan Funds under the program statewide. **Under the CLOSE program, the County has non-competitive access to the funds as grants, and require no matching funds.** Currently, the County has approximately \$845,000 in our on-hand cash balance in our Revolving Loan Fund, and approximately \$276,000 in outstanding revolving loans. The County is pursuing option 1 highlighted below. This would allow for \$1,121,000 in available CDBG-CLOSE funding for eligible County projects.

Under this option, the County returns the \$850,000 on-hand balance to WI-DOA, and purchases the \$276,000 in outstanding loans, while continuing to administer the remaining loans. Essentially, the County is putting forth its own funds to purchase the outstanding loans, with the opportunity to have it paid for by the repayment of the outstanding loans. A 100% return on the County's purchase of the outstanding loans, in the length of time for the loans to be paid back. The risk is, if everyone defaulted, the County paid for the improvements at Lasata out of its own money. There's no risk of losing County funds, only not receiving reimbursement through the outstanding loans.

UGLG's with outstanding loans have the option under CDBG-CLOSE to either:

1. ***Purchase the value of all outstanding loans in the RLF portfolio and transfer those funds to DEHCR; Under CDBG-CLOSE, UGLG's that opt to purchase all outstanding loans will receive their RLF bank balance plus their purchase of their outstanding balance as grant funding. Under this option, UGLG's RLF Closeout Account will be determined as follows:***

RLF Bank Balance + Purchased RLF Accounts Receivable = RLF Closeout Account

In addition, UGLG's that opt to purchase all outstanding loans will have the option to

utilize these funds for up to three (3) projects. For UGLG's with large RLF Closeout Balances, an additional fourth (4) project may be applied for, as determined by DEHCR.

2. *Retain the responsibility to service outstanding loans locally. Under CDBG-CLOSE, UGLG's that opt to retain the responsibility to service outstanding loans locally will only receive credit for their RLF bank balance as grant funding. Under this option, UGLG's RLF Closeout Account will be determined as follows:*

RLF Bank Balance = RLF Closeout Account

The County can apply for up to two projects totaling the amount of their RLF Closeout Account, but each would require a separate application. Five categories of funding exists 1) Public Facilities, 2) Housing Rehabilitation Conversion, 3) Economic Development Projects, 4) Public Facilities for Economic Development Projects, 5) Planning Projects. The caveat is all projects must meet the national objective of Low-and Moderate income benefit, or the prevention and elimination of slum and blight, or serve a "limited clientele", such as ADA or Senior population.

As presented to the Executive Committee, a limited number of capital projects under the County's purview look to be eligible for the CDBG RLF Close funding. One being ADA accessibility improvements to our public buildings, such as the HH Peters Youth Camp Building, and the Hawthorne Hills Golf Course bathrooms. The other being improvements to our Lasata Senior Living Campus. The Executive Committee examined the use of the funds for the CBRF, or improvements to the Lasata Heights Apartments, and general infrastructure improvements to the campus. The current estimate for the ADA improvements at the HH Peters Youth Camp and at Hawthorne Hills Golf Course total approximately \$107,000. Construction estimates of the CBRF were \$3.9M, but would require adherence to Federal HUD provisions, namely Davis-Bacon Prevailing Wages, and Buy America requirements to the entire project. The Executive Committee has elected to recommend ADA improvements at HH Peters Youth Camp and Hawthorne Hills Clubhouse, and renovate the apartments at Lasata and will meet January 20th to consider additional improvements to the Lasata Senior Living Campus.

ATTACHMENTS:

- RES. 20-65 Certified (PDF)
- Citizen Participation Plan (CPP)_DRAFT 12-17-2020_JW (PDF)

RESOLUTION NO. 20-65

ADOPTING A CITIZEN PARTICIPATION PLAN REQUIRED FOR SUBMISSION OF A
COMMUNITY DEVELOPMENT BLOCK GRANT

WHEREAS, Federal and State monies are available under the Community Development Block Grant (CDBG) Program, administered by the State of Wisconsin, Department of Administration, and the County of Ozaukee intends to apply for a Community Development Block Grant; and

WHEREAS, the State of Wisconsin Department of Administration (DOA) and the U.S. Department of Housing and Urban Development (HUD) require recipients of Community Development Block Grant (CDBG) monies to have a Citizen Participation Plan; and

WHEREAS, the Citizen Participation Plan shall encourage citizen participation (especially by persons of low to moderate income), provide citizens reasonable and timely access to local meetings and information, provide for technical assistance, provide for public hearings, provide for complaint procedures, and accommodate non-English speaking residents; and

WHEREAS, the Citizen Participation Plan requires the confirmation of a Citizen Participation Committee; and

WHEREAS, the County of Ozaukee has prepared and will publicly reviewed a Citizen Participation Plan.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Supervisors of Ozaukee County confirms the Human Services Board as the Citizen Participation Committee.

FURTHER RESOLVED, by the Board of Supervisors of Ozaukee County officially adopts the Citizen Participation Plan and Relocation Plan for the Lasata Heights Apartment remodeling project.

Dated at Port Washington, Wisconsin, this 6th day of January 2021.

SUMMARY: Adopting the Citizen Participation Plan for the Revolving Loan Fund Closeout Program.

VOTE REQUIRED: Majority

EXECUTIVE COMMITTEE

RESULT: APPROVED [UNANIMOUS]

MOVER: K. Geracie, Supervisor District 15

SECONDER: M. Wolf, 2nd Vice- Chairperson

AYES: Schlenvogt, Melotik, Wolf, Geracie, Korinek, Nelson

TO WHOM IT MAY CONCERN:

I, Julianne B. Winkelhorst, County Clerk for Ozaukee County, Wisconsin, hereby certify that the foregoing is a true and correct copy of Resolution No. 20-65, adopted by a majority of members present of the Ozaukee County Board of Supervisors on January 6, 2021.

(S E A L)


Julianne B. Winkelhorst
Ozaukee County Clerk

Adopted Vote: Ayes – 24
Nays – 0
Absent – 2



DEPARTMENT OF ADMINISTRATION

COUNTY ADMINISTRATOR'S OFFICE

Jason Dzwinel, County Administrator

www.co.ozaukee.wi.us

Citizen Participation Plan for the Community Development Block Grant (CDBG) Program

OZAUKEE COUNTY

Citizen Participation Plan for the Community Development Block Grant (CDBG) Program

PURPOSE

In order for the CDBG Program to operate effectively, and to address the needs of the citizens of Ozaukee County, the entire population must be kept informed. The decision-making process must be open and consistent with State and Federal regulations. To accomplish this, the following plan will be followed:

PROGRAM OVERSIGHT

1. Ozaukee County shall create a Citizen Participation Plan Committee, members of which shall be appointed by the Chief Elected Official and confirmed by the Ozaukee County Board of Supervisors. This Committee shall be responsible for implementation of the Citizen Participation Plan, as well as offering guidance in preparation of the grant application.



DEPARTMENT OF ADMINISTRATION

COUNTY ADMINISTRATOR'S OFFICE

Jason Dzwinel, County Administrator

www.co.ozaukee.wi.us

Ozaukee County shall oversee the preparation of the Community Development Block Grant (CDBG) grant application.

2. To insure responsiveness to the needs of its citizens, Ozaukee County shall provide for and encourage citizen participation. Particular emphasis shall be given to participation by persons of low- to- moderate income (LMI).

CITIZEN PARTICIPATION

1. The Ozaukee County shall establish a committee composed of persons representative of the Ozaukee County demographics. This committee must include at least one LMI person.

The committee members should also include representatives from the local government, real estate, banking and labor communities whenever possible. This committee shall assume responsibility for coordinating all required elements of the Citizen Participation Plan. All committee members must be residents of Ozaukee County.

NOTICE OF HEARINGS

1. Official notice of hearings will be by public notice in the Ozaukee Press at least two full weeks prior to the hearing. In addition, the public notice shall be posted at the Ozaukee County Administration Building. These notices will include time, place and date of meetings, as well as a brief agenda.
2. All notifications of meetings and available assistance must be worded in such a way as to encourage LMI participation. In addition, all meeting announcements shall include where, and during what time, information and records relating to the proposed and actual use of funds may be found.



DEPARTMENT OF ADMINISTRATION

COUNTY ADMINISTRATOR'S OFFICE

Jason Dzwinel, County Administrator

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REQUIRED PUBLIC HEARINGS

Public hearings shall be held to obtain citizen views and to enable them to respond to proposals at all stages of the CDBG Program, including the development of needs, the review of proposed activities and the review of program performance. Hearings shall be held after adequate notice, at times and locations convenient to potential or actual beneficiaries and with accommodations for the handicapped, and, if needed, for non-English speaking persons.

1. The first hearing will receive citizens' views and provide an explanation of:
 - a. Community development needs, objectives, and strategies.
 - b. The CDBG program including goals, objectives, application process, amount of funds available, timetable, eligible activities, etc.
2. The second hearing will receive citizens' views and provide a review of the performance of the funded activities.
3. The first public hearing shall be held during the development of the application for funds. The second public hearing shall be held during the implementation of the program. Ozaukee County will attempt to have at least one of the public hearings in the service area (if applicable).

PROGRAM INFORMATION, FILES, and ASSISTANCE

1. Technical assistance will be provided to any citizen who requests information about program requirements. Assistance with the application process will be provided by Ozaukee County staff in the Department of Administration. An Ozaukee County staff member will meet with citizens on request.
2. Ozaukee County will maintain, in the Ozaukee County Administration Building a record of all citizen participation efforts including minutes of meetings, newspaper clippings, and copies of notices and brochures.



DEPARTMENT OF ADMINISTRATION

COUNTY ADMINISTRATOR'S OFFICE

Jason Dzwinel, County Administrator

www.co.ozaukee.wi.us

3. Citizens will be invited to make proposals regarding the application. If suitable proposals are submitted in writing, a written response will be provided within 15 days. Every effort will be made to respond to all proposals prior to the final action on the subject.
4. Citizens may petition or request in writing assistance or changes.

The Ozaukee County staff will respond to all such requests within 15 days after the Ozaukee County Citizen Participation Plan Committee has met to discuss the request.

COMPLAINTS

Ozaukee County will handle citizen complaints about the program in a timely manner. By federal regulation the County will respond in writing to all written letters of complaint within 15 days after receipt of the complaint. The nature and disposition of verbal complaints will be reported in a complaint log. The first contact for complaints should be made to the Ozaukee County Administrator, Jason Dzwinel.

In addition to the above procedure, any citizen wishing to object may complain directly to the following address:

Attention: Executive Staff Assistant
 Wisconsin Department of Administration
 Division of Energy, Housing and Community Resources, 9th Floor
 P.O. Box 7970
 Madison, WI 53707-7970

Written complaints should contain the following information and should be as specific as possible when describing:

- 1) The Program area being referenced: HOME, Community Development Block Grants for Housing (CDBG – Housing), Community Development Block Grants for Community Development (CDBG – Community Development), Community Development Block Grant Close Program (CDBG-CL), Emergency Solutions Grants (ESG), etc.;
- 2) The event resulting in the complaint;



DEPARTMENT OF ADMINISTRATION

COUNTY ADMINISTRATOR'S OFFICE

Jason Dzwinel, County Administrator

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- 3) The dates, details, and reason for the complaint; along with
- 4) The complainant's name, address, and telephone number.

NON-ENGLISH SPEAKING PERSONS

Ozaukee County will regularly survey the municipality to identify non-English speaking persons and will make all special efforts to assure them equal opportunity in the citizen's participation process.

Health and Human Services Committee

AGENDA INFORMATION SHEET

AGENDA DATE: January 26, 2021
DEPARTMENT: Administrator
DIRECTOR: Jason Dzwinel
PREPARER: Julie Winkelhorst

Agenda Summary Public Hearing Notice

ATTACHMENTS:

- Human Services Board_Public_Hearing_Notice_1-26-2026 (PDF)

PUBLIC HEARING NOTICE

Ozaukee County
Administration Center – Auditorium
121 W Main St, Port Washington, WI 53074
January 26th, 2021
9:30 AM

The Human Services Board of Ozaukee County will conduct a public hearing regarding its proposed application for Community Development Block Grant – Public Facilities Program (CDBG-PF) funds. The public is invited to attend to learn about the CDBG program, to help identify additional community development needs, and to comment on the activities proposed to be included in the CDBG application.

The agenda for the public hearing is:

1. Identification of total potential funds
2. Eligible CDBG activities
3. Presentation of identified community development needs
4. Identification of any community development needs by public
5. Presentation of activities proposed for CDBG application, including potential residential displacement.
6. Citizen input regarding proposed and other CDBG activities

Residents of Ozaukee County are encouraged to attend, especially residents with low to moderate incomes.

The meeting room is handicapped accessible.

Persons needing additional accommodations should contact The County Clerk's Office via telephone at (262) 284-8110, or via email: jwinkelhorst@co.ozaukee.wi.us.

Health and Human Services Committee

AGENDA INFORMATION SHEET

AGENDA DATE: January 26, 2021
DEPARTMENT: Administrator
DIRECTOR: Jason Dzwinel
PREPARER: Jason Wittek

Agenda Summary Community Development Block Grant (CDBG-CLOSE) Revolving Loan Fund Public Facilities

BACKGROUND INFORMATION: Due to the closing of the revolving loan program, we have sought to maximize the use of our revolving loan fund through the CDBG-CLOSE grant program, utilizing our on-hand balance of approximately \$845,452, and through the purchase of the \$276,332 in outstanding loans, maximize our reimbursement of that purchase through outstanding loan payments. Two grant applications are being presented. 1) ADA Improvements at the Hawthorne Hills Golf Course Clubhouse bathroom & the HH Peters Youth Camp kitchen and bathrooms totaling \$108,000, and 2) Renovation of 24 apartments at the Lasata Heights Senior Apartments and capital improvements to the Lasata Senior Living Campus totaling \$1,013,784.

ANALYSIS: \$1,121,784 is available in non-competitive grants to the County, through the CDBG-CLOSE program. Administration has worked with Planning & Park and Lasata staff to identify eligible projects within the County's purview. These projects are grouped into two CDBG-CLOSE public facilities grant applications. All of the projects require adherence to federal guidelines which include Buy America and Davis-Bacon prevailing wage procurement provisions.

1) ADA Improvements - \$108,000 (includes engineer/design/construction/contingency)

- HH Peters Youth Camp - Remodel men's and women's bathrooms/wash area, kitchen, and health room (\$62,300)
- Hawthorne Hills Golf Course Clubhouse - Remodel of the men's and women's bathrooms (\$42,500)

2) Lasata Senior Living Campus Renovations - \$1,013,784

- Renovation of 24 Lasata Heights Senior Living Apartments (\$600,000)
- Replace carpeting in Lasata Heights common areas (\$60,000)
- Upgrade interior lighting at Lasata Heights (\$40,000)
- Repair inoperable fireplaces at Lasata Height in common areas (\$5,000)
- Renovate Lasata Crossing Kitchen from a warming kitchen into a commercial kitchen (\$150,000)

- Upgrade to Direct Digital Controls and replace panel for boilers at Lasata Care Center (\$80,000)

- Upgrade exterior pole, wall, and bollard lighting on Lasata campus (\$78,784)

FISCAL IMPACT:

Balance Current Year: \$1,121,784

Next Year's Estimated Cost:

FUNDING SOURCE:

County Levy:

Non-County Levy: \$1,121,784

Indicate source: CDBG-CLOSE Public Facilities Revolving Loan Fund

RECOMMENDED MOTION:

ATTACHMENTS:

- Public Facilities CLOSE (CL-PF) Application_v2019-04-17_ADA IMPROVEMENTS_DRAFT_1-19-21 (PDF)
- Public Facilities CLOSE (CL-PF) Application_v2019-04-17_LASATA_DRAFT_1-19-21 (PDF)

STATE OF WISCONSIN
Department of Administration



**Community Development Block Grant CLOSE –
Public Facilities (CDBG CL-PF)**

Grant Application

Revised 04/17/2019



CDBG CL-PF PROGRAM CONTACT INFORMATION

Mailing Address: Wisconsin Department of Administration
Division of Energy, Housing and Community Resources
Bureau of Community Development
ATTN: CDBG CL-PF Applications
101 E. Wilson St., 6th Floor
P.O. Box 7970
Madison, WI 53707-7970

Telephone: David Pawlisch, Director
Bureau of Community Development
(608) 261-7538

Email: DOACDBG@wisconsin.gov

PLEASE NOTE:

CDBG CL-Public Facilities Grant Application materials can be downloaded from the Bureau of Community Development section on the Division of Energy, Housing and Community Resources website at: <https://doa.wi.gov/Pages/CDBGCLOSE.aspx>. Please **download the electronic document(s) prior to application submission** to ensure that you are referencing the most up-to-date version of the application as periodic revisions may have been made since this copy was printed.

**Wisconsin Department of Administration
Division of Energy, Housing and Community Resources**

**Community Development Block Grant CLOSE
Public Facilities (CDBG CL-PF)
Grant Application**

PART 1 - GRANT REQUEST		
Grant Request Amount: \$ 108,000	Other Funding, if applicable: \$	Total Project Cost: \$ 108,000
Project Scope: ☐ Community-Wide ☒ Neighborhood, District, or Site-Specific		
Project Title: ADA Improvements at HH Peters Youth Camp & Hawthorne Hills Golf Course		
Brief Project Description: The purpose of these two projects are to remodel existing infrastructure to be ADA compliant at the County's HH Peters Youth Camp and Hawthorne Hills Golf Course. Both projects include engineering and design and construction. HH Peters Youth Camp requires the remodel of the men's and women's bathrooms/wash areas, the kitchen, and health room at a total cost of \$62,300. Hawthorne Hills Golf Course only requires the remodel of the men's and women's bathrooms for a total cost of \$42,500		
If Project receives CDBG funding: Project Begin Date (MM/YY): <u>06</u> / <u>20</u> Project Completion Date (MM/YY): <u>06</u> / <u>22</u>		

PART 2 - APPLICANT INFORMATION		
APPLICANT (Unit of General Local Government [UGLG]): Ozaukee County		Population: 89,221
UGLG Type: ☐ City ☐ Village ☐ Town ☒ County	County: Ozaukee	
Senate District #: 8,20	Assembly District #: 23,24,60	
Joint Application? ☒ No ☐ Yes (If yes, list other unit[s] of government):		
Chief Elected Official (CEO): Lee Schlenvogt		Title: Board Chairperson
Clerk: Julie Winkelhorst		Title: County Clerk
Municipal Administrator: Jason Dzwiniel		Title: County Administrator
Treasurer/Finance Director: Joshua Morrison		Title: Treasurer
UGLG Street Address: 121 W Main St		
UGLG Mailing Address if different than above: PO Box 994		
City: Port Washington	Zip: 53074	DUNS #: 071159479
UGLG Phone: (262) 284 – 9411	UGLG Fax: () ____ – ____	FEIN: 39-6005726
UGLG E-Mail: jwittek@co.ozaukee.wi.us		Clerk E-Mail: jwinkelhorst@co.ozaukee.wi.us
If the UGLG contracted with a third party to complete this application, please provide the contract amount for application preparation services: \$ _____		
Chief Elected Official's Signature:		Date:
Application Contact		
Name: Jason Wittek		Title: Policy & Budget Analyst

Firm/Company/Entity: Ozaukee County		
Mailing Address: PO Box 994		
City: Port Washington	State: WI	Zip: 53074
Phone: (262) 284 – _8324	Fax: () ____ – ____	E-Mail: jwittek@co.ozaukee.wi.us

PART 3 - INITIAL ELIGIBILITY

Provide or acknowledge the following to demonstrate initial application eligibility. *Contact the Bureau of Community Development if any answer in this section is "No":*

Yes No

- x☐ ☐ 1. The Unit of General Local Government (UGLG) certifies that it is a non-entitlement community that does not receive CDBG funds directly from the Department of Housing and Urban Development (HUD).
- x☐ ☐ 2. UGLG's adopted *Citizen Participation Plan* is attached.
- x☐ ☐ 3. Documentation of the first public hearing notice, verifying that the notice was published in accordance with the UGLG's *Citizen Participation Plan* in effect on the date of the first notice; and adequate advance notice was given for the public hearing in accordance with the UGLG's *Citizen Participation Plan* in effect on the date of the first notice **and** no less than the equivalent of a Class 2 Notice, is attached.
- x☐ ☐ 4. *Citizen Participation Public Hearing Certification* is attached.
- x☐ ☐ 5. Public Hearing Meeting Minutes [with attendees listed in the Minutes or on separate sign-in sheet(s) provided] are attached.
- x☐ ☐ 6. *Authorizing Resolution to Submit CDBG Application* is attached.
- x☐ ☐ 7. *Statement of Assurances* is attached.
- x☐ ☐ 8. *Lobbying Certification* is attached.
- x☐ ☐ 9. *Potential Fair Housing Actions* checklist is attached.
- x☐ ☐ 10. The UGLG acknowledges that if the project is funded, the UGLG will be required to complete the environmental review process **before** the UGLG can receive grant funds.
- x☐ ☐ 11. The UGLG acknowledges that if this project is funded, Professional Services for Grant Administration will be properly procured in compliance with Federal, State, and local requirements.
- x☐ ☐ 12. The UGLG understands that the contract for professional services is between the UGLG and the professional services provider; the State is **not** responsible or a part of that relationship.
- x☐ ☐ 13. The UGLG acknowledges responsibility for ensuring that CDBG contract requirements are met. The fees paid for grant application preparation and grant administration may be published on DEHCR's web page.
- x☐ ☐ 14. The UGLG certifies it is not debarred from receiving federal grant funds.
- x☐ ☐ 15. The UGLG understands that incomplete applications may be denied before review and denial of incomplete applications **cannot** be appealed.

_____ By initialing, the Chief Elected Official (CEO) certifies that the eligibility information noted above is complete and accurate.

Contact the Bureau of Community Development if any answer in this section is "No."

PART 4 - CDBG NATIONAL OBJECTIVE AND PROJECT BENEFICIARIES

1. Will the proposed project benefit the entire community? ☒ Yes ☐ No
 - How many total individuals will benefit from the project? 89,221
 - Of those who will benefit, how many individuals meet the qualification of LMI? _____

2. Which CDBG National Objective does your proposed project meet and which method(s) was/were used to demonstrate National Objective compliance? (Answer using the checkboxes below.)
 - ☐ Benefit to Low- and Moderate-Income Persons
 - ☐ Area Benefit using HUD Local Government LMI Summary Data
(only for projects having community-wide benefit or having primary benefit to multiple entire communities)
 - ☐ Area Benefit using HUD Census Block LMI Summary Data
(only for projects with a service area that is coterminous with one or more census blocks)
 - ☐ Area Benefit using Income Survey Data
(for projects for which an income survey was conducted to determine the LMI percentage of the service area)
 - ☐ Area Benefit using combination of HUD LMI Summary Data and Income Survey Data
(for projects for which the LMI percentage calculation for the total service area was made by using the aggregate totals for the population and number of LMI persons from a combination of HUD LMISD for part of the service area and income survey data for the rest of the service area)
 - ☒ Limited Clientele - HUD presumed group: ADA
(or if based on nature of project and location, provide justification below, and attach map detailing supporting information for service area)
 - ☐ Prevention/Elimination of Slum and Blight
 - ☐ Area Basis (Attach a completed Slum and Blight Certification Form and supporting documents including a map of service area)
 - ☐ Spot Basis (Attach a completed Slum and Blight Certification Form and supporting documents including a map of service area)
 - ☐ Urgent Local Need (ULN)

HUD's regulation found at 24 CFR 570.483 (d) and policy guidance in meeting a National Objective states that to qualify under the Urgent Local Need Objective the project activity must alleviate conditions that meet **all** of the following criteria:

 1. Pose a serious and immediate threat to the health or welfare of the community; and
 2. Are of recent origin or which recently became urgent, meaning that the conditions developed or became critical within 18 months preceding the certification; and
 3. The local government is unable to finance the activity on its own, and other sources of funding are not available to carry out the activity.

Please note: Additionally, HUD's guide to "*Meeting a National Objective*" states planning grants are not allowed under the Urgent Local Need objective and activities designated solely to *prevent* a threat will not qualify. Provide justification below.

(Insert Text Here.)

For Urgent Local Need (ULN), briefly explain how the activity will alleviate conditions that:

1. Pose a serious and immediate threat to the health or welfare of the community; and
2. Are of recent origin or which recently became urgent, meaning that the conditions developed or became critical within 18 months preceding the certification; and
3. The local government is unable to finance the activity on its own, and other sources of funding are not available to carry out the activity.

(ULN Justification: Limit your narrative to one (1) page with not less than 11-point font.)

(Insert Text Here.)

PART 5 – PROJECT DESCRIPTION NARRATIVE (2 Pages Max.)**1. Current condition of the problem:**

Currently, two of the Ozaukee County Planning and Parks Department facilities lack ADA compliant infrastructure/buildings. First, the HH Peters Youth Camp building's men's and women's bathrooms and wash areas (shower rooms) are not ADA compliant. Neither is the kitchen and health room at the HH Peters Youth Camp building. The Hawthorne Hills Golf Course clubhouse building bathroom facilities, for both men and women, are also not ADA compliant. These compliant issues include door widths, sink heights, stall widths and stall accommodations, electrical switch heights, and other ADA compliant issues.

2. Frequency with which the problem occurs:

Currently, these two facilities do not accommodate individuals using wheelchairs or other mobility devices because of deficiencies, and it can limit the use of these facilities for individuals and groups. Both are important recreational facilities in Ozaukee County, and should be ADA compliant. The HH Peters Youth Camp building is often booked for meetings, retreats, and youth lodging and events (e.g. AmeriCorps youth groups, scout or community groups) and often times, a handicapped or wheelchair (or other mobility device) individual is unable to use the facility. An example was a recent Ozaukee County Tourism Council retreat/meeting where individuals on the Board could not be accommodated for the retreat do to the lack of ADA accommodations, particularly the bathrooms. At Hawthorne Hills Golf Course, the golf course is less attractive for handicapped golfers wishing to golf at our course and also visitors of the clubhouse restaurant without ADA compliant restrooms.

3. Number of persons and/or households affected by the problem:

Visitation at the HH Peters Youth Camp building averages over 2,000 individuals on an annual basis (average of recent 3 years). The Hawthorne Hills Golf Course clubhouse building serves approximately 32,500 individuals annually (11 year average).

4. Effect(s) of the problem if left untreated:

Both facilities will likely continue to remain ADA non-compliant for longer than is desirable. Both facilities have been considered in past capital improvement plans, but have been deferred due to higher priority capital projects. Resident and visitors who use these two County Park facilities will continue to be negatively impacted by the lack of ADA compliance.

5. Extent to which this proposed CDBG CL-PF project will address the problem:

This project will completely address the current problem outlined above. It will bring ADA compliance to both the HH Peters Youth Camp bathrooms, kitchen and health room. It will also provide ADA compliance at Hawthorne Hills Golf Course clubhouse building bathrooms.

6. Scope of work:

The scope of work includes engineering and design for both ADA improvements at HH Peters Youth Camp and Hawthorne Hills Golf Course buildings. Construction work at HH Peters Youth Camp building consists of a remodel of the men's and women's bathrooms and wash areas (shower rooms), kitchen and health room to obtain ADA compliance. Construction work at Hawthorne Hills Golf Course clubhouse building consists of a remodel of the men's and women's bathrooms to obtain ADA compliance.

7. Extent to which CDBG Close funding is needed to complete the project:

CDBG Close funding is required to complete this project as these ADA improvements have been continually deferred in the past due to higher priority capital projects, and limited capital improvement funds available.

PART 6 – BUDGET AND OTHER MATCHING FUNDS

APPLICANT: Ozaukee County

DATE: 1 / 30 / 2021

Required: Attach a detailed itemization of project costs (e.g., engineer's estimate or similar itemization of costs) to verify the costs listed in the Budget below. Attach documentation of Matching Funds, if available.

Activity	CDBG Close Funds	Source(s) of Other Matching Funds			Total
		UGLG Funds	Other Public Funds	Private Funds	
Acquisition - Land					
Acquisition - Building					
Building Improvements					
Center/Facility Construction	108,000				108,000
Clearance - Site					
Curb and Gutter					
Electrical System Improvements					
Environmental Remediation					
Equipment					
Fire Station					
Relocation					
Sanitary Sewer					
Sidewalks					
Storm Sewer					
Streets					
Wastewater Treatment Facility					
Water					
Fixtures					
Furnishings					
Engineering (match only)					
Administration					
Sub-Total(s):					

Detailed Itemization of Project Costs is attached to this application: ☒ Yes ☐ No

Summarize the UGLG's Match Funds* and other Public and Private sources of Match Funds* for the CDBG Project:

Source:	Amount: \$	Status:	CHECK <u>ALL</u> THAT APPLY:	Supporting Documentation Included?
			☐ Pending ☐ Committed ☐ Other ☐ Applied ☐ Secured/Awarded	☐ Yes ☐ No
			☐ Pending ☐ Committed ☐ Other ☐ Applied ☐ Secured/Awarded	☐ Yes ☐ No
			☐ Pending ☐ Committed ☐ Other ☐ Applied ☐ Secured/Awarded	☐ Yes ☐ No
			☐ Pending ☐ Committed ☐ Other ☐ Applied ☐ Secured/Awarded	☐ Yes ☐ No

**Report only other match funding sources that the UGLG intends to utilize/accept. If the UGLG reports on the CDBG application secured matching funds that it does not intend to utilize/accept for the CDBG project, receives a CDBG award, and then causes delay in the Grant Agreement execution process due to needing to secure alternative funding; then DEHCR may rescind the CDBG award.*

Provide a brief explanation for any funding source with an "Other" status: *(No more than a one-sentence narrative per source.)*
(Insert Text Here.)

Do you anticipate using CDBG Close funds to pay for any Grant Administration services associated with this project?

☐ Yes x☒ No

If yes, were the services (or will the services be) competitively procured in compliance with state and federal CDBG requirements?

☐ Yes ☐ No

If no, were the services (or will the services be) secured in compliance with the local procurement policy?

x☒ Yes ☐ No

**PUBLIC FACILITIES APPLICATION
ATTACHMENTS AND SUPPORTING DOCUMENTATION CHECKLIST**

Topic	Documents	Required For All Apps	Included with this application submission?	
			YES	NO
Citizen Participation	1. Adopted Citizen Participation Plan (CPP)	✓	x ☐	
	2. Citizen Participation Public Hearing Notice (<i>with proof of publication [if required] and/or clerk's certification of posting dates and locations [if required]; and proof of adequate advance notice in accordance with the UGLG's CPP in effect on the date of the first notice and no less than the equivalent of a Class 2 Notice</i>)	✓	x ☐	
	3. Citizen Participation Public Hearing Certification Form	✓	x ☐	
	4. Public Hearing Meeting Minutes (<i>with the attendees listed in the Minutes or on a separate Sign-In Sheet provided</i>)	✓	x ☐	
	5. Policy for Non-Violent Civil Rights Demonstrations/Prohibiting the Use of Excessive Force and Barring of Entrances/Exits	✓	x ☐	
Financial	6. Detailed Itemization of Project Costs (<i>including applicable supporting documentation for the Budget in Part 6 of this application</i>)	✓	x ☐	
Service Area/ Income Survey	7. Map of Project Area (<i>with Service Area boundaries marked; and location of project site, if Plan will be for a specific site</i>)	✓	☐	
	8. Demographic Profile Sheet of beneficiaries in Service Area (<i>must use form provided by DEHCR in the Application Attachments</i>)	✓	☐	
	9. LMI Calculation Worksheet, if HUD LMI Summary Data (LMISD) for multiple census blocks or multiple local governments that make up the entire service area were used to calculate the LMI percentage for the service area; or if a combination of HUD LMISD and income survey data were used to calculate the LMI percentage for the service area (<i>if applicable</i>)		☐	☐
	10. Map of Boundaries of Census Block(s) that make(s) up the Service Area, if HUD LMI Census Block data were used to determine the LMI percentage for the service area (<i>if applicable</i>)		☐	☐
	11. Map of Income Survey Area with survey area boundaries marked; residences surveyed marked; and responding, non-responding, and vacant residences marked or provided on a separate sheet (<i>if applicable</i>)		☐	☐
	12. Income Survey Results Income Tabulation Form (<i>if applicable: see Appendix C in the Income Survey Guide</i>)		☐	☐
	13. Income Survey Results Race/Ethnicity Tabulation Form (<i>if applicable: see Appendix C in the Income Survey Guide</i>)		☐	☐
	14. Income Survey Form used to conduct the Income Survey (<i>if applicable</i>)		☐	☐
	15. List of street addresses of service area/survey area including the associated mailing address(es), if different than street address(es) and the mailing address(es) was/were used to distribute the income survey(s) (<i>if applicable</i>)		☐	☐
	16. List of other contact information associated with the addresses of residents surveyed, if methods other than mailing or door-to-door/in-person methods were used (e.g., telephone, email, etc.) (<i>if applicable</i>)		☐	☐
	17. List of assigned survey numbers for income surveys distributed/conducted with the response data tracking for each (date(s) survey was distributed/conducted or attempts were made; date surveyed/response received; and family size, income, and race/ethnicity information for each) (<i>if applicable</i>)		☐	☐
	18. Income Survey Letter and/or other related correspondence sent to residents regarding the survey distribution and collection process (<i>if applicable</i>)		☐	☐
Fair Housing	19. Potential Fair Housing Actions Checklist (<i>Specifying the three (3) actions that the local community will undertake</i>)	✓	☐	
	20. Fair Housing Ordinance	✓	☐	
Slum & Blight	21. Slum and Blight Certification (<i>if applicable</i>)		☐	☐
	22. Slum and Blight supporting documentation (<i>for Area Basis only</i>)		☐	☐
Acquisition / Relocation	23. Residential Anti-Displacement and Relocation Assistance Plan (RADRAP)	✓	☐	
	24. Acquisition/Relocation/Demolition Questionnaire	✓	☐	
Other	25. Authorizing Resolution to Submit CDBG Close Application	✓	☐	
	26. Project Narrative Supporting Documentation		☐	☐

	27. Statement of Assurances	✓	☐	
	28. Lobbying Certification	✓	☐	

Fillable forms and sample documents can be found electronically on the Bureau of Community Development Website at:
<https://doa.wi.gov/Pages/CDBGCLOSE.aspx>.

CITIZEN PARTICIPATION

ATTACHMENTS AND SUPPORTING DOCUMENTATION

Attach this cover page, followed by the documents in the order listed below, to the end of the Application.

Attachments:

1. Adopted Citizen Participation Plan (with date of adoption shown on Plan and with required components) – **Required for ALL applicants**
2. Citizen Participation Public Hearing Notice (with proof of publication [if required] and/or clerk's certification of posting dates and locations [if required]; and proof of adequate advance notice in accordance with the UGLG's CPP if effect on the date of the first notice **and** no less than the equivalent of a Class 2 Notice) – **Required for ALL applicants**
3. Citizen Participation Public Hearing Certification Form – **Required for ALL applicants**
4. Public Hearing Meeting Minutes (with the attendees listed in the Minutes or on a separate Sign-In Sheet provided) – **Required for ALL applicants**
5. Policy for Non-Violent Civil Rights Demonstrations/Prohibiting the Use of Excessive Force and Barring of Entrances/Exits (with date of adoption/approval shown on policy and with required language) – **Required for ALL applicants**

FINANCIAL

ATTACHMENTS AND SUPPORTING DOCUMENTATION

Attach this cover page, followed by the documents in the order listed below, to the end of the Application **after** the Citizen Participation attachment(s).

Attachment(s):

6. Detailed Itemization of Project Costs (including applicable supporting documentation for the Budget in Part 6 of this application; e.g., engineer's estimate or similar itemization of costs to verify the costs listed in the Budget) – **Required for ALL applicants**

SERVICE AREA & INCOME SURVEY

ATTACHMENTS AND SUPPORTING DOCUMENTATION

Attach this cover page, followed by the documents in the order listed below, to the end of the Application **after** the Financial attachment(s).

Attachments:

7. Map of Project Area [with project location, types of work being completed on each street (if applicable), and boundaries of Service Area/beneficiary area boundaries marked] – **Required for ALL applicants**
8. Demographic Profile Sheet of beneficiaries in Service Area [must use form provided by DEHCR in Application Attachments] – **Required for ALL applicants**
9. LMI Calculation Worksheet, if applicable [if HUD LMI Summary Data (LMISD) for multiple census blocks or multiple local municipalities were used to calculate LMI percentage for the Service Area; or if a combination of HUD LMISD and income survey data were used to calculate LMI percentage for the Service Area]
10. Map of Boundaries of Census Block(s) that make up the Service Area, if applicable
11. Map of Income Survey Area [with survey area boundaries marked; surveyed residences marked; and responding, non-responding, and vacant residences marked or addresses listed on a separate sheet], if applicable
12. Income Survey Results Income Tabulation Form, if applicable
13. Income Survey Results Race/Ethnicity Tabulation Form, if applicable
14. Income Survey Form used to conduct the Income Survey, if applicable
15. List of addresses in the Service Area/Survey Area, if applicable [including the residential street address locations and associated mailing address(es) used to distribute surveys if the residence/street addresses and mailing addresses differed]
16. List of other contact information associated with the addresses of residents surveyed, if applicable [applicable if methods other than mailing and door-to-door/in-person methods were used to distribute/conduct the survey (e.g., telephone, email, etc.)]
17. List(s) of survey numbers for surveys distributed/conducted with the response data tracking for each, if applicable [including the date(s) the survey was distributed/conducted or attempts were made to distribute/conduct the survey for the address, date surveyed (i.e., date survey was returned or date survey interview was conducted), family size information, income level information, and race/ethnicity information]
18. Income Survey Letter and/or other related correspondence sent to residents regarding the survey distribution and collection process, if applicable

FAIR HOUSING

ATTACHMENTS AND SUPPORTING DOCUMENTATION

Attach this cover page, followed by the documents in the order listed below, to the end of the Application after the Service Area / Income Survey attachment(s).

Attachments:

19. Potential Fair Housing Actions Checklist (with three (3) actions selected) – **Required for ALL applicants**
20. Fair Housing Ordinance (with current Fair Housing state statute citations and language, and with date of adoption shown on ordinance) – **Required for ALL applicants**

SLUM & BLIGHT

ATTACHMENTS AND SUPPORTING DOCUMENTATION

Attach this cover page, followed by the documents in the order listed below, to the end of the Application **after** the Fair Housing attachment(s).

Attachments:

21. Slum and Blight Certification, if applicable
22. Slum and Blight supporting documentation (for Area Basis ONLY), please label attached document(s):
 - a. _____
 - b. _____
 - c. _____
 - d. _____
 - e. _____
 - f. _____
 - g. _____
 - h. _____
 - i. _____
 - j. _____

ACQUISITION / RELOCATION

ATTACHMENTS AND SUPPORTING DOCUMENTATION

Attach this cover page, followed by the documents in the order listed below, to the end of the Application **after** the Slum & Blight attachment(s).

Attachment(s):

23. Residential Anti-Displacement and Relocation Assistance Plan (RADRAP) (with date of adoption shown on Plan; must be current with required components, as specified on the *Sample Residential Anti-Displacement and Relocation Plan* in the provided attachments to the CDBG application) – **Required for ALL applicants**
24. Acquisition/Relocation/Demolition Questionnaire – **Required for ALL applicants**

OTHER

ATTACHMENTS AND SUPPORTING DOCUMENTATION

Attach this cover page, followed by the documents in the order listed below, to the end of the Application **after** the Acquisition/Relocation attachment(s).

Attachments:

25. Authorizing Resolution to Submit the CDBG Close Application – **Required for ALL applicants**

26. Project Description Narrative supporting documentation, and indicate if documents are attached for the topics listed and include the name(s) of the document(s), if applicable:

	YES	NO
1) Current condition of the problem	☐	☐
If yes, identify each corresponding document in the order attached:		
a. _____		
b. _____		
c. _____		
2) Frequency with which the problem occurs	☐	☐
If yes, identify each corresponding document in the order attached:		
a. _____		
b. _____		
c. _____		
3) Number of persons and/or households affected by the problem	☐	☐
If yes, identify each corresponding document in the order attached:		
a. _____		
b. _____		
c. _____		
4) Effect(s) of the problem if left untreated	☐	☐
If yes, identify each corresponding document in the order attached:		
a. _____		
b. _____		
c. _____		
5) Extent to which this proposed project will address the problem	☐	☐
If yes, identify each corresponding document in the order attached:		
a. _____		
b. _____		
c. _____		
6) Scope of work	☐	☐
If yes, identify each corresponding document in the order attached:		
a. _____		
b. _____		
c. _____		
7) Extent to which CDBG Close funding is needed to complete the project	☐	☐
If yes, identify each corresponding document in the order attached:		
a. _____		
b. _____		
c. _____		

27. Statement of Assurances – **Required for ALL applicants**

28. Lobbying Certification – **Required for ALL applicants**

STATE OF WISCONSIN
Department of Administration



**Community Development Block Grant CLOSE –
Public Facilities (CDBG CL-PF)**

Grant Application

Revised 04/17/2019



CDBG CL-PF PROGRAM CONTACT INFORMATION

Mailing Address: Wisconsin Department of Administration
Division of Energy, Housing and Community Resources
Bureau of Community Development
ATTN: CDBG CL-PF Applications
101 E. Wilson St., 6th Floor
P.O. Box 7970
Madison, WI 53707-7970

Telephone: David Pawlisch, Director
Bureau of Community Development
(608) 261-7538

Email: DOACDBG@wisconsin.gov

PLEASE NOTE:

CDBG CL-Public Facilities Grant Application materials can be downloaded from the Bureau of Community Development section on the Division of Energy, Housing and Community Resources website at: <https://doa.wi.gov/Pages/CDBGCLOSE.aspx>. Please **download the electronic document(s) prior to application submission** to ensure that you are referencing the most up-to-date version of the application as periodic revisions may have been made since this copy was printed.

**Wisconsin Department of Administration
Division of Energy, Housing and Community Resources**

**Community Development Block Grant CLOSE
Public Facilities (CDBG CL-PF)
Grant Application**

PART 1 - GRANT REQUEST		
Grant Request Amount: \$ 1,013,784	Other Funding, if applicable: \$	Total Project Cost: \$ 1,013,784
Project Scope: ☐ Community-Wide ☒ Neighborhood, District, or Site-Specific		
Project Title: Renovation of Lasata Heights Senior Apartments & Capital Improvements to Lasata Campus		
Brief Project Description: Renovation of our 24 apartments at the county-owned Lasata Heights Senior Living Apartments. Capital improvements to our Lasata Senior campus, to include carpet replacement, interior exterior lighting, upgrade to commercial kitchen, upgrade to direct digital boiler controls and boiler control panel replacement, repair of inoperable fireplaces, and upgrade of interior and exterior lighting to LED lighting.		
If Project receives CDBG funding: Project Begin Date (MM/YY): <u>06</u> / <u>20</u> Project Completion Date (MM/YY): <u>06</u> / <u>22</u>		

PART 2 - APPLICANT INFORMATION		
APPLICANT (Unit of General Local Government [UGLG]): Ozaukee County		Population: 89,221
UGLG Type: ☐ City ☐ Village ☐ Town ☒ County		County: Ozaukee
Senate District #: 8,20	Assembly District #: 23,24,60	
Joint Application? ☒ No ☐ Yes (If yes, list other unit[s] of government):		
Chief Elected Official (CEO): Lee Schlenvogt		Title: Board Chairperson
Clerk: Julie Winkelhorst		Title: County Clerk
Municipal Administrator: Jason Dzwineil		Title: County Administrator
Treasurer/Finance Director: Joshua Morrison		Title: Treasurer
UGLG Street Address: 121 W Main St		
UGLG Mailing Address if different than above: PO Box 994		
City: Port Washington	Zip: 53074	DUNS #: 071159479
UGLG Phone: (262) 284 – 9411	UGLG Fax: () ____ – ____	FEIN: 39-6005726
UGLG E-Mail: jwittek@co.ozaukee.wi.us		Clerk E-Mail: jwinkelhorst@co.ozaukee.wi.us
If the UGLG contracted with a third party to complete this application, please provide the contract amount for application preparation services: \$ _____		
Chief Elected Official's Signature:		Date:
Application Contact		
Name: Jason Wittek		Title: Policy & Budget Analyst

Firm/Company/Entity: Ozaukee County		
Mailing Address: PO Box 994		
City: Port Washington	State: WI	Zip: 53074
Phone: (262) 284 – _8324	Fax: () ____ – ____	E-Mail: jwittek@co.ozaukee.wi.us

PART 3 - INITIAL ELIGIBILITY

Provide or acknowledge the following to demonstrate initial application eligibility. *Contact the Bureau of Community Development if any answer in this section is "No":*

Yes No

- x☐ ☐ 1. The Unit of General Local Government (UGLG) certifies that it is a non-entitlement community that does not receive CDBG funds directly from the Department of Housing and Urban Development (HUD).
- x☐ ☐ 2. UGLG's adopted *Citizen Participation Plan* is attached.
- x☐ ☐ 3. Documentation of the first public hearing notice, verifying that the notice was published in accordance with the UGLG's *Citizen Participation Plan* in effect on the date of the first notice; and adequate advance notice was given for the public hearing in accordance with the UGLG's *Citizen Participation Plan* in effect on the date of the first notice **and** no less than the equivalent of a Class 2 Notice, is attached.
- x☐ ☐ 4. *Citizen Participation Public Hearing Certification* is attached.
- x☐ ☐ 5. Public Hearing Meeting Minutes [with attendees listed in the Minutes or on separate sign-in sheet(s) provided] are attached.
- x☐ ☐ 6. *Authorizing Resolution to Submit CDBG Application* is attached.
- x☐ ☐ 7. *Statement of Assurances* is attached.
- x☐ ☐ 8. *Lobbying Certification* is attached.
- x☐ ☐ 9. *Potential Fair Housing Actions* checklist is attached.
- x☐ ☐ 10. The UGLG acknowledges that if the project is funded, the UGLG will be required to complete the environmental review process **before** the UGLG can receive grant funds.
- x☐ ☐ 11. The UGLG acknowledges that if this project is funded, Professional Services for Grant Administration will be properly procured in compliance with Federal, State, and local requirements.
- x☐ ☐ 12. The UGLG understands that the contract for professional services is between the UGLG and the professional services provider; the State is **not** responsible or a part of that relationship.
- x☐ ☐ 13. The UGLG acknowledges responsibility for ensuring that CDBG contract requirements are met. The fees paid for grant application preparation and grant administration may be published on DEHCR's web page.
- x☐ ☐ 14. The UGLG certifies it is not debarred from receiving federal grant funds.
- x☐ ☐ 15. The UGLG understands that incomplete applications may be denied before review and denial of incomplete applications **cannot** be appealed.

_____ By initialing, the Chief Elected Official (CEO) certifies that the eligibility information noted above is complete and accurate.

Contact the Bureau of Community Development if any answer in this section is "No."

PART 4 - CDBG NATIONAL OBJECTIVE AND PROJECT BENEFICIARIES

1. Will the proposed project benefit the entire community? ☐ Yes ☒ No
 - How many total individuals will benefit from the project? 89,000
 - Of those who will benefit, how many individuals meet the qualification of LMI? _____

2. Which CDBG National Objective does your proposed project meet and which method(s) was/were used to demonstrate National Objective compliance? (Answer using the checkboxes below.)
 - ☐ Benefit to Low- and Moderate-Income Persons
 - ☐ Area Benefit using HUD Local Government LMI Summary Data
(only for projects having community-wide benefit or having primary benefit to multiple entire communities)
 - ☐ Area Benefit using HUD Census Block LMI Summary Data
(only for projects with a service area that is coterminous with one or more census blocks)
 - ☐ Area Benefit using Income Survey Data
(for projects for which an income survey was conducted to determine the LMI percentage of the service area)
 - ☐ Area Benefit using combination of HUD LMI Summary Data and Income Survey Data
(for projects for which the LMI percentage calculation for the total service area was made by using the aggregate totals for the population and number of LMI persons from a combination of HUD LMISD for part of the service area and income survey data for the rest of the service area)
 - ☒ Limited Clientele - HUD presumed group: Senior
Population
(or if based on nature of project and location, provide justification below, and attach map detailing supporting information for service area)
 - ☐ Prevention/Elimination of Slum and Blight
 - ☐ Area Basis (Attach a completed Slum and Blight Certification Form and supporting documents including a map of service area)
 - ☐ Spot Basis (Attach a completed Slum and Blight Certification Form and supporting documents including a map of service area)
 - ☐ Urgent Local Need (ULN)

HUD's regulation found at 24 CFR 570.483 (d) and policy guidance in meeting a National Objective states that to qualify under the Urgent Local Need Objective the project activity must alleviate conditions that meet **all** of the following criteria:

 1. Pose a serious and immediate threat to the health or welfare of the community; and
 2. Are of recent origin or which recently became urgent, meaning that the conditions developed or became critical within 18 months preceding the certification; and
 3. The local government is unable to finance the activity on its own, and other sources of funding are not available to carry out the activity.

Please note: Additionally, HUD's guide to "*Meeting a National Objective*" states planning grants are not allowed under the Urgent Local Need objective and activities designated solely to *prevent* a threat will not qualify. Provide justification below.

(Insert Text Here.)

For Urgent Local Need (ULN), briefly explain how the activity will alleviate conditions that:

1. Pose a serious and immediate threat to the health or welfare of the community; and
2. Are of recent origin or which recently became urgent, meaning that the conditions developed or became critical within 18 months preceding the certification; and
3. The local government is unable to finance the activity on its own, and other sources of funding are not available to carry out the activity.

(ULN Justification: Limit your narrative to one (1) page with not less than 11-point font.)

(Insert Text Here.)

PART 5 – PROJECT DESCRIPTION NARRATIVE (2 Pages Max.)**1. Current condition of the problem:**

Currently, the County-owned Lasata Senior Living Campus is in need of multiple infrastructure improvements, including, the Lasata Heights senior living apartments, which are obsolete or worn-out. The Lasata Heights Senior Living Apartments opened in 1987, and are now 34 years old. To keep these apartments viable for renting, renovations are required to bring them up to date. We currently have thirty apartments in need of renovations. These renovations have not taken place, as the renovations were too cost prohibitive. CDBG funding for twenty of these apartments would get us a long way towards our goal of renovating all of the Lasata Heights Senior Living Apartments. In addition to the apartment renovations, the Lasata Heights common areas are in dire need of new carpeting and replacement of inefficient interior lighting and non-working fireplaces. The exterior lighting on the Lasata Senior Living Campus are currently inefficient. Our Lasata Care Center boiler controls are outdated and obsolete, and inefficient. Our Lasata Crossings kitchen requires renovation from a warming kitchen to a commercial prep kitchen to serve our residents on-site.

2. Frequency with which the problem occurs:

Every time an apartment is available for rent, the conditions of the apartments make it less attractive and viable to rent to our seniors in their current condition. The satisfaction of our senior residents is our top priority, and the current conditions of these apartments makes that more difficult. Currently, the condition of our common areas are in need of a refresh, beginning with the worn carpeting, and the in-efficient lighting. These areas are used by all residents and staff and potential residents at our senior living campus. Our outdated and obsolete boiler controls make our heating system inefficient, and has the potential to save \$10,000 per year, as estimated by WE Energies in a Level II Building Audit conducted in 2015. Currently, our exterior lighting is obsolete and inefficient. Upgrading our exterior lighting is projected to save \$5,000 per year in electrical costs, as projected by a certified electrician. Fireplaces in common areas are currently inoperable. Our kitchen at Lasata Crossings is inefficient for serving the current population of residents, and requires a number of upgrades to improve the utility and efficiency of the kitchen from a warming kitchen to a commercial prep kitchen to serve all of our Crossings senior living residents on-site.

3. Number of persons and/or households affected by the problem:

In our Senior Living apartments, 24 households are affected by the problem. These are senior households which rely on the Lasata Heights Senior Living Apartments to be functional and up to date. On our entire campus, there are over 250 senior residents at all times. Approximately 130 residents at the Lasata Care Nursing Home, 60 at Lasata Heights Senior Apartments, and 70 at our Lasata Crossings Assisted Living facility. According to US Census data, over 20% of Ozaukee County's approximately 89,000 residents are age 65 or older, or approximately, 18,000 residents of Ozaukee County are age 65 or older.

4. Effect(s) of the problem if left untreated:

If left untreated, the apartments and common areas will continue to deteriorate, diminishing the viability of renting the apartments, or attracting new senior residents in our community. As the apartments are left to deteriorate, the costs to renovate each apartment goes up with each passing year. If the problem is left untreated, a piecemeal approach to improvements will be undertaken that will not solve the problem, but only prolong the issue, and put off needed renovations. Each year we do not make improvements to our interior and exterior lighting and upgrade our boiler controls, we expend more in energy costs, and miss out on the savings of at least \$15,000 annually, that could go back into improving the Lasata Senior Living campus for our residents. Currently, the warming kitchen is inefficient and to serve our residents adequately and will remain so, without funding.

5. Extent to which this proposed CDBG CL-PF project will address the problem:

The proposed project will renovate twenty-four senior living apartments at our Lasata Heights campus. The project will replace obsolete electrical and plumbing, worn-out carpet/flooring, kitchen and bath cabinets and counter tops, provided efficient lighting and fans, and new appliances. All exterior lighting on the Lasata Senior Living campus will be immediately upgraded to LED efficient lighting. The kitchen will be improved to a commercial kitchen for the benefit of our residents. Outdated and obsolete boiler panel controls will be upgraded and direct digital controls installed accruing electrical cost saving immediately. Interior lighting will be improved and provide immediate savings. Worn carpeting will be completely replaced in the common areas.

6. Scope of work:

Apartment millwork renovations include the replacement and installation of all new kitchen and bathroom cabinets, laminate countertops, and interior doors and trim in all twenty apartments. Kitchen plumbing renovations require disconnecting and removing the existing kitchen sink, faucet, and garbage disposal. These will be replaced and new kitchen sink, faucet and garbage disposal will be installed all twenty apartments. All necessary pipe and fittings will be installed to the existing drainpipes during installation. The bathroom plumbing renovations require replacement and installation of new sinks and faucets, and all necessary piping. The existing tub and shower units in the bathroom will be removed and replaced with a new 4-piece shower unit. This includes the installation of new shower fixtures and drains, and grab bars, and piping and fitting. All plumbing installation will be provided by a licensed plumber and properly permitted. New vinyl tile is to be installed in the kitchen, entry, closet, pantry, bathroom, and living room and bedroom of each apartment. Each floor will receive a new base layer, and new tile will be installed on top of old flooring. Each apartment will receive new bedroom and living room ceiling fans and lights. Kitchen bathroom, and dining rooms obsolete lighting fixtures will be replaced and installed with new efficient light fixtures and under cabinet LED lighting, and new electrical receptacles in the kitchen. All the electrical installation will be provided by a licensed electrical contractor.

Worn carpeting will be replaced in the common areas. Exterior lighting upgrades includes 20', 12', and 10' pole lighting, and exterior wall and bollard lighting. Exterior lighting will be upgraded from metal halide to LED efficient lighting. Interior lighting will be upgraded to efficient lighting. Inoperable fireplaces will be repaired. The Lasata Crossing kitchen will be optimized for utility and efficiency. Direct digital controls will be installed and the boiler panel will be upgraded.

7. Extent to which CDBG Close funding is needed to complete the project:

Without CDBG funding, Ozaukee County could never complete these deferred capital improvements and renovations all at once. Many of these capital improvements have been deferred in the past due to local funding. This funding will allow us to complete the needed apartment renovations in a timely manner and obtain better costs and prices from suppliers and contractors due to the efficiency of bundling the apartment renovations into larger contract procurements.

PART 6 – BUDGET AND OTHER MATCHING FUNDS

APPLICANT: Ozaukee County

DATE: 1 / 30 / 2021

Required: Attach a detailed itemization of project costs (e.g., engineer's estimate or similar itemization of costs) to verify the costs listed in the Budget below. Attach documentation of Matching Funds, if available.

Activity	CDBG Close Funds	Source(s) of Other Matching Funds			Total
		UGLG Funds	Other Public Funds	Private Funds	
Acquisition - Land					
Acquisition - Building					
Building Improvements	660,000				660,000
Center/Facility Construction					
Clearance - Site					
Curb and Gutter					
Electrical System Improvements	198,784				198,784
Environmental Remediation					
Equipment					
Fire Station					
Relocation					
Sanitary Sewer					
Sidewalks					
Storm Sewer					
Streets					
Wastewater Treatment Facility					
Water					
Fixtures	155,000				155,000
Furnishings					
Engineering (match only)					
Administration					
Sub-Total(s):	1,013,784				1,013,784

Detailed Itemization of Project Costs is attached to this application: ☒ Yes ☐ No

Summarize the UGLG's Match Funds* and other Public and Private sources of Match Funds* for the CDBG Project:

Source:	Amount: \$	Status:	CHECK <u>ALL</u> THAT APPLY:	Supporting Documentation Included?
			☐ Pending ☐ Committed ☐ Other ☐ Applied ☐ Secured/Awarded	☐ Yes ☐ No
			☐ Pending ☐ Committed ☐ Other ☐ Applied ☐ Secured/Awarded	☐ Yes ☐ No
			☐ Pending ☐ Committed ☐ Other ☐ Applied ☐ Secured/Awarded	☐ Yes ☐ No
			☐ Pending ☐ Committed ☐ Other ☐ Applied ☐ Secured/Awarded	☐ Yes ☐ No

**Report only other match funding sources that the UGLG intends to utilize/accept. If the UGLG reports on the CDBG application secured matching funds that it does not intend to utilize/accept for the CDBG project, receives a CDBG award, and then causes delay in the Grant Agreement execution process due to needing to secure alternative funding; then DEHCR may rescind the CDBG award.*

Provide a brief explanation for any funding source with an "Other" status: *(No more than a one-sentence narrative per source.)*
(Insert Text Here.)

Do you anticipate using CDBG Close funds to pay for any Grant Administration services associated with this project?

☐ Yes x ☒ No

If yes, were the services (or will the services be) competitively procured in compliance with state and federal CDBG requirements?

☐ Yes ☐ No

If no, were the services (or will the services be) secured in compliance with the local procurement policy?

x ☒ Yes ☐ No

**PUBLIC FACILITIES APPLICATION
ATTACHMENTS AND SUPPORTING DOCUMENTATION CHECKLIST**

Topic	Documents	Required For All Apps	Included with this application submission?	
			YES	NO
Citizen Participation	1. Adopted Citizen Participation Plan (CPP)	✓	x ☐	
	2. Citizen Participation Public Hearing Notice (<i>with proof of publication [if required] and/or clerk's certification of posting dates and locations [if required]; and proof of adequate advance notice in accordance with the UGLG's CPP in effect on the date of the first notice and no less than the equivalent of a Class 2 Notice</i>)	✓	x ☐	
	3. Citizen Participation Public Hearing Certification Form	✓	x ☐	
	4. Public Hearing Meeting Minutes (<i>with the attendees listed in the Minutes or on a separate Sign-In Sheet provided</i>)	✓	x ☐	
	5. Policy for Non-Violent Civil Rights Demonstrations/Prohibiting the Use of Excessive Force and Barring of Entrances/Exits	✓	x ☐	
Financial	6. Detailed Itemization of Project Costs (<i>including applicable supporting documentation for the Budget in Part 6 of this application</i>)	✓	x ☐	
Service Area/ Income Survey	7. Map of Project Area (<i>with Service Area boundaries marked; and location of project site, if Plan will be for a specific site</i>)	✓	x ☐	
	8. Demographic Profile Sheet of beneficiaries in Service Area (<i>must use form provided by DEHCR in the Application Attachments</i>)	✓	x ☐	
	9. LMI Calculation Worksheet, if HUD LMI Summary Data (LMISD) for multiple census blocks or multiple local governments that make up the entire service area were used to calculate the LMI percentage for the service area; or if a combination of HUD LMISD and income survey data were used to calculate the LMI percentage for the service area (<i>if applicable</i>)		☐	x ☐
	10. Map of Boundaries of Census Block(s) that make(s) up the Service Area, if HUD LMI Census Block data were used to determine the LMI percentage for the service area (<i>if applicable</i>)		☐	x ☐
	11. Map of Income Survey Area with survey area boundaries marked; residences surveyed marked; and responding, non-responding, and vacant residences marked or provided on a separate sheet (<i>if applicable</i>)		☐	x ☐
	12. Income Survey Results Income Tabulation Form (<i>if applicable: see Appendix C in the Income Survey Guide</i>)		☐	x ☐
	13. Income Survey Results Race/Ethnicity Tabulation Form (<i>if applicable: see Appendix C in the Income Survey Guide</i>)		☐	x ☐
	14. Income Survey Form used to conduct the Income Survey (<i>if applicable</i>)		☐	x ☐
	15. List of street addresses of service area/survey area including the associated mailing address(es), if different than street address(es) and the mailing address(es) was/were used to distribute the income survey(s) (<i>if applicable</i>)		☐	x ☐
	16. List of other contact information associated with the addresses of residents surveyed, if methods other than mailing or door-to-door/in-person methods were used (e.g., telephone, email, etc.) (<i>if applicable</i>)		☐	x ☐
Fair Housing	17. List of assigned survey numbers for income surveys distributed/conducted with the response data tracking for each (date(s) survey was distributed/conducted or attempts were made; date surveyed/response received; and family size, income, and race/ethnicity information for each) (<i>if applicable</i>)		☐	x ☐
	18. Income Survey Letter and/or other related correspondence sent to residents regarding the survey distribution and collection process (<i>if applicable</i>)		☐	x ☐
Fair Housing	19. Potential Fair Housing Actions Checklist (<i>Specifying the three (3) actions that the local community will undertake</i>)	✓	x ☐	
	20. Fair Housing Ordinance	✓	x ☐	
Slum & Blight	21. Slum and Blight Certification (<i>if applicable</i>)		☐	x ☐
	22. Slum and Blight supporting documentation (<i>for Area Basis only</i>)		☐	x ☐
Acquisition / Relocation	23. Residential Anti-Displacement and Relocation Assistance Plan (RADRAP)	✓	x ☐	
	24. Acquisition/Relocation/Demolition Questionnaire	✓	☐	
Other	25. Authorizing Resolution to Submit CDBG Close Application	✓	x ☐	
	26. Project Narrative Supporting Documentation		x ☐	☐

	27. Statement of Assurances	✓	☐	
	28. Lobbying Certification	✓	☐	

Fillable forms and sample documents can be found electronically on the Bureau of Community Development Website at:
<https://doa.wi.gov/Pages/CDBGCLOSE.aspx>.

CITIZEN PARTICIPATION

ATTACHMENTS AND SUPPORTING DOCUMENTATION

Attach this cover page, followed by the documents in the order listed below, to the end of the Application.

Attachments:

1. Adopted Citizen Participation Plan (with date of adoption shown on Plan and with required components) – **Required for ALL applicants**
2. Citizen Participation Public Hearing Notice (with proof of publication [if required] and/or clerk's certification of posting dates and locations [if required]; and proof of adequate advance notice in accordance with the UGLG's CPP if effect on the date of the first notice **and** no less than the equivalent of a Class 2 Notice) – **Required for ALL applicants**
3. Citizen Participation Public Hearing Certification Form – **Required for ALL applicants**
4. Public Hearing Meeting Minutes (with the attendees listed in the Minutes or on a separate Sign-In Sheet provided) – **Required for ALL applicants**
5. Policy for Non-Violent Civil Rights Demonstrations/Prohibiting the Use of Excessive Force and Barring of Entrances/Exits (with date of adoption/approval shown on policy and with required language) – **Required for ALL applicants**

Attachment: Public Facilities CLOSE (CL-PF) Application_v2019-04-17_LASATA_DRAFT_1-19-21 (6751 : Review/Approve Community

FINANCIAL

ATTACHMENTS AND SUPPORTING DOCUMENTATION

Attach this cover page, followed by the documents in the order listed below, to the end of the Application **after** the Citizen Participation attachment(s).

Attachment(s):

6. Detailed Itemization of Project Costs (including applicable supporting documentation for the Budget in Part 6 of this application; e.g., engineer's estimate or similar itemization of costs to verify the costs listed in the Budget) – **Required for ALL applicants**

Attachment: Public Facilities CLOSE (CL-PF) Application_v2019-04-17_LASATA_DRAFT_1-19-21 (6751 : Review/Approve Community

SERVICE AREA & INCOME SURVEY

ATTACHMENTS AND SUPPORTING DOCUMENTATION

Attach this cover page, followed by the documents in the order listed below, to the end of the Application **after** the Financial attachment(s).

Attachments:

7. Map of Project Area [with project location, types of work being completed on each street (if applicable), and boundaries of Service Area/beneficiary area boundaries marked] – **Required for ALL applicants**
8. Demographic Profile Sheet of beneficiaries in Service Area [must use form provided by DEHCR in Application Attachments] – **Required for ALL applicants**
9. LMI Calculation Worksheet, if applicable [if HUD LMI Summary Data (LMISD) for multiple census blocks or multiple local municipalities were used to calculate LMI percentage for the Service Area; or if a combination of HUD LMISD and income survey data were used to calculate LMI percentage for the Service Area]
10. Map of Boundaries of Census Block(s) that make up the Service Area, if applicable
11. Map of Income Survey Area [with survey area boundaries marked; surveyed residences marked; and responding, non-responding, and vacant residences marked or addresses listed on a separate sheet], if applicable
12. Income Survey Results Income Tabulation Form, if applicable
13. Income Survey Results Race/Ethnicity Tabulation Form, if applicable
14. Income Survey Form used to conduct the Income Survey, if applicable
15. List of addresses in the Service Area/Survey Area, if applicable [including the residential street address locations and associated mailing address(es) used to distribute surveys if the residence/street addresses and mailing addresses differed]
16. List of other contact information associated with the addresses of residents surveyed, if applicable [applicable if methods other than mailing and door-to-door/in-person methods were used to distribute/conduct the survey (e.g., telephone, email, etc.)]
17. List(s) of survey numbers for surveys distributed/conducted with the response data tracking for each, if applicable [including the date(s) the survey was distributed/conducted or attempts were made to distribute/conduct the survey for the address, date surveyed (i.e., date survey was returned or date survey interview was conducted), family size information, income level information, and race/ethnicity information]
18. Income Survey Letter and/or other related correspondence sent to residents regarding the survey distribution and collection process, if applicable

FAIR HOUSING

ATTACHMENTS AND SUPPORTING DOCUMENTATION

Attach this cover page, followed by the documents in the order listed below, to the end of the Application **after** the Service Area / Income Survey attachment(s).

Attachments:

19. Potential Fair Housing Actions Checklist (with three (3) actions selected) – **Required for ALL applicants**
20. Fair Housing Ordinance (with current Fair Housing state statute citations and language, and with date of adoption shown on ordinance) – **Required for ALL applicants**

SLUM & BLIGHT

ATTACHMENTS AND SUPPORTING DOCUMENTATION

Attach this cover page, followed by the documents in the order listed below, to the end of the Application **after** the Fair Housing attachment(s).

Attachments:

21. Slum and Blight Certification, if applicable
22. Slum and Blight supporting documentation (for Area Basis ONLY), please label attached document(s):
 - a. _____
 - b. _____
 - c. _____
 - d. _____
 - e. _____
 - f. _____
 - g. _____
 - h. _____
 - i. _____
 - j. _____

ACQUISITION / RELOCATION

ATTACHMENTS AND SUPPORTING DOCUMENTATION

Attach this cover page, followed by the documents in the order listed below, to the end of the Application **after** the Slum & Blight attachment(s).

Attachment(s):

23. Residential Anti-Displacement and Relocation Assistance Plan (RADRAP) (with date of adoption shown on Plan; must be current with required components, as specified on the *Sample Residential Anti-Displacement and Relocation Plan* in the provided attachments to the CDBG application) – **Required for ALL applicants**
24. Acquisition/Relocation/Demolition Questionnaire – **Required for ALL applicants**

OTHER

ATTACHMENTS AND SUPPORTING DOCUMENTATION

Attach this cover page, followed by the documents in the order listed below, to the end of the Application **after** the Acquisition/Relocation attachment(s).

Attachments:

25. Authorizing Resolution to Submit the CDBG Close Application – **Required for ALL applicants**

26. Project Description Narrative supporting documentation, and indicate if documents are attached for the topics listed and include the name(s) of the document(s), if applicable:

	YES	NO
1) Current condition of the problem	☐	☐
If yes, identify each corresponding document in the order attached:		
a. _____		
b. _____		
c. _____		
2) Frequency with which the problem occurs	☐	☐
If yes, identify each corresponding document in the order attached:		
a. _____		
b. _____		
c. _____		
3) Number of persons and/or households affected by the problem	☐	☐
If yes, identify each corresponding document in the order attached:		
a. _____		
b. _____		
c. _____		
4) Effect(s) of the problem if left untreated	☐	☐
If yes, identify each corresponding document in the order attached:		
a. _____		
b. _____		
c. _____		
5) Extent to which this proposed project will address the problem	☐	☐
If yes, identify each corresponding document in the order attached:		
a. _____		
b. _____		
c. _____		
6) Scope of work	☐	☐
If yes, identify each corresponding document in the order attached:		
a. _____		
b. _____		
c. _____		
7) Extent to which CDBG Close funding is needed to complete the project	☐	☐
If yes, identify each corresponding document in the order attached:		
a. _____		
b. _____		
c. _____		

27. Statement of Assurances – **Required for ALL applicants**

28. Lobbying Certification – **Required for ALL applicants**

Health and Human Services Committee

AGENDA INFORMATION SHEET

AGENDA DATE: January 26, 2021
DEPARTMENT: Administrator
DIRECTOR: Jason Dzwinel
PREPARER: Jason Wittek

Agenda Summary Invitation to Submit Full CDBG-Coronavirus Application for Emergency Homeless Shelter

The Intent to Apply for Community Development Block Grant for Coronavirus (CDBG-CV) approved for submittal in November by the HHS Committee was reviewed by WI-DOA and we have been invited to submit a full application for review, and the requested \$1,339,050 in funding have been set aside pending approval of the full application meeting the program requirements. This ITA was submitted as a partnership between Ozaukee County and Family Promise. The full application is due February 26th, and requires a public hearing and approval of the grant submittal by the County Board and the Human Services Board.

ATTACHMENTS:

- Ozaukee, County CV Response (PDF)
- Intent to Apply CDBG CV 20 Nov_Ozaukee County_FPOZ_FINAL_11-19-2020 (PDF)



DEPARTMENT OF ADMINISTRATION

Tony Evers, Governor
Joel Brennan, Secretary
Susan Brown, Division Administrator

December 18, 2020

Lee Schlenvagt, County Board Chair
Ozaukee County
121 W. Main St.
PO Box 994
Port Washington, WI 53074

RE: Ozaukee County 2020 Community Development Block Grant for Coronavirus (CDBG-CV) Intent to Apply

Dear Chairperson Schlenvagt:

The Wisconsin Department of Administration (DOA) Division of Energy, Housing and Community Resources (DEHCR) received Ozaukee County's Intent to Apply for the Community Development Block Grant for Coronavirus (CDBG-CV) program.

To be considered for a CDBG-CV award, the unit of general local government (UGLG) must have submitted an Intent to Apply with a project that meets a CDBG national objective and prevent, prepare for or respond to the Coronavirus. DEHCR's review of Ozaukee County's application revealed that your potential project could meet the program requirements. DEHCR invites you to submit a full application for review. Funds have been set aside in the amount you requested. You may receive an award if a complete application is submitted that provides detailed documentation on how the need your project addresses, arose directly because of the Coronavirus. This need could not exist in the same manner prior to the pandemic.

Please go to our CDBG-CV website, linked below, for the application materials. Final applications are due by 4:00 PM on February 26, 2021.

https://doa.wi.gov/Pages/LocalGovtsGrants/CDBG_Coronavirus.aspx

Should you have any questions regarding our review process, decision or next steps, please contact me at (608) 333-8047 or David.Pawlisch@Wisconsin.gov.

Sincerely,

David J. Pawlisch

David Pawlisch, Director
Bureau of Community Development
Division of Energy, Housing and Community Resources



DEPARTMENT OF ADMINISTRATION

Tony Evers, Governor
Joel Brennan, Secretary
Susan Brown, Division Administrator

COMMUNITY DEVELOPMENT BLOCK GRANT
COVID-19 response (CDBG-CV) Intent to Apply

Eligibility: Applicants must have identified a project that prevents, prepares for or responds to COVID-19.

Applicant Information:

Applicant: Ozaukee County
(Town, Village, City or County)
Address: PO Box 994, Port Washington, WI 53074
E-Mail Address: jwittek@co.ozaukee.wi.us
Contact Person: Jason Wittek Telephone: 262-268-8324
Region: Southern Region

Project Area/National Objective: (Town, Village, City, County, Census Tract, etc.)
Please be as specific as possible and include estimated number of people that will benefit from the project and what national objective you will meet:

This project will serve Ozaukee County, WI - population 86,405. 24.7% or 32,165 of the population are Low-Moderate Income. This project will serve households that are homeless in all cities, villages and townships including Mequon/Thiensville, Cedarburg, Grafton, Saukville, Port Washington, Cedar Grove, and Belgium. The project is estimated to serve at minimum 125 individuals at risk of homelessness annually through direct shelter services. 85% of individuals served by this project will fall within the national objectives of Low and Moderate Income. Individuals who receive direct service from the project will complete an income form and present documentation for verification.

Proposed Activity: Describe the activities to be funded through the CDBG-CV including how the activities prevent, prepare for, or responds to COVID-19. Please identify who will administer the federal CDBG regulations or assist in delivery of the project.

Ozaukee County in partnership with Family Promise of Ozaukee County, Inc. is seeking funds from CDBG-CV to develop a much-needed static site non-congregate emergency shelter in the community. The emergency shelter will meet an urgent need in the county for shelter services to single women, single men and families who are homeless.

Prior to COVID-19, the FPOZ Emergency Shelter program used congregations to provide four rooms for shelter and meals. The pandemic caused two issues. First, the churches closed leaving the organization with no place to shelter people overnight. Then, the number of phone calls increased dramatically from people seeking shelter. Because of COVID-19 the county was left with no shelter and an increased demand for service.

Family Promise responded by increasing capacity, making ten rooms available to households who were homeless. These rooms have been at capacity since April 1, 2020. Investing in the Ozaukee County Emergency Shelter project will increase pre-COVID capacity from four rooms to ten rooms and expand service delivery demographics from only single women and families to all household types, including single men.

The funds will be used to cover the cost of building acquisition, renovation work, and shelter operation. The estimated total cost of the project \$ 1,339,050 and is projected to serve 50 Households (125 individuals) annually.

PARTNERSHIP OVERVIEW

By working with Family Promise of Ozaukee County on building a permanent homeless shelter in Port Washington, Ozaukee County is building on its current partnership between our two organizations. Currently, Family Promise looks to our Human Services Department to assist in crisis intervention for folks in Ozaukee County generally due to Behavioral Health issues such as Drug and Alcohol Treatment, Anger Management, and Individual Therapy. Extending that partnership with Family Promise allows the County to assist in facilitating a permanent shelter solution for homelessness in Ozaukee County, which is the ultimate crisis point for families and individuals. This crisis has been exacerbated by COVID-19 due to the limited or reduced number of viable shelter options in our County as a result of the on-going public health crisis. As the grantee, Ozaukee County will enter into an agreement with Family Promise of Ozaukee County as the sub-grantee to execute the building acquisition, renovation and operations of the shelter. Securing these funds will be a substantial step forward in providing a permanent shelter solution in Ozaukee County. Ozaukee County will work directly with Family Promise of Ozaukee County on administering the grant and grant management. This partnership will allow Ozaukee County to take advantage of Family Promise of Ozaukee County's expertise in helping individuals who are homeless. Ozaukee County regularly provides federal grant management and compliance through our Finance Department, experienced through our many other departments.

The mission of Family Promise of Ozaukee County is to end homelessness in the community. The affiliate opened in 2015 and is part of a national organization with more than 200 affiliates across the country. The organization offers case management, meals, shelter, rent assistance and supportive housing for men, women and families experiencing homelessness in the community. Their comprehensive programs help children and families connect to community resources, increase their income and secure safe and stable housing. It is the only agency in the county that addresses the issues of homelessness for households that are not fleeing domestic violence.

The organization's Chief Executive Office, Kathleen Fisher has been in the homeless and housing business for more than 10 years. She has successfully opened three emergency shelters, one of which is a new construction static-site shelter in Washington County. She serves as the Treasurer of the Wisconsin Balance of State Board of Directors and as the Local Homeless Coalition Delegate. She is supported by a strong Board of Directors and a management team with a combined 60 years of housing and assistance program experience.

The Interfaith Emergency Shelter Program has been the backbone of the organization. For the last five years local congregations have provided space for overnight shelter, meals, and volunteer service from 5:00 PM – 7:00 AM daily for up to four households. During the day, guests were transported to the FPOZ day center where they had access to showers, laundry, and case management. The in-kind donations of volunteer time, food and shelter from the congregations were a significant cost savings for the organization. However, the COVID-19 pandemic forced the congregations to shut down due to the ongoing public health crisis, leaving the community with no shelter options and an increased demand for service.

To meet the increased demand for shelter services, FPOZ reserved 10 rooms at a local motel adding a \$14,000 per month expense to the budget. To improve services at the motel, the case management team moved their office to the motel and added a security system. Since April 1, 2020, the Temporary CV Motel Voucher Shelter Program has been operating at capacity providing 3,923 nights of shelter to 42 households - 25 without children and 17 with children. The program has served 84 people - 51 adults and 33 children. All household data is entered, and progress is tracked in the state-wide Homeless Management Information System.

The Motel Voucher Shelter Program is a temporary fix and not a viable option for the future for many reasons including:

- ✓ FPOZ has limited funds available for motel vouchers;
- ✓ Motel rooms are not designed for extended stays;
- ✓ People sheltering in motel rooms have limited access to supportive services.

Keeping the Motel Voucher program open is costly and difficult to manage. Without a shelter program in place, there will be many households in Ozaukee County doubling up, sleeping in their cars, or living in places not meant for human habitation, increasing their health and welfare risks significantly.

Ozaukee County and Family Promise understand that the motel voucher program is temporary, and a permanent emergency shelter is desperately needed in the county. To craft a comprehensive plan for a county-wide shelter, the FPOZ Board of Directors put together an Emergency Shelter Taskforce, including a representative from Ozaukee County. The Taskforce is co-chaired by James Hoffmann, a local developer and Patricia Stark, a retired Psychologist.

The plan identified four steps for the Emergency Shelter Project.

1. Secure the funds.
2. Acquire a building.
3. Renovate the building to meet the needs of shelter operations.
4. Open and operate Emergency Shelter.

1. SECURE THE FUNDS

Family Promise of Ozaukee County is seeking \$1,339,050 for the development of an 8-unit shelter for households with and without children. The organization is using every available resource to provide temporary emergency shelter services including ESG CV and EFSP CV, and SSSG Funds. While the organization has reasonable access to operating dollars, project development funding during the COVID-19 pandemic is not easy to secure as most foundations have shifted their focus to direct services.

The CDBG -CV Funds are a perfect fit for this project. COVID-19 shutdown regular shelter operations and increased the demand for services. The county-wide project is expanding capacity to serve more people and extending services to all household types.

2. BUILDING ACQUISITION

With the support of CDBG -CV funds, FPOZ would like to purchase a 5,000 square foot existing building in Port Washington that will provide emergency shelter and services to households with children and households without children (male and female). The building will offer enough space for 8 rooms, each with a private bath and small kitchen space. Additional space for supportive services and storage will be included in the floor plan.

There are three properties listed active in Port Washington that would meet space and location needs. The property with the most potential is a 4,800-commercial building on a 2.87-acre lot adjacent to the Ozaukee County Courthouse. The former daycare was built in 1995 with a list price of \$429,900. The property is in good condition and ready for the renovation work needed for emergency shelter operations.

The expected cost of building acquisition should not exceed \$450,000.

3. RENOVATION, EQUIPMENT AND FURNISHINGS

Renovation work will include the cost of developing eight units and supportive services space.

Shelter Unit Space – 2,600

Each unit will have a private bath and small kitchen space.

- o Four family units at 450 square feet = 1,800.
- o Four individual units at 200 square feet = 800

Supportive Services Space – 1,200

Supportive Services Space will include two workstations, one reception area, meeting space and client workspace.

Storage and Mechanical Space - 500

Total Space Available – 5,000

Renovation work may include site construction, rough and finish work, thermal and moisture protection, doors and windows, fire protection system, plumbing and electrical.

Estimated Renovation - \$80 per square foot - \$400,000

Estimated Equipment - \$15,000

Estimated Furnishings - \$ 20,000

Total Cost of Renovation, Equipment and Furnishings - \$ 435,000

4. EMERGENCY SHELTER OPERATIONS

The shelter will be open 24 hours a day, 7 days a week. It will have the capacity to serve up to eight households daily and staffed by 1 Full-Time Shelter Manager, 1 Part Time Case Manager, and 5 Shelter Assistants.

Everyone who enters shelter will be assessed using the VISPDAT and added to the Coordinated Entry list for access to housing assistance programs. Each household will work closely with a case manager to develop a housing stability plan. The case manager will assist them with housing search, job search, and connection to community resources. The shelter will be low barrier and have limited restrictions for access to shelter.

The organization currently employs a full-time Shelter Manager who has more than 30 years' experience working with emergency crisis programs. He has been with Family Promise of Ozaukee County for five years and committed to a low barrier shelter model.

Annual Operating Budget

Wages – 206,000

Operations – 70,000

Admin –24,000

Total Shelter Operations – \$ 300,000

PROJECT SUMMARY

FPOZ has worked tirelessly over the last five years to ensure households have access to safe shelter in Ozaukee County. Unfortunately, the COVID-19 pandemic has cast a shadow over the future of shelter options for households who are homeless in the community. This county-wide emergency shelter project will fill the gap of shelter needs in Ozaukee County. Ozaukee County and Family Promise of Ozaukee County are 100% committed to ensuring men, women, children and families have access to safe shelter, warm meals, and quality case management.

If awarded the CDBG -CV Grant, The Ozaukee County Emergency Shelter Taskforce is ready to proceed with the execution of the project. Ozaukee County is committed to administering the CDBG -CV Funds and providing ongoing leadership and oversight. Family Promise of Ozaukee County is committed to the development and implementation of the Non-Congregate Emergency Shelter Project. Their many years of experience and capacity to develop and operate a shelter is demonstrated in their community response to homelessness.

Together, the organizations will acquire a building, complete necessary renovation work, and establish quality ongoing shelter service operations. Most importantly, men, women, children and families who are homeless in Ozaukee County will benefit from this project for many years to come.

Budget Narrative: Please include information on whether additional funding including local funds will be required and the status of that funding commitment.

Local funds for operating costs will be solicited for this project including United Way, Ozaukee County, and local foundations.

Please list the funds being requested for each activity. You may apply for one or more program activities. Add more lines if necessary

PROJECT COMPONENT(S)	CDBG-CV	\$	AMOUNT
1. Building Acquisition/Renovation		\$	885000
2. Operations		\$	300000
3. Administration, up to 13% of project cost		\$	154050
TOTAL CDBG-CV PROJECT BUDGET		\$	1,339,050

Time Table:

What is the anticipated time frame in which you will complete the proposed activities/project?

Property acquisition – July 1, 2021
 Renovation Begins – July 15, 2021
 Renovation Complete – November 15, 2021
 Shelter Opens – December 15, 2021

Grantee Representative:


 (Signature)

County Administrator

(Title)

11/19/2020

(Date)

Please submit this completed form via email to: CDBGCV@Wisconsin.gov

Enter the following on the subject line: “County/City/Village/Town of (Blank) CDBG-CV Intent to Apply”.

Attachment: Intent to Apply CDBG CV 20 Nov_Ozaukee County_FPOZ_FINAL_11-19-2020 (6747 : Invitation to Submit Full CDBG-Coronavirus

Health and Human Services Committee

AGENDA INFORMATION SHEET

AGENDA DATE: January 26, 2021
DEPARTMENT: Lasata Campus
DIRECTOR: Amanda Kohal
PREPARER: Amanda Kohal

Agenda Summary Lasata Campus Reports

ATTACHMENTS:

- December 2020 Financial Summary (PDF)
- LCC December 2020 (PDF)
- LH December 2020 (PDF)
- LX December 2020 (PDF)

Ozaukee County Committee Report
Enterprise Fund Lasata Heights
 For the Twelve Months Ending Thursday, December 31, 2020
 Profit and Loss Statement ACTUAL TO AMENDED BUDGET

	Current Month Actual	2020 YTD Actual	2020 Amended Budget	Budget Balance	% Budget YTD
Revenues					
Public Charges for Services	\$69,843	\$896,617	\$1,003,484	\$106,867	89.35%
Other Revenue	\$559	\$2,873	\$2,100	(\$773)	136.81%
Total Revenues	\$70,402	\$899,490	\$1,005,584	\$106,094	89.45%
Expenditures					
Salaries	\$16,593	\$205,132	\$230,664	\$25,532	88.93%
Fringe Benefits	\$1,850	\$68,027	\$70,307	\$2,280	96.76%
Travel/Training	-	-	\$1,000	\$1,000	0.00%
Supplies	\$5,177	\$57,824	\$72,850	\$15,026	79.37%
Purchased Services	\$7,019	\$102,364	\$159,738	\$57,374	64.08%
Interdepartment Charges	-	\$10,536	\$14,199	\$3,663	74.20%
Depreciation	\$18,999	\$228,000	\$228,000	-	100.00%
Other Expenses	\$2,611	\$31,472	\$37,436	\$5,964	84.07%
Total Operating Expenditures	\$52,249	\$703,355	\$814,194	\$110,839	86.39%
Capital Outlay					
Equipment & Furniture	(\$138,093)	-	-	-	0.00%
Buildings & Land	(\$48,335)	-	\$135,000	\$135,000	0.00%
Contra	-	-	(\$135,000)	(\$135,000)	0.00%
Total Capital Outlay	(\$186,428)	-	-	-	0.00%
Total Expenditures	(\$134,179)	\$703,355	\$814,194	\$110,839	86.39%
Net Increase (Decrease)	\$204,581	\$196,135	\$191,390	(\$4,745)	102.48%
Equity:					
Retained Earnings	-	(\$971,951)	-	\$971,951	0.00%

Attachment: December 2020 Financial Summary (6749 : Lasata Campus Monthly reports)

Ozaukee County Committee Report
Enterprise Fund Lasata RCAC
 For the Twelve Months Ending Thursday, December 31, 2020
 Profit and Loss Statement ACTUAL TO AMENDED BUDGET

	Current Month Actual	2020 YTD Actual	2020 Amended Budget	Budget Balance	% Budget YTD
Revenues					
Public Charges for Services	\$252,440	\$3,025,164	\$3,020,195	(\$4,969)	100.16%
Other Revenue	\$13,211	\$100,698	\$1,500	(\$99,198)	6713.20%
Total Revenues	\$265,651	\$3,125,862	\$3,021,695	(\$104,167)	103.45%
Expenditures					
Salaries	\$125,236	\$984,173	\$1,039,753	\$55,580	94.65%
Fringe Benefits	\$16,728	\$356,500	\$330,013	(\$26,487)	108.03%
Travel/Training	-	-	\$1,000	\$1,000	0.00%
Supplies	\$15,930	\$150,455	\$163,800	\$13,345	91.85%
Purchased Services	\$14,787	\$207,091	\$240,950	\$33,859	85.95%
Interdepartment Charges	-	\$41,024	\$50,021	\$8,997	82.01%
Depreciation	\$31,250	\$375,000	\$375,000	-	100.00%
Debt Service	-	\$244,121	\$191,725	(\$52,396)	127.33%
Other Expenses	\$9,482	\$82,621	\$101,932	\$19,311	81.06%
Total Operating Expenditures	\$213,413	\$2,440,985	\$2,494,194	\$53,209	97.87%
Capital Outlay					
Equipment & Furniture	(\$9,273)	-	\$30,000	\$30,000	0.00%
Buildings & Land	(\$5,766)	-	\$20,000	\$20,000	0.00%
Contra	-	-	(\$50,000)	(\$50,000)	0.00%
Total Capital Outlay	(\$15,039)	-	-	-	0.00%
Total Expenditures	\$198,374	\$2,440,985	\$2,494,194	\$53,209	97.87%
Other Finance Uses	-	\$526,479	\$526,479	-	100.00%
Net Other Financing Sources/Uses	-	\$526,479	\$526,479	-	100.00%
Net Increase (Decrease)	\$67,277	\$158,398	\$1,022	(\$157,376)	15498.83%
Equity:					
Retained Earnings	-	(\$1,140,841)	-	\$1,140,841	0.00%

Ozaukee County Committee Report
Enterprise Fund Lasata Care Center
 For the Twelve Months Ending Thursday, December 31, 2020
 Profit and Loss Statement ACTUAL TO AMENDED BUDGET

	Current Month Actual	2020 YTD Actual	2020 Amended Budget	Budget Balance	% Budget YTD
Revenues					
Public Charges for Services	\$848,698	\$11,060,727	\$13,014,880	\$1,954,153	84.99%
Interest Revenue	-	\$17	-	(\$17)	0.00%
Other Revenue	\$1,610,093	\$4,230,827	\$1,464,650	(\$2,766,177)	288.86%
Total Revenues	\$2,458,791	\$15,291,571	\$14,479,530	(\$812,041)	105.61%
Expenditures					
Salaries	\$1,010,077	\$7,792,039	\$7,577,864	(\$214,175)	102.83%
Fringe Benefits	\$143,815	\$2,379,139	\$2,447,607	\$68,468	97.20%
Travel/Training	-	\$2,240	\$10,000	\$7,760	22.40%
Supplies	\$49,883	\$566,987	\$622,800	\$55,813	91.04%
Purchased Services	\$178,518	\$2,175,671	\$1,924,850	(\$250,821)	113.03%
Interdepartment Charges	-	\$356,461	\$483,094	\$126,633	73.79%
Depreciation	\$68,829	\$826,000	\$826,000	-	100.00%
Debt Service	-	\$232,567	\$235,600	\$3,033	98.71%
Other Expenses	\$12,553	\$901,231	\$820,879	(\$80,352)	109.79%
Total Operating Expenditures	\$1,463,675	\$15,232,335	\$14,948,694	(\$283,641)	101.90%
Capital Outlay					
Equipment & Furniture	\$13,096	\$97,060	\$70,000	(\$27,060)	138.66%
Buildings & Land	-	\$5,475	\$20,000	\$14,525	27.38%
Contra	-	-	(\$90,000)	(\$90,000)	0.00%
Total Capital Outlay	\$13,096	\$102,535	-	(\$102,535)	0.00%
Total Expenditures	\$1,476,771	\$15,334,870	\$14,948,694	(\$386,176)	102.58%
Other Finance (Sources)	-	(\$526,479)	(\$526,479)	-	100.00%
Other Finance Uses	-	\$50,000	\$50,000	-	100.00%
Net Other Financing Sources/ Uses	-	(\$476,479)	(\$476,479)	-	100.00%
Net Increase (Decrease)	\$982,020	\$433,180	\$7,315	(\$425,865)	5921.80%
Equity:					
Retained Earnings	-	\$2,158,908	-	(\$2,158,908)	0.00%

Attachment: December 2020 Financial Summary (6749 : Lasata Campus Monthly reports)

Lasata Care Center

December 2020 Monthly Report

Amanda Kohal

Average Daily Census

Payor Mix Days	Current Month Actual AVG	YTD actual AVG	Budget
Medicare/MC	16	17	20
Private	21	24	30
Medicaid	57	61	75
Total	94	102	125

Payor Mix	Current Month Actual	YTD actual	Budget
Medicare/MC	17%	17%	16%
Private	22%	24%	22%
Medicaid	61%	59%	58%

Organization and Operations Focus

- Vaccine administration clinic held January 4th, 2021
- Resident, tenant and employee safety
- Safe visitation
- COVID management

Staffing/employee

- Every employee on campus received a nice gift thanks to generous donations from families and the community
- Testing 2x per week; positivity rate remains above 10%
- Regular evaluation of Strategies to Mitigate Healthcare Personnel Staffing Shortages
- Recruitment and retention of direct caregivers
 - Wages increased with board support, working to advertise and campaign for campus positions

Resident and Tenant highlights

- Holidays celebrations COVID style
- Consistent and transparent communication to residents, tenants and representatives regarding facility status
- Virtual, window and outdoor visitation, compassionate care and end of life evaluated on case by case basis

Regulatory Updates

No regulatory surveys conducted

Campus Projects and initiatives:

- ❖ Pandemic management
- ❖ Outreach and education related to the vaccine

Financial Overview/Focus

- ✓ Preliminary year end
- ✓ Labor expenses
- ✓ PPE
- ✓ Lower census then budgeted

Attachment: LCC December 2020 (6749 : Lasata Campus Monthly reports)

LASATA HEIGHTS MONTHLY REPORT**December 2020****Kristen Sonnenberg, Director of Senior Apartments****Census:**

- December census – 48

Breakdown of empty apartments:

- Three apartments are in the process of being refreshed (212, 315 and 319)
- Two apartments are ready to be rented (117, 215), no one on the waiting list is currently interested in any of the available apartments,
- Apartment 211, 313, 320 will be remodeled in 2021
- 301 is rented for 1/20, 110 is rented for 2/15
- 107, 109 were vacated as of 11/30 and will need maintenance to get them ready to be rented

Admissions/Discharges in December:

- There was one admission in the month of December
- There were no discharges in the month of December
- There is one anticipated admission for 1/20 to apartment 301

Misc:

- Beauty Shop remains open one day per week, all Tenants and Jennifer (stylist) are following COVID-19 guidelines (1 at a time, mask, screening, etc.)
- West patio has been closed up for the winter
- Tenants continue to be able to leave campus (mask, social distancing, hand hygiene) without having to self-isolate upon return. Tenants are able to have up to two visitors at a time as long as they follow policies (screening prior to entering building, wearing mask, and social distancing. Anyone under the age of 18 is not allowed to visit at this time.
- Due to the continued increase in COVID cases in the community, and Tenants frequently failing to follow protocols (mask covering nose and mouth and social distancing) both in the Heights and when in the community, communal dining continues to be on hold. Sarah and I continue to spend about 1 hour per day delivering meals to apartments. Crossings and LCC staff have been very supportive to help out when needed.
- Modified group activities continue with 10 or less people at a time, handwashing, social distancing and disinfecting before and after groups. Book club and Conversation Café are being held via zoom utilizing community volunteers. Movies also continue to be shown on the big screen. Several activities continue to be facilitated via channel 958. . Due to not being able to allow volunteers in to help support the Heights programs, majority of Administrative Coordinators workload continues to be providing activity programming.
- 956 continues to be up and running so we can now stream movies, travelogues, dvd's, etc. for the entire campus to enjoy! Additionally in the month of December we were able to start a Pastor Chats via Zoom with some of the different local pastors.
- Tenant Volunteers continue to assist as able/interested/safe with activity programming (i.e. distributing activity packets, collecting packets, delivering prizes, etc.)
- Tenant volunteers continue to deliver newspapers and mail to the apartments.
- New Maintenance Assistant has been hired for the Crossings- anticipated start date of January 4th, with a goal of Rich Adams joining the Heights team as of 1/17/21.
- Tenants enjoyed a modified Holiday celebration with a special dinner and drinks delivered to their apartments. The feedback from this event was very positive.

Attachment: LH December 2020 (6749 : Lasata Campus Monthly reports)

Apartment refresher update:**#212, #315 & #319**

- Countertop installation is being worked on as of the end of December
- Maintenance continues to work on drywall repair and painting- hoping to be ready for flooring install by beginning of February
- Working on getting estimates for apartments 211, 313 and 320.

Lasata Crossings Monthly Report

December 2020

Submitted by: Patricia Fabian

- **Census:** At the end of December, the census is 57 with 53 in assisted living and 4 additional persons in assisted living. The group consists of 46 tenants paying privately, eight utilizing Family Care and one utilizing IRIS.
- **Admission/Discharges in September:**
 - Discharges:
 - There was one discharge in December due to need for additional care supports.
 - Admissions:
 - We had 1 person admitted in December
 - Calls continue to be received weekly with inquiries about available apartments and potential transfer admissions from the Care Center Rehab
- **Waiting List:**
- There are 16 individuals on the waiting list for Family Care Studio apartments.
 - Five of these are current tenants at Crossings
 - Three tenants are in a 1 bedroom waiting for a studio
- There are 25 individuals on our waiting list for 1 and 2 bedroom apartments; 11 of these are on the inactive list.
 - ***Wait List:*** Application and \$500 fee (refundable) on file
 - ***Inactive List:*** Name on list; application complete and refundable fee on file but they prefer we not contact them.
 - ***Current residents and tenants on campus do not submit a waitlist fee.***
- **Highlights**
 - **Activities:** Assisting the tenants put up their Christmas trees and decorations along with decorating the facility inside and out. A special menu was created for both Christmas and New Year along with special cocktails. Santa and his many elves visited all the tenants; pictures for families posted to our Face Book page. We received many lovely poinsettias from a number of donors.
 - **Visiting:** We are using Sign Up Genius and assisting those via phone who do not have internet access to schedule Zoom/Face Time visits M-F. More people are using this to include many in the family at on one call.

RESOLUTION NO. (ID # 6742)

AMENDING CHAPTER 3.01 (9) OF THE OZAUKEE COUNTY POLICY AND
PROCEDURE MANUAL - VETERANS' SERVICES

RESOLVED, by the Ozaukee County Board of Supervisors, that Section 3.01(9) of the Ozaukee County Policy and Procedure Manual be amended to read:

3.01	POSITIONS AND PAY GRADES				
	POSITION	GRADE	UNION	HOURS	#
9	<u>VETERANS' SERVICES</u>				
	Veterans' Programs Assistant	7	OPEIU	22.5 32	1

FURTHER RESOLVED, that these changes shall take effect February 3, 2021; and

Dated at Port Washington, Wisconsin, this 3rd day of February 2021.

SUMMARY: Amending Chapter 3.01 (9) of the Ozaukee County Policy and Procedure Manual to reflect a position increase in hours in the Veterans' Services Office.

VOTE REQUIRED: Majority

HEALTH & HUMAN SERVICES COMMITTEE
FINANCE COMMITTEE

Health and Human Services Committee

AGENDA INFORMATION SHEET

AGENDA DATE:	January 26, 2021
DEPARTMENT:	Veterans Service
DIRECTOR:	Kevin Johnson
PREPARER:	Chris McDonell

Agenda Summary Amending Chapter 3.01 (9) of the Ozaukee County Policy and Procedure Manual - Veterans' Services

BACKGROUND INFORMATION: This is to justify increased staffing of the Program Assistant position of the County Veterans Service Office (CVSO) from part-time to full-time.

THE OZAUKEE CVSO IS UNDERSTAFFED COMPARED TO CVSOs STATEWIDE

According to current estimates from the U.S. Department of Veterans Affairs, Ozaukee County has a veteran population of approximately 4486. Current staffing levels for County Veterans Service Offices statewide average 1 FTE per 1,949 veterans. Based on that average alone, Ozaukee County should have 2.3 FTEs.

Here is a comparison of CVSO staffing in counties with veteran populations close to that of Ozaukee County:

<u>COUNTY</u>	<u>VET POPULATION</u>	<u>FTE</u>
Ozaukee	4486	1.5
Sauk	4239	5
Waupaca	4178	3.5
Marinette	4083	2.5
Douglas	3595	3

THIS UNDERSTAFFING ISSUE CANNOT BE RESOLVED BY SHARING A RECEPTIONIST WITH ANOTHER COUNTY DEPARTMENT.

The Program Assistant is much more than a secretary or receptionist and is therefore not a staffing position that can be shared with any other county department. The Program Assistant is trained to answer questions specific to Veterans Services. The Program Assistant must understand eligibility criteria for various veteran benefit programs (i.e., vet ID, burial flags, burial reimbursement, VA Healthcare, VA Wartime Pension, Surviving Spouse Pension and VA disability compensation).

The Program Assistant also administers a transportation program transporting veterans to their

medical appointments at the Zablocki VA Medical Center in Milwaukee and the VA Community Based Outpatient Clinic in Cleveland, WI.

Also, because veteran status and veteran records are confidential state law requires the County Veterans Service Office to operate “separately and distinctly from any other county department,” Wis. Stats. 45.80(5)(e).

A FULL-TIME PROGRAM ASSISTANT WILL HELP THE CVSO INCREASE THE AMOUNT OF FEDERAL BENEFIT MONEY PAID INTO OZAUKEE COUNTY

It is true that the veteran population is slowly decreasing, however the number of federal VA benefit dollars brought into Ozaukee County continues to go up. Based on USDVA expenditure reports, disability compensation and pension payments into Ozaukee County went from 13M in FY2018 to over 15M in FY2019.

Disability compensation and pension claims and appeals are a primary component of the assistance the Veterans Service Office provides. Changes in the VA appeals process implemented with the Appeals Modernization Act have resulted in an increased number of appeals as well as an increase in the complexity of the issues on appeal. This means an increased workload for the CVSO and increased need for a full-time assistant. By fielding telephone calls and walk-ins, the Program Assistant allows the CVSO to focus on preparing solid, well-supported claims and appeals.

Another way the CVSO continues to increase these federal dollars is through outreach events aimed at increasing benefit awareness. Too many veterans are simply unaware of the benefits they have earned as a result of their service. Increasing the Program Assistant to a full-time position will free the CVSO up for more outreach events resulting in a more knowledgeable veteran population and driving a greater number of benefits claims.

Any questions regarding this request can be submitted to Kevin Johnson at 262-284-8326 or kmcjohnson@co.ozaukee.wi.us <<mailto:kmcjohnson@co.ozaukee.wi.us>>

FINANCIAL ANALYSIS: Pay range for this position is \$20.02 - \$22.66 per hour, which would result in an increase in wages of approximately \$11,000 per year. In addition, this position would become eligible for WRS pension and health insurance. The monthly premium cost for single coverage health insurance is \$974.79, and \$2,531.61 per month for family coverage. The County would cover 80% of the monthly health insurance premium.

RECOMMENDED MOTION: Approve an increase in hours for the Veterans’ Programs Assistant from 22.5 to 32 hours per week.

Health and Human Services Committee

AGENDA INFORMATION SHEET

AGENDA DATE: January 26, 2021
DEPARTMENT: Veterans Service
DIRECTOR: Kevin Johnson
PREPARER: Kevin Johnson

Agenda Summary Veterans Services Report

ATTACHMENTS:

- Veterans Services Financial Report.DEC (PDF)

Ozaukee County Committee Report
General Fund Veterans Services

For the Twelve Months Ending Thursday, December 31, 2020
 Profit and Loss Statement ACTUAL TO AMENDED BUDGET

	Current Month Actual	2020 YTD Actual	2020 Amended Budget	Budget Balance	% Budget YTD
Revenues					
Intergovernmental Revenues	\$6,206	\$24,206	\$20,000	(\$4,206)	121.03%
Public Charges for Services	\$30	\$770	\$1,500	\$730	51.33%
Interest Revenue	\$2	\$122	\$50	(\$72)	244.00%
Other Revenue	-	\$307	-	(\$307)	0.00%
Total Revenues	\$6,238	\$25,405	\$21,550	(\$3,855)	117.89%
Expenditures					
Salaries	\$13,126	\$111,409	\$115,399	\$3,990	96.54%
Fringe Benefits	\$1,856	\$38,506	\$36,544	(\$1,962)	105.37%
Travel/Training	\$313	\$6,356	\$15,800	\$9,444	40.23%
Supplies	-	\$843	\$1,100	\$257	76.64%
Purchased Services	-	\$1,577	\$6,940	\$5,363	22.72%
Interdepartment Charges	-	\$5,940	\$7,745	\$1,805	76.69%
Grants	\$1,100	\$3,385	\$5,000	\$1,615	67.70%
Other Expenses	-	\$5,339	\$7,500	\$2,161	71.19%
Total Operating Expenditures	\$16,395	\$173,355	\$196,028	\$22,673	88.43%
Capital Outlay					
Total Expenditures	\$16,395	\$173,355	\$196,028	\$22,673	88.43%
Net Increase (Decrease)	(\$10,157)	(\$147,950)	(\$174,478)	(\$26,528)	84.80%

Equity:

Attachment: Veterans Services Financial Report.DEC (6745 : Veterans Services Report)

Health and Human Services Committee**AGENDA INFORMATION SHEET**

AGENDA DATE: January 26, 2021
DEPARTMENT: Public Health
DIRECTOR: Kirsten Johnson
PREPARER: Julie Winkelhorst

Agenda Summary Public Health Financial Report

ATTACHMENTS:

- PH Financial Report.Dec2020 (PDF)

Ozaukee County Committee Report

Special Revenue Fund Public Health

For the Twelve Months Ending Thursday, December 31, 2020
 Profit and Loss Statement ACTUAL TO AMENDED BUDGET

	Current Month Actual	2020 YTD Actual	2020 Amended Budget	Budget Balance	% Budget YTD
Revenues					
Taxes	-	\$590,706	\$590,706	-	100.00%
Intergovernmental Revenues	\$994,018	\$1,429,671	\$1,990,264	\$560,593	71.83%
Public Charges for Services	\$2,765	\$61,705	\$58,000	(\$3,705)	106.39%
Intergovernmental Charges	-	\$945,146	\$952,180	\$7,034	99.26%
Interdepartmental Charges	\$1,667	\$20,000	\$17,070	(\$2,930)	117.16%
Licenses & Permits	\$2,605	\$386,621	\$373,525	(\$13,096)	103.51%
Other Revenue	\$4	\$12,682	\$21,000	\$8,318	60.39%
Total Revenues	\$1,001,059	\$3,446,531	\$4,002,745	\$556,214	86.10%
Expenditures					
Salaries	\$294,451	\$2,148,346	\$1,737,708	(\$410,638)	123.63%
Fringe Benefits	\$36,359	\$613,557	\$558,676	(\$54,881)	109.82%
Travel/Training	\$202	\$9,407	\$63,133	\$53,726	14.90%
Supplies	\$907	\$24,763	\$94,942	\$70,179	26.08%
Purchased Services	\$8,717	\$146,631	\$130,703	(\$15,928)	112.19%
Interdepartment Charges	\$27	\$3,984	\$8,800	\$4,816	45.27%
Other Expenses	\$28,391	\$355,991	\$1,408,781	\$1,052,790	25.27%
Total Operating Expenditures	\$369,054	\$3,302,679	\$4,002,743	\$700,064	82.51%
Capital Outlay					
Total Expenditures	\$369,054	\$3,302,679	\$4,002,743	\$700,064	82.51%
Other Finance Uses	-	\$120,000	-	(\$120,000)	0.00%
Net Other Financing Sources/Uses	-	\$120,000	-	(\$120,000)	0.00%
					1192600
Net Increase (Decrease)	\$632,005	\$23,852	\$2	(\$23,850)	.00%
<i>Equity:</i>					
Governmental Fund Balance	-	(\$1,128,614)	-	\$1,128,614	0.00%

Attachment: PH Financial Report.Dec2020 (6753 : Public Health Financial Report)

Health and Human Services Committee**AGENDA INFORMATION SHEET**

AGENDA DATE: January 26, 2021
DEPARTMENT: Human Services
DIRECTOR: Liza Drake
PREPARER: Brad Mueller

Agenda Summary HS/ADRC/Aging Financial Report

ATTACHMENTS:

- HS Aging ADRC Comm Rpt Dec 20 (PDF)

Ozaukee County Committee Report

Human Services with ADRC and Aging Service

For the Twelve Months Ending Thursday, December 31, 2020

Profit and Loss Statement ACTUAL TO AMENDED BUDGET

	Current Month Actual	2020 YTD Actual	2020 Amended Budget	Budget Balance	% Budget YTD
Revenues					
Taxes	-	\$4,577,975	\$4,577,975	-	100.00%
Intergovernmental Revenues	\$447,443	\$8,044,084	\$9,093,482	\$1,049,398	88.46%
Public Charges for Services	\$126,876	\$2,188,324	\$2,026,640	(\$161,684)	107.98%
Intergovernmental Charges	-	\$782	\$3,600	\$2,818	21.72%
Interdepartmental Charges	\$551	\$10,097	\$41,546	\$31,449	24.30%
Other Revenue	(\$8,300)	\$92,068	\$30,426	(\$61,642)	302.60%
Total Revenues	\$566,570	\$14,913,330	\$15,773,669	\$860,339	94.55%
Expenditures					
Salaries	\$679,971	\$6,057,494	\$6,036,792	(\$20,702)	100.34%
Fringe Benefits	\$96,005	\$2,163,831	\$2,067,764	(\$96,067)	104.65%
Travel/Training	\$6,863	\$63,689	\$182,665	\$118,976	34.87%
Supplies	\$8,022	\$131,088	\$123,178	(\$7,910)	106.42%
Purchased Services	\$785,255	\$5,715,292	\$6,125,513	\$410,221	93.30%
Interdepartment Charges	\$1,974	\$356,108	\$428,496	\$72,388	83.11%
Grants	\$9,652	\$119,380	\$80,736	(\$38,644)	147.86%
Other Expenses	\$77,689	\$798,566	\$728,524	(\$70,042)	109.61%
Total Operating Expenditures	\$1,665,431	\$15,405,448	\$15,773,668	\$368,220	97.67%
Capital Outlay					
Equipment & Furniture	-	\$8,625	\$15,000	\$6,375	57.50%
Total Capital Outlay	-	\$8,625	\$15,000	\$6,375	57.50%
Total Expenditures	\$1,665,431	\$15,414,073	\$15,788,668	\$374,595	97.63%
Other Finance Uses	-	\$260,000	-	(\$260,000)	0.00%
Net Other Financing Sources/Uses	-	\$260,000	-	(\$260,000)	0.00%
					5071.96
Net Increase (Decrease)	(\$1,098,861)	(\$760,743)	(\$14,999)	\$745,744	%
Equity:					
Governmental Fund Balance	-	(\$1,881,044)	-	\$1,881,044	0.00%

Attachment: HSAgingADRCCommRptDec20 (6744 : HS/ADRC/Aging Financial Report - Dec 2020)