



Department of Planning & Community & Economic Development

## **Community Development Division**

Madison Municipal Building, Suite 225  
215 Martin Luther King, Jr. Boulevard  
P.O. Box 2627  
Madison, Wisconsin 53701-2627  
Phone: (608) 266-6520  
Fax: (608) 261-9626  
[www.cityofmadison.com](http://www.cityofmadison.com)

Child Care  
Community Resources  
Community Development Block Grant  
Madison Senior Center

# **MEMO**

### **Request**

Appoint three CDBG Committee members to the Community Development Division (CDD) Conference Committee to serve for the 2016 calendar year. Two of these members must be citizen members and the third must be an alder. Existing Conference Committee members may continue to serve, but appointments must be made annually.

### **Background**

The Community Development Division Conference Committee was established in 2014 for the purpose of coordinating final decisions that are required under CDD's established funding processes; reviewing applications for Emerging Opportunities Program funds submitted pursuant to Sec. 3.12(11) and making recommendations to the Mayor and Common Council; and facilitating discussions or decisions around other issues that affect both the Community Development Block Grant and Community Services units of the Community Development Division. A full copy of the ordinance is attached for reference.

1. Section 33.18 entitled "Community Development Division Conference Committee" of the Madison General Ordinances is created to read as follows:

**"33.18 COMMUNITY DEVELOPMENT DIVISION CONFERENCE COMMITTEE.**

- (1) Purpose & Intent. The Community Development Division (CDD), the Community Development Block Grant Committee (CDBG) and the Community Services Committee (CSC) each exercise an important and ongoing role in allocating City resources, through established and regularly scheduled City funding processes, that seek to address and fund social services and community needs through investments in programs that serve prioritized issues or populations. Within these funding processes, the roles of the CDBG and CSC frequently intersect. In addition, emerging or unanticipated needs or opportunities sometimes arise under circumstances that cannot be properly addressed within established funding cycles. To meet these various needs, this Committee is created and charged with coordinating final decisions that are required under CDD's established funding processes; reviewing applications for Emerging Opportunities Program funds submitted pursuant to Sec. 3.12(11) and making recommendations to the Mayor and Common Council; and facilitating discussions or decisions around other issues that affect both the CDBG and CSC.
- (2) Composition. The Committee shall be composed of six (6) members. The CDBG and CSC shall each recommend to the Mayor three of its members, including one alderperson from each of the CDBG and the CSC, to serve on the Conference Committee. No member of the Conference Committee shall be appointed to fill a position for both the CDBG and the CSC, however, a member of the Conference Committee may be a member of both the CDBG and the CSC. Each member's term shall be for one year, though members may serve for more than one term.
- (3) Support. The CDD shall provide staff support to the Community Development Division Conference Committee.
- (4) Meetings. The CDD Director shall notify the Community Development Division Conference Committee when there is a need to convene and the Committee shall schedule meetings as soon as practicable following such notifications."

2. New Subsection (11) entitled "Emerging Opportunities Program" of Section 3.12 entitled "Department of Planning and Community and Economic Development" of the Madison General Ordinances is created to read as follows:

"(11) Emerging Opportunities Program. The Community Development Division (CDD), in concert with the Community Development Block Grant and Community Services Committees, and with the approval of the Common Council allocates City resources to community organizations for projects and activities that serve prioritized issues or populations. Such allocations are generally made through structured and regularly scheduled funding processes. Emerging needs or unanticipated opportunities routinely occur throughout the calendar year that cannot be properly addressed by these funding processes. This program is created and maintained so that the City can respond to such developments in a more timely manner and seize these opportunities as they are presented and most viable. It is also intended to offer opportunities for new and nascent organizations to receive financial support provided they can demonstrate broad engagement in the development of projects or activities they propose to undertake.

(a) Eligibility.

1. Applicants. Eligibility is limited to non-profit organizations and agencies that have obtained tax exempt status under 26 USC §501(c)(3) and groups that can secure, as fiscal agents, organizations that have obtained such status.

2. Activities. Grants shall be awarded under this program only to support projects or activities that are not eligible for other City funding and/or that are of such immediate need or of such a short-term opportunity that they could not reasonably be supported within the normal structures of other City funding processes.
  - (b) Uses. Funding may be used to support such uses as childcare, early childhood education, tuition assistance, housing, neighborhood revitalization, or other uses or activities that can reasonably be expected to enhance the quality of life in the City by responding to identified emerging needs and unanticipated opportunities. In awarding grants, the City may identify specific uses for which program dollars are to be used, which may include expenses related to such things as staffing, program operations, equipment and supplies.
  - (c) Process. The Emerging Opportunities Program grant process shall be administered by the Community Development Division. The Division shall solicit proposals twice per calendar year, in March and September, but may deviate from this schedule with the consent of the Council. Prior to each funding cycle, the Division shall establish program guidelines, award criteria and an application form and identify appropriate supporting documentation requirements.”
3. Current Subsections (11) and (12) of Section 3.12 of the Madison General Ordinances are renumbered to Subsections (12) and (13), respectively.
4. Subdivision (g) of Subsection (4) entitled “Powers and Duties” of Section 33.15 entitled “Community Development Block Grant (CDBG) Committee of the Madison General Ordinances is created to read as follows:

“(g) The Community Development Block Grant Committee (CDBG) shall recommend to the Mayor three (3) of its regular members (not alternate members), including one alderperson, to serve as members of the Community Development Division Conference Committee. The term of each appointment shall be one year.”
5. Subdivision (l) of Subsection (4) entitled “Charge” of Section 33.16. entitled “Community Services Committee” of the Madison General Ordinances is created to read as follows:

“(l) The Community Services Committee (CSC) shall recommend to the Mayor three (3) of its regular members (not alternate members), including one alderperson, to serve as members of the Community Development Division Conference Committee. The term of each appointment shall be one year.”