

CITY OF MADISON, WISCONSIN

AN ORDINANCE _____

PRESENTED
REFERRED

October 1, 2013
CCOC, Community Services
Committee & CDBG

Creating Sections 33.18, 3.12(11), renumbering current Secs. 3.12(11) and (12) to Secs. 3.12(12) and (13) and creating Secs. 33.15(4)(g) and 33.16(4)(l) of the Madison General Ordinances to create the Community Development Division Conference Committee and designate members of the Community Development Block Grant Committee and the Community Services Committee to serve on the Community Development Division Conference Committee.

Drafted by: Roger Allen

Date: September 23, 2013

SPONSOR: Alds. Bidar-Sielaff, Phair & Schmidt

DRAFTER'S ANALYSIS: This ordinance would establish the Community Development Division Conference Committee as a standing committee for the City of Madison. This body was first created on July 22, 2013 by Resolution ID # 30635 and serves the same purposes as identified in the resolution.

The Common Council of the City of Madison do hereby ordain as follows:

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 the biennial process to address and fund social services and community needs through investments in programs that serve prioritized issues or populations. Emerging or unanticipated needs or opportunities routinely occur throughout the calendar year that cannot be properly addressed by the biennial funding process. Thus, this Committee is charged with reviewing applications for Emerging Opportunities Program submitted pursuant to Sec. 3.12(11) and making recommendations to the Mayor and Common Council. The Committee also may meet to make recommendations for improvement of the Community Development Division Conference Committee ordinance and award process.
- (2) Composition. The Committee shall be composed of six (6) members. Three members shall be appointed from the CDBG, including one alderperson, pursuant to Sec. 33.15(4)(g), MGO, and three members shall be appointed from the CSC, including one alderperson, pursuant to Sec. 33.16(4)(l), MGO. 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 the

Approved as to form:

remainder of the term that they are serving on the Committee which appointed them to the Community Development Division Conference Committee.

- (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 of completed applications 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. Emerging needs or unanticipated opportunities routinely occur throughout the calendar year that cannot be properly addressed by the biennial Community Services funding process. This program is created and maintained so that the City can rapidly respond to such developments and seize these opportunities as they are presented and most viable.

(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/or which are incorporated under Wis. Stats. Ch. 181, and to neighborhood associations that are registered with and officially recognized by the City of Madison. The City may, at its discretion, require any award applicant to secure a proper fiscal agent prior to the disbursement of funds.
2. Programs. Grants shall be awarded only to programs that are not eligible for other City funding and/or that are of such immediate need or of such a short-term opportunity that funding could not be provided within the normal timeline of other City funding processes.

(b) Uses. Funding may be used for childcare, early childhood education, tuition assistance, housing, neighborhood revitalization, and any programs that enhance the quality of life in the City’s emerging needs and unanticipated opportunities. Grant recipients may use funds for eligible program costs such as:

1. Staff wages/salaries;
2. Operational expenses such as office supplies, phones, postage, printing, computer, training, rent, transportation, insurance, accounting;
3. Fees and scholarships;
4. Program supplies and equipment, and;
5. Capital costs necessary to operate the approved program but only where such expenditures are integral to the approved program and timely funding is unavailable from other sources.

(c) Process. The Emerging Opportunities program grant process shall be administered by the Community Development Division. The Community Development Division shall develop an application form and identify appropriate supporting documentation requirements. Completed applications shall be submitted directly to the Emerging Opportunities Program Workgroup Committee.

(d) Award Criteria and Amount of Grant. The minimum grant amount is five thousand dollars (\$5,000). Applications will be evaluated by the Community Development Division Conference Committee based upon the following criteria:

1. Extent to which the proposal is a unique short-term project that is not eligible for other funding;
2. Extent to which the proposal is responsive to an emerging neighborhood or City issue;
3. The degree to which the proposal is well-planned, feasible and likely to be beneficial to the needs of a neighborhood or the City;
4. The degree of diversity of residents and businesses involved in the proposal;

5. Whether the proposed budget is detailed and realistically estimates costs and expenditures, and;
6. Whether the project involves a one-time expenditure or whether the project is capable of securing other funding or sustainability through volunteer support or other resources.”

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 (CDBGC) shall appoint three (3) of its regular members (not alternate members) to serve as members of the Community Development Division Conference Committee. Such appointments shall be for the entire term of the member’s appointment to the CDBGC.”

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 appoint three (3) of its regular members (not alternate members) to serve as members of the Community Development Division Conference Committee. Such appointments shall be for the entire term of the member’s appointment to the CSC.”