

**RESOLUTION  
ROCK COUNTY BOARD OF SUPERVISORS**

Planning & Development Committee  
INITIATED BY

Colin Byrnes; Acting Planning &  
Development Director  
DRAFTED BY

Planning & Development Committee  
SUBMITTED BY



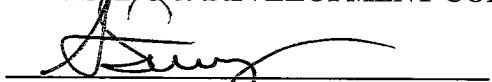
June 18, 2014  
DATE DRAFTED


**AUTHORIZING HOUSING SERVICES CONTRACT WITH WISCONSIN PARTNERSHIP  
FOR HOUSING DEVELOPMENT**


1 **WHEREAS**, the Housing Division of the Planning and Development Department has undergone significant  
 2 attention in recent years including grant management findings and increased tax levy; and  
 3  
 4 **WHEREAS**, Rock County requested proposals from outside service providers for the provision of housing  
 5 services currently performed by in-house staff and the request was distributed to 16 prospective vendors with  
 6 one proposal received; and,  
 7  
 8 **WHEREAS**, the Wisconsin Partnership for Housing Development is qualified to perform the service  
 9 requested in the County's request for proposal.  
 10  
 11 **NOW, THEREFORE, BE IT RESOLVED**, that the Rock County Board of Supervisors duly assembled this  
 12 26 day of June, 2014, hereby authorizes the Housing Services contract to the Wisconsin  
 13 Partnership for Housing Development of Madison in the annual amount of \$105,169 for administrative  
 14 services and \$15,000 for staff mileage reimbursement covering a one-year term with the option to renew for  
 15 two additional one-year periods, not to exceed a total of three years.


Respectfully Submitted,


**PLANNING & DEVELOPMENT COMMITTEE**

  
 Alan Sweeney, Chair

  
 Mary Mawhinney, Vice Chair


  
 Wayne Gustina

  
 Jason Heidenreich

  
 Wes Davis

FISCAL NOTE:

Sufficient funds are available in the Planning and Development Department's budget for the 2014 portion of this contract. Transfers between line items may be necessary.

  
 Sherry Oja  
 Finance Director

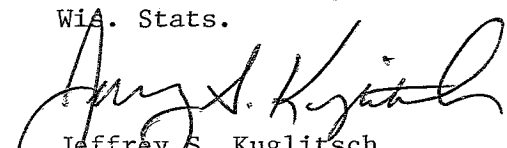
LEGAL NOTE:

The County Board is authorized to take this action pursuant to Secs. 59.01 and 59.51, Wis. Stats. In addition, Sec. 59.52(29), Wis. Stats. requires the project to be let to the lowest responsible bidder. The County Board is also authorized to take this action pursuant to Sec. 59.22(2), Wis. Stats.

ADMINISTRATIVE NOTE:

Recommended.

  
 Craig Knutson  
 County Administrator

  
 Jeffrey S. Kuglitsch  
 Corporation Counsel

14-6B-066

**AUTHORIZING HOUSING SERVICES CONTRACT WITH WISCONSIN PARTNERSHIP  
FOR HOUSING DEVELOPMENT**

**EXECUTIVE SUMMARY**

This proposal would contract out the Housing Division of the Planning & Development Department based upon the following major issues:

- A. Rock County's Housing Division has been under increasing scrutiny for non-compliance with a variety federal and/or state agency regulations.

A summer 2013 report issued by the Wisconsin Department of Administration Division of Housing identified several areas of non-compliance. The State's report resulted in a suspension of funds until the County adequately addressed these findings.

Additional findings have been cited in several other housing grant programs (Community Development Block Grant (CDBG)-Small Cities – City of Edgerton, HOME, etc.)

The County's inability to assume grant administration responsibilities resulted in the County contracting with the City of Janesville to administer the recently awarded \$2.5 million three-year U.S. Department of Housing & Urban Development (HUD) Lead Hazard Control grant in 2013.

- B. The County's dependency on tax levy has been an on-going concern. In the last several years, the housing program has gone from minimal tax levy to more significant tax levy (e.g., \$103,080 in 2013 and budgeted \$84,609 for 2014.

Recent State efforts at regionalizing housing funds will have an additional burden on the tax levy and highlight the need to review the delivery of housing services.

As part of the County's response to the State's findings, the County indicated it would consider contracting out the housing program in lieu of in-house staff. The County developed a request for proposal for housing services and distributed it to 16 potential providers. The County received one proposal from the Wisconsin Partnership for Housing Development (WPHD). An interview panel consisting of County, City of Janesville and State Housing individuals reviewed the prospective provider's proposal and conducted a face-to-face interview. The Madison-based, non-profit agency provides similar housing services to a four-county consortium based out of Waukesha County and supplies housing services to Waukesha County as well. The services provided to the Waukesha County consortium are such that tax levy has been used only once since 2007. Additionally, the City of Janesville utilizes the firm for various housing activities. WPHD will provide on-site staff at least one day per week and the necessary staff to undertake Rock County's housing needs.

The 2014 County budget included the following staffing complement:

1. Senior Planner (Community Development Housing Program Manager (1.0 FTE)
2. Housing Specialist (0.625 FTE)
3. Planning Clerical Worker (0.40 FTE)

The two part-time positions have not been filled pending outcome of the request for proposal process. The Senior Planner would be phased out over a several week overlap period.

The proposal's annual costs in year 1 are \$105,169 in staff/administrative expenses plus mileage estimated at \$15,000. The total annual costs of \$120,169 would be offset by increased revenue generation/grant reimbursement such that the County's tax levy will stay within budget and is anticipated to be significantly lower in future years. The contract term is a one-year contract with the option to renew for two additional one-year periods, not to exceed a total of three years. WPHD would officially start after the County receives formal approval from the Office of Healthy Homes Lead Hazard Control (OHHLHC) grant officer.

Funds within the Department's budget in the amount of \$6,259 would need to be transferred in order to accommodate the proposal.

ROCK COUNTY, WISCONSIN  
FINANCE DIRECTOR

PURCHASING DIVISION  
FAX (608) 757-5539  
PHONE (608) 757-5517



### PROPOSAL SUMMARY

PROPOSAL NUMBER 2014-24  
 PROPOSAL NAME HOUSING PROGRAM ADMINISTRATION  
 PROPOSAL DUE DATE JANUARY 8, 2014 – 12 NOON  
 DEPARTMENT PLANNING & DEVELOPMENT

	<b>WISCONSIN PARTNERSHIP FOR HOUSING DEVELOPMENT MADISON WI</b>
<b>YEAR 1 COST</b>	<b>\$105,169.00</b>

Request for Proposals was advertised in the Janesville Gazette and in the Internet. Fifteen additional agencies were solicited that did not respond.

PREPARED BY: JODI MILLIS, PURCHASING MANAGER

DEPARTMENT HEAD RECOMMENDATION:  
WISCONSIN PARTNERSHIP FOR HOUSING DEVELOPMENT, MADISON WI

Colin M. Byrnes 6/26/14  
SIGNATURE DATE

GOVERNING COMMITTEE APPROVAL:

Doug 5-0 6/26/14  
CHAIR VOTE DATE