



# MEMORANDUM

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“...meeting community needs...enhancing quality of life.”

TO: Community and Economic Development Committee  
FROM: Nikki Gerhard, Community Development Specialist  
DATE: May 23, 2018  
RE: Final Award Recommendations for 2018 Community Development Block Grant Funding

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The City of Appleton CDBG HUD award is \$593,953 for the 2018 fiscal year. This is \$58,953 higher than the anticipated award of \$535,000.

The 2018 awards approved in November 2017 by the Common Council totaled \$535,000 (City programs and sub recipients combined).

The CDBG Advisory Board was asked to consider a staff recommendation for the \$58,953 (below) or make their own recommendation for this funding. By majority vote, the Committee recommends the approval of the staff recommendations.

These recommendations will be considered by CEDC on May 23<sup>rd</sup> and Common Council on June 6<sup>th</sup>.  
**Staff recommends allocating the \$58,953 as follows:**

***1. Award \$4,421.47 to Harbor House Public Service Costs for Final Award of \$19,421.47.***

Harbor House requested \$27,500 through the community partner application process. Due to the lower projected award, and fully funding the Appleton Police Department's public service project, the remaining available balance to allocate to public service activities limited the original award.

***2. Award \$4,421.48 to LEAVEN, Inc Public Service Costs for Final Award of \$17,823.77.***

LEAVEN, Inc requested \$25,000 through the community partner application process. Due to the lower projected award, and fully funding the Appleton Police Department's public service project, the remaining available balance to allocate to public service activities limited the original award.

***3. Award \$25,110.05 to CDBG Program Administration Costs for Final Award of \$49,432.05.***

The CDBG Program Administration could use the additional CDBG funds remaining to supplement day-to-day administrative expenses, as well as supplement the budget for training and conferences. As funding continues to be limited, HUD continues to expand learning opportunities geared towards efficiency and effectiveness of CDBG administration.

Keeping staff abreast of these opportunities and programmatic efficiencies is necessary to continue the great work being done in the City of Appleton.

**4. Award \$10,000 to Housing Partnership of the Fox Cities' Housing Rehabilitation Costs for Final Award of \$25,000.**

While Housing Partnership originally requested only \$15,000, they have since expressed interest in additional dollars to offset costs associated with rehabilitating their affordable housing stock. The agency recently experienced several unforeseen funding variations that, without these dollars, would otherwise prevent them from making the necessary upgrades/modifications.

**5. Award \$15,000 to Appleton Housing Authority Costs for Final Award of \$75,000.**

The Appleton Housing Authority breaks down their CDBG allocation into four budget line items: homebuyer assistance, homeowner rehabilitation, activity delivery costs, and homebuyer counseling. The additional \$15,000 would supplement the homeowner rehabilitation portion of the contract.

In early 2017, the Department of Housing and Urban Development released the Assessment of Fair Housing (AFH) mandate, which required action in collaboration with the 2020-2025 Consolidated Plan. As such, staff recommended a \$40,471.24 CDBG award be allocated toward this effort. On January 2, 2018, HUD issued a notice delaying this mandate, requiring completion of the AFH no sooner than the 2025-2030 Consolidated Plan submission, however, an Analysis of Impediments must be developed and submitted in collaboration with the City of Appleton's 2020-2025 Consolidated Plan. Staff recommends that the allocation remain at \$40,471.24 to offset all costs associated with completing this Analysis.

The following attachments are provided for additional information for this action item.

**Attached Documents:**

- 1.) November 8, 2017, Memo from Community Development Specialist to CEDC  
RE: Recommendations for 2018 CDBG Funding
- 2.) Revised Award Recommendations for the 2018 CDBG Program Year
- 3.) Executive Summary of Award Recommendations for 2018 CDBG Program Year
- 4.) HUD Notice Extending Deadline for Submission of Assessment of Fair Housing

If you have any questions, please contact me at 832-6469 or [nikki.gerhard@appleton.org](mailto:nikki.gerhard@appleton.org). Thank you!