



## Community Development Block Grant (CDBG) 2020 CITY PROPOSAL FORM

### **PART A – CONTACT INFORMATION**

1. Program/Project Name: Summer of Service
2. Contact Person Name/Title: Mike Frisch/School Resource Officer Coordinator
3. City Department: Police Department
4. Supervisor Name/Title (if applicable): Todd Freeman/ Captain
5. Telephone Number: (920) 832-5930
6. Fax Number: (920) 832-5587
7. Email Address: mike.frisch@appleton.org

### **PART B – INDICATORS**

1. To be eligible for funding, the program/project for which you are requesting funding must address one national objective.

The project meets the needs of low- and moderate-income persons. At least 51 percent of the participants or beneficiaries of the project will meet the low- and moderate-income guidelines listed in Exhibit A.

The project is located in a low- and moderate-income area. In this case, the project must be available to all the residents of one of the areas identified on the map in Exhibit B and primarily residential. Typical activities funded are area street improvements, water and sewer lines, parks and other public facilities.

The project meets the needs of one of the following specific groups of people (low-mod limited clientele): abused children, elderly persons, battered spouses, homeless persons, severely disabled persons, illiterate adults, persons living with AIDS and migrant farm workers.

The project provides housing assistance to low- and moderate-income households. Fundable activities include housing rehabilitation, acquisition of property for housing and homeownership assistance.

The project creates or retains jobs for low- and moderate-income persons.

The project eliminates specific instances of blight or physical decay. The only activities to be funded under this category are acquisition, demolition or rehabilitation of buildings.

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**2. Program category:**

- |  |   |
|--|---|
| <input type="checkbox"/> Acquisition             | <input type="checkbox"/> Housing                    |
| <input type="checkbox"/> Administration/Planning | <input type="checkbox"/> Public Facilities          |
| <input type="checkbox"/> Economic Development    | <input checked="" type="checkbox"/> Public Services |

**3. Priority need(s) met (use list provided in Exhibit C):**

- a) Public Services  
b) \_\_\_\_\_  
c) \_\_\_\_\_

**4. Proposed output type and number (select more than one if necessary):**

- |  |   |
|--|---|
| <input checked="" type="checkbox"/> 30 persons directly served | <input type="checkbox"/> _____ housing units rehabilitated/acquired |
| <input type="checkbox"/> _____ households directly served      | <input type="checkbox"/> _____ jobs created/retained                |
| <input type="checkbox"/> _____ businesses rehabilitated        | <input type="checkbox"/> _____ other ( <i>specify:</i> _____)       |

**5. Check one HUD-defined objective that best relates to your potential CDBG-funded program:**

- Create Suitable Living Environments → address issues in daily life (social barriers, physical barriers, etc.)  
 Provide Decent Affordable Housing → address individual, family, or neighborhood housing needs  
 Expand Economic Opportunity → address economic development (job creation, commercial rehab, etc.)

**6. Check one HUD-defined outcome that best relates to your potential CDBG-funded program:**

- Availability/Accessibility → make basic services more readily available/accessible to low-income persons  
 Affordability → make basic services more affordable for low-income persons in a variety of ways  
 Sustainability → improve the overall viability of communities (blight elimination, LMI benefits, etc.)

### **PART C – FUNDING INFORMATION**

*(limit narrative responses to the space provided)*

- CDBG funds requested (minimum of \$10,000):** \$72,051.06
- Percent of total program/project budget that will be covered by this CDBG award:** 51.2%
- Is it anticipated that CDBG funding will be needed for this activity in the future?  
If so, describe the reason and plan for future funds.**

Yes, future funding will be needed to continue running the Summer of Service program. However, the Appleton Police Department and the Boys and Girls Clubs of the Fox Valley will continue to explore funding options available in the community. Many community grants do not fund multiple years of a program so the pool of opportunities is always changing.

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4. Amounts of prior year CDBG awards received by your department:

2019-2020 = \$63,995.48

2018-2019 = \$51,847.51

2017-2018 = \$

5. Detailed program/project budget for CDBG funds (Please be as detailed and specific as possible)

| Program/Project Activity                  | CDBG Award Allotment |
|---|----------------------|
| Salaries                                  | \$49,310.75          |
| Fringe                                    | \$9,070.31           |
| Office space (program only)               | \$                   |
| Utilities                                 | \$                   |
| Communications                            | \$                   |
| Copies/Printing                           | \$                   |
| Supplies and Materials                    | \$7,470              |
| Mileage                                   | \$300                |
| Audit                                     | \$                   |
| Indirect costs (specify)                  | \$                   |
| Other (specify) Public Art mural          | \$2,500              |
| Other (specify) transportation-bus passes | \$1,200              |
| Other (specify) unexpected cost increase  | \$500                |
| Other (specify) NCCC house                | \$1700               |
| Other (specify)                           | \$                   |
| <b>TOTAL:</b>                             | <b>\$72,051.06</b>   |

6. If using the funds for wages/salaries, please list the titles of the positions and the percentage of the total wages/salary for each that will be funded by this CDBG award.

APD Lead: 12% of yearly wage

APD SRO: 5.8% of yearly wage

BGC Senior Director: 9.6% of overall salary

BGC Director: 19.3% of overall wage

Riverview Staff: 5.7% of yearly wage

BGC Staff: 12.5% of yearly wage

BGC Staff: 12.5% of yearly wage

BGC Staff: 3.7% of yearly wage

BGC Staff: 3.7% of yearly wage

7. If the entire amount of your request is not allocated, will the activity still be possible?

And if so, how will the activity be altered to allow for the smaller award?

The Summer of Service program would still be possible. Without funding, the number of staff involved would likely be cut as would our resources for purchasing uniforms and equipment. The stipends would also be reduced or eliminated altogether. Reduced resources would require limiting the number of students served. A reduced stipend would likely impact the number of students who apply as it is a major motivator.

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8. SPECIFIC major sources that will/may also fund this program/project in 2014:

| Leverage Source (i.e. general funds, capital funds, etc.) | Amount      | Status       |
|---|-------------|--------------|
| a) APD In-Kind  | \$18,462.03 | (select one) |
| b) BGC lunch program                                      | \$2662      | (select one) |
| c) AASD In-Kind   | \$3300      | (select one) |
| d) AmeriCorps   | \$35,000    | (select one) |
| e) BGC in-kind  | \$9,000     | (select one) |

9. Describe your efforts to secure additional/complementary funding for your program/project. If this program/project will generate program income, please note the amount and how it will be spent.

This program will not generate any income for the Police Department. The Boys and Girls Clubs of the Fox Valley also attempts to fundraise on behalf of Summer of Service but recent attempts have been insufficient to fully fund Summer of Service. For the past three years, we have also applied for an AmeriCorps NCCC team to assist in leading the program. Each year we must reapply with no guarantee of a team being awarded. The Appleton Area School District also funds one teacher to be involved for the duration of Summer of Service.

### PART D – PROJECT DESCRIPTION

*(limit narrative responses to the space provided)*

1. Describe the activities to be carried out through this grant request and how this activity relates to the mission of your department and the City.

Summer of Service will be held Monday through Friday during the first three weeks of August. Participants and guardians are expected to attend the informational session on the Friday before the program begins. Participants will be placed on supervised teams and assigned to work with different community non-profit partners throughout the City of Appleton. Participants will meet Team Leaders each morning outside of the Transit Center at 8 am and travel to their assigned worksite with their teams. Transit fare, uniform t-shirt, lunch, and snacks are provided for participants. The work day will conclude at 4 pm. T-shirts are provided and must be worn during participation. All safety equipment and tools will be provided at work sites. Appleton Police Department High School Resource Officers are assigned to assist in leading the program which offers officers the opportunity to build relationships with students who are at risk of not graduating high school. By connecting with students, the officers can offer the chance of improved high school attendance, behavior, and build positive relationships that can extend further into the community. Students who complete the program are eligible for 1/2 credit elective work / study credit towards high school graduation which will help them stay on track or get back on track to graduate.

2. Describe how the project meets the national objective and how it fits into the program category, both chosen above (Part B).

Summer of Service seeks to engage youth in meaningful, team-based community service projects in order to instill positive attitudes towards education and empower youth to acquire valuable life skills. By teaching teens to work on teams, develop a work ethic, and improving their engagement with others, Summer of Service provides students at risk of not graduating high school an opportunity to stay on track or get back on track to graduating high school. Failing to graduate high school increases an individual's risk of living in poverty, substance abuse and addiction, and reduces future employment prospects.

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The Summer of Service initiative also recognizes the potential of all youth to contribute in meaningful ways to the communities in which they live through volunteer service. According to recent research, youth who are involved in their communities through service do better in school, engage in fewer risky behaviors, have a better sense of self, and feel more empowered to make a difference in their own lives than youth who do not participate in service activities.

**3. Identify the projected target population the proposed CDBG-funded program/project will serve (i.e. age, race, residency, disability, income level, other unique characteristics/information).**

Participants must be students of the Appleton Area School District and enrolled in 10th, 11th, or 12th grade for the school year following the completion of Summer of Service. Preference is given to those students who are involved in juvenile court, are at risk of not graduating, or those who were recommended as being good candidates for Summer of Service based in specific qualities/ needs (ex. poor social skills, poor self esteem, etc). Participants were contacted and recruited by school resource officers, teachers, school administrators, Outagamie County Youth & Family Services staff, and Boys & Girls Club staff. While the Summer of Service program does not target any specific demographic aside from students who are credit deficient in high school, the program has historically been very diverse both culturally and economically. In the 2019 SOS Program, 31% of participants identified as African American, 8 % as Hispanic, 4% as American Indian, 19% as multiple races, 0% as Asian/Pacific Islander, and 38% as Caucasian. When it comes to household income, 50% of participants come from a household that makes less than \$34,999. 38% come from a home that makes less than \$25,000. 65% come from a home that makes less than \$49,999. In terms of education levels of parents, 42% of students have parents with no high school diploma. 12% have parents with only a high school diploma. A total of 77% have parents with no bachelor degree.

**4. Describe how this program/project is unique and/or coordinates with others to avoid duplication of services and meets the high priority needs of the community as chosen in Part B.**

The Summer of Service program is very unique due to its wide-ranging collaboration with key stakeholders in the community. The program is led by the Appleton Police Department and the Boys & Girls Clubs of the Fox Valley. We partner with numerous organizations to provide the best possible experience and educational opportunity for at risk students. Partners in 2019 included: Appleton Area School District, Riverview Gardens, Appleton Parks and Recreation, Bethesda Thrift Shop, Appleton Bike Shop, local artist Irinio Medina, and Outagamie County Youth & Family Services. Students are provided with a safe environment to build work ethic, learn how to work on a team, and improve social engagement with peers and positive role model adults. In 2020, Summer of Service plans to integrate Career Based Learning into the program curriculum and additional work skill development opportunity through an Appleton Area School District educator who has expressed interest in providing support.

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**PART E – OUTCOMES**

*(limit narrative responses to the space provided)*

1. Describe how the potential CDBG-funded program relates to the outcome chosen above (Part B). Summer of Service is a program that serves a very diverse population of students who are credit deficient within the Appleton Area School District. The vast majority of students who enter the program come from low income households with limited education backgrounds. By engaging with students through team-based community service, we give them the opportunity to earn high school credit while serving the community and building important life skills that are difficult to truly quantify. A large number of students return to school and exhibit fewer behavioral issues and increased school attendance which improves the likelihood that they will graduate on time and become productive and contributing members of the community. Graduating high school also decreases the incidence of substance abuse, incarceration, poverty, and homelessness.

2. Briefly describe data that will be collected and/or analysis used to measure success in achieving the objective and outcome identified above (Part B) for the target population. We track the number of students served that earn the .5 credit (based on completion of program). We also administer a survey to measure the number of youth who self-report the benefits of the program. In addition, we are working to develop a Memorandum of Understanding with the Appleton Area School District that, if created, will allow Boys & Girls Club staff to begin tracking the graduation of past participants now that we have been running the program for 5 years. We also hope to track student attendance and the number of office discipline referrals that SOS graduates receive upon their return to school to gauge the program's lasting impact on their behavior. We hope to have this agreement in place in advance of the 2020 program so that we can more effectively and deeply track student outcomes in the months and years following participation.


**PART F – ATTACHMENTS**

1. Please attach the following information relating to your program/project:
- x Detailed Budget Breakdown (most current)
  - x Department Structure Chart
  - x Descriptive Material (brochures, flyers, fact sheets, etc.)

**PART G – AUTHORIZATION**

Lt. Mike Frisch  
Name of Department Head

School Resource Officer Coordinator  
Title of Department Head

  
Signature of Department Head

8/30/2019  
Date

## Summer of Service 2020 Budget

| Expenses                  | Budget               | Description  |
|---------------------------|----------------------|--|
| <b>Wages</b>              |                      |  |
| BGC Program Director      | \$ 5,607.69          | 7hrs/wk x 2mo, 12hrs/wk x 3mo                      |
| BGC Asst. Director        | \$ 9,230.77          | 10hrs/wk x1mo, 20 hrs/wk x1mo, 35hrs/wk x 2mo      |
| BGC Staff #1              | \$ 4,378.53          | 20hrs/wk x 3 month                                 |
| BGC Staff #2              | \$ 4,378.53          | 20hrs/wk x 3 month                                 |
| BGC Staff #3              | \$ 1,429.25          | 6 hrs/day for 13 days                              |
| BGC Staff #4              | \$ 1,486.29          | 6 hrs/day for 13 days                              |
| APD Lead                  | \$ 9,314.00          | 40hrs/wk x 5 weeks                                 |
| APD SRO                   | \$ 4,788.00          | 40hrs/wk x 3 weeks                                 |
| BGC Total Fringe Benefits | \$ 3,711.55          | 14% of total BGC staffing                          |
| BGC Payroll Taxes         | \$ 2,028.10          | 7.65%  |
| APD SRO Fringe Benefits   | \$ 5,358.76          |  |
| RiverView Gardens Staff   | \$ 3,300.00          | 40/wk x 3 weeks                                    |
| AASD Staff                | \$ 3,369.60          | 144 hr/23.40 hr                                    |
| <b>Payroll Total</b>      | <b>\$ 58,381.06</b>  |  |
| Supplies                  | \$ 3,150.00          | Tshirt/uniforms, water bottle, hats, backpack, PPE |
| Public Art Mural Project  | \$ 2,500.00          | Artist fee, painting supplies, permits             |
| NCCC Supplies             | \$ 600.00            | Food and house supplies                            |
| Food                      | \$ 850.00            | am/pm snacks, treats, graduation, lunches          |
| Bus Passes                | \$ 1,200.00          | 30@\$22, 9@\$60                                    |
| Thank you gifts           | \$ 470.00            | for collaborating agencies                         |
| AASD Supplies             | \$ 2,400.00          | Picnic Table Construction                          |
| Housing cost              | \$ 1,700.00          | rent/utilities for Habitat house                   |
| Unexpected cost increase  | \$ 500.00            | Unknown 2019 cost increase                         |
| Mileage                   | \$ 300.00            |  |
|                           | <b>\$ 13,670.00</b>  |  |
| <b>Expenses Total</b>     | <b>\$ 72,051.06</b>  |  |
| <b>Service In-kind</b>    |                      |  |
| BGC- Stipend              | \$9,000.00           |  |
| Administrative Costs      | \$ 5,119.64          | 8% of expenses                                     |
| APD SRO                   | \$ 4,880.40          | 40hrs/wk x 3 weeks                                 |
| APD SRO                   | \$ 4,788.00          | 40hrs/wk x 3 weeks                                 |
| AASD Staff                | \$ 3,300.00          |  |
| APD SRO Fringe Benefits   | \$ 3,673.99          |  |
| AmeriCorps NCCC           | \$ 35,000.00         | 1 team x 6 weeks                                   |
| BGC Lunches               | \$ 2,662.00          | 30meals/day x 15 day @ \$2.145 and \$3.77          |
|                           | <b>\$68,424.03</b>   |  |
| <b>Program Total</b>      | <b>\$ 140,475.09</b> |  |

