



# 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: September 26, 2018  
RE: City Program funding approval and City Proposals for 2019 Community Development Block Grant (CDBG) Funding

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Per City of Appleton CDBG Policy (attached), the process of allocating 2019 CDBG funds has begun. An award estimate of \$559,772 was budgeted for the 2019 Program Year. \$559,772 is only an estimate and is subject to change upon adoption of the Federal budget. Also, according to City CDBG Policy, the CEDC must approve allocations for City Programs. Those proposed amounts total \$226,023, and are listed in the 2019 Budget as follows:

Housing Rehabilitation Loan Program - **\$75,851**

Neighborhood Program - **\$40,000**

\*CDBG Administrative Costs for the Community and Economic Development Department - **\$50,172**

Appleton Housing Authority - **\$60,000**

\*includes funding for provision of HUD required Fair Housing Services

The balance of funds, \$333,749, is made available first to City departments and then community partners.

Proposals from City Departments were due August 31, 2018. One application was submitted. Upon receipt, the application was thoroughly reviewed by the Community and Economic Development Specialist for eligibility under HUD program regulations and it was determined that the proposed project was eligible.

The proposal from the Appleton Police Department is for a collaborative program with the Boys and Girls Club known as the Summer of Service. The Summer of Service initiative 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 improve 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. The request is for \$63,995.48 and would primarily fund staff salaries and fringes, but would also finance supplies and materials. The entire proposal is attached.

Per HUD regulations, to be eligible for CDBG assistance, a public service must be either a new service or a quantifiable increase in the level of an existing service above that which has been provided by or on behalf of the unit of general local government. Because APD received CDBG funding during the 2018-2019PY, a quantifiable increase needed to be demonstrated by either serving more persons, expanding the geographic service area, increasing staff, or improving the quality of service. The project satisfied this

requirement through the addition of two more teachers who work directly with the Summer of Service participants during and after the program.

CEDC is asked to make a recommendation to Common Council for the proposed allocations for City programs and funding for the proposal from the Appleton Police Department.

Following CEDC and Council approval of City program funding and City Department application, the next step in the CDBG allocation process are applications from community partners. Per the Community Development Block Grant Policy, after all community partner applications have been received (due September 28, 2018) and determined eligible, CEDD staff will supply the CDBG Advisory Board with the applications and all appropriate guidelines along with a summary of each proposal, and an explanation of the proposal score sheet. These packets of information are expected to be distributed to the Advisory Board members on Friday, October 5, 2018. Board members are asked to allocate funding among the applicants and return their allocations to CEDD staff who will compile all results and will present allocation recommendations at an Advisory Board meeting on October 30, 2018, during which allocation amounts will be finalized based on the anticipated projected award. Funding recommendations from this Board will be presented as an Action Item to the CEDC on November 14, 2018. CEDC's recommendation will then be presented to the Common Council for final approval.

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