

**CITY OF APPLETON 2020 BUDGET**

**HOUSING AND COMMUNITY DEVELOPMENT GRANTS**

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# CITY OF APPLETON 2020 BUDGET

## HOUSING AND COMMUNITY DEVELOPMENT GRANTS

### MISSION STATEMENT

The primary goal of the City's Housing and Community Development Grant programs is the creation of a thriving urban community and improved quality of life in neighborhoods through provision of assistance to low-income households in the forms of affordable homeowner and rental housing opportunities, neighborhood education and revitalization projects.

### DISCUSSION OF SIGNIFICANT 2019 EVENTS

#### **Community Development Block Grant (CDBG)**

For the 2019-2020 award of \$587,652, \$305,018 was allocated as detailed below for City programs and \$282,634 was awarded through a competitive application process.

- Homeowner Rehabilitation Loan Program \$75,851
- Neighborhood Grants Program \$40,000
- Appleton Housing Authority \$75,000
- Fair Housing Services \$25,000
- CDBG Administration \$25,172
- Appleton Police Department \$63,995

The 2018 CAPER was submitted as the fourth program year for the 2015-2019 Consolidated Plan.

#### **Emergency Housing & Homeless Grant Program/Housing Assistance Programs Grant (EHH/HAP)**

The City, in collaboration with Pillars Inc. and ADVOCAP, was successful in applying for Emergency Shelter Grant funds for the 2018-2019 program year. The State separated the grants into the Emergency Housing and Homeless program (EHH) and the Housing Assistance Program (HAP). The City received \$222,432 for EHH and \$28,750 for HAP. Additionally, the City was awarded funds for the 2019-2020 program year of \$217,200 for EHH.

During 2019, we were unsuccessful in retaining the HAP grant. The City is coordinating with the subrecipients to implement policies and procedures to address the issues that contributed to the unsuccessful application.

#### **Continuum of Care Programs (COC) #1 (RRH), #2 (RRH) & #3 (RRH)**

In 2018, the City, in collaboration with Pillars Inc, Salvation Army of the Fox Cities and ADVOCAP, was successful in renewing both of the Rapid Re-Housing (RRH) program grants and obtaining a third RRH expansion grant for the 2019 program year. All three grants cover the October 1, 2019- September 30, 2020 program grant year.

#### **Homeowner Rehabilitation Loan Program**

This program benefits the City of Appleton by improving residential properties where property owners were unable to obtain financing to make the improvements on their own. In 2019, the Homeowner Rehabilitation Loan Program rehabilitated 20-24 owner-occupied housing units and invested nearly \$400,000 in home improvement loans.

#### **Neighborhood Program (NP)**

Staff continues to promote competitive grant funds available to registered neighborhoods through the Neighborhood Grant Program (TNGP). The West Appleton Neighborhood was awarded funding through TNGP to support a neighborhood survey, launch event in June 2019, and back to school event in August 2019.

In May, 2019, staff organized and delivered the Neighborhood Program spring meeting, an informal "roundtable" discussion for neighborhood leaders. In total, there were 15 participants representing 6 (six) different neighborhoods. The fall Neighborhood Program meeting is anticipated for October 2019.

## CITY OF APPLETON 2020 BUDGET HOUSING AND COMMUNITY DEVELOPMENT GRANTS

### MAJOR 2020 OBJECTIVES

The following grant funded programs are intended to both benefit low- and moderate-income (LMI) households and eliminate slum and blight conditions in the City. Below are the specific objectives of each of these programs:

**Homeowner Rehabilitation Loan Program (HRLP)**

(Program Year: April 1 to March 31)

Improve Appleton's affordable single-family homes by rehabilitating 24 homes for LMI homeowners

**Neighborhood Program (NP)**

(Program Year: April 1 to March 31)

Award grants to the participating registered neighborhoods from CDBG and general funds based on the application criteria

**Community Development Block Grant (CDBG)**

(Program Year: April 1 to March 31)

Create and maintain decent and affordable housing opportunities for low-income residents  
Strengthen community services by offering new and improved access for low-income residents  
Expand economic opportunity through financial counseling and business revitalization activities  
Improve various public facilities throughout Appleton to create better availability/accessibility

**Continuum of Care Rapid Re-Housing Grant (COC RRH) #1 and #2**

(Program Year: October 1 to September 30)

Provide for adequate and successful operation of transitional and permanent supportive housing programs  
Provide for utilization of Housing First Model

**Emergency Housing & Homeless Grant/Housing Programs (EHH/HP)**

(Program Year: July 1 to June 30)

Prevent homelessness among City of Appleton residents through housing counseling and financial assistance  
Provide essential services and adequate facilities for transitional housing and rapid rehousing program participants utilizing the Housing First Model  
Provide emergency shelter and associated services to persons experiencing homelessness

### DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2017	2018	Adopted 2019	Amended 2019	2020	Change *
<b>Program Revenues</b>		\$ 1,406,756	\$ 1,377,262	\$ 1,480,786	\$ 1,480,786	\$ 1,644,707	11.07%
<b>Program Expenses</b>							
2100	CDBG	394,632	362,839	443,921	443,921	499,520	12.52%
2140	Emergency Shelter	275,639	179,264	241,572	241,572	258,157	6.87%
2150	Continuum of Care	231,618	232,412	237,368	237,368	327,471	37.96%
2170	Homeowner Rehab Loan	396,356	588,188	449,272	524,444	450,906	0.36%
2180	Neighborhood Program	60,014	3,091	115,959	115,959	112,877	-2.66%
<b>TOTAL</b>		\$ 1,358,259	\$ 1,365,794	\$ 1,488,092	\$ 1,563,264	\$ 1,648,931	10.81%
<b>Expenses Comprised Of:</b>							
	Personnel	157,542	167,977	122,881	122,881	126,658	3.07%
	Training & Travel	9,102	5,716	8,100	8,100	8,100	0.00%
	Supplies & Materials	1,090	940	1,567	1,567	1,567	0.00%
	Purchased Services	5,496	4,273	10,120	10,120	11,520	13.83%
	Miscellaneous Expense	1,185,029	1,186,888	1,345,424	1,420,596	1,501,086	11.57%
<b>Full Time Equivalent Staff:</b>							
	Personnel allocated to programs	1.40	1.34	1.31	1.31	1.23	

**CITY OF APPLETON 2020 BUDGET  
HOUSING AND COMMUNITY DEVELOPMENT GRANTS**

**Community Development Block Grant**

**Business Unit 2100**

**PROGRAM MISSION**

In order to provide decent housing, create suitable living environments and expand economic opportunities for low-income persons, the City will administer the receipt and expenditure of Federal Community Development Block Grant (CDBG) proceeds for affordable housing rehabilitation, public facilities improvements, neighborhood revitalization projects, provision of public services and various other community development projects.

**PROGRAM NARRATIVE**

**Link to City Goals:**

Key Strategy #2: "Encourage active community participation and involvement".

**Objectives:**

The creation of a thriving urban community through provision of assistance to low- and moderate-income (LMI) households in the forms of basic shelter, affordable housing opportunities, expanded economic opportunities, suitable living environments and supportive services related to residential, financial and social stability.

**Major changes in Revenue, Expenditures, or Programs:**

Revenues and expenditures associated with this program are subject to the final entitlement award amount, as well as the Community and Economic Development Committee and City Council approval of CDBG subrecipient awards.

The 2020-2024 Consolidated Plan, which details strategic goals and outcomes for the next five years, has been drafted and is effective April 1, 2020. In conjunction with the Consolidated Plan, the City's Analysis of Impediments to Fair Housing has been updated and a plan to address the impediments implemented.

The estimated award for the 2020-2021 program year is \$577,214. The allocation of the funds is as follows:

CDBG - Community Dev/Finance Admin	\$ 125,504*
Homeowner Rehab. Loan Program	<u>77,694</u>
	\$ 203,198
Awarded through competitive application process	\$ 374,016
Total estimated award	<u>\$ 577,214</u>

\* Includes requirement for Fair Housing Services and any allocation for Appleton Housing Authority.

**PERFORMANCE INDICATORS**

	<u>Actual 2017</u>	<u>Actual 2018</u>	<u>Target 2019</u>	<u>Projected 2019</u>	<u>Target 2020</u>
<b>Client Benefits/Impacts</b>					
Funding for community programs					
Annual Entitlement Amount (program yr.)	\$ 528,000	\$593,953	\$ 559,772	\$587,652	\$ 577,214
Percent of awards spent on projects	87.00%	81.00%	80.00%	95.72%	91.26%
Average award (not including program income)	\$ 43,528	\$42,720	\$ 47,585	\$ 51,135	\$ 52,676
<b>Strategic Outcomes</b>					
Maintain integrity of programs					
# of single-audit findings	0	0	0	0	0
# of HUD exceptions to annual action plan	0	0	0	0	0
# of HUD CAPER findings	0	0	0	0	0
Timely expenditure of funds					
Official HUD timeliness ratio (max. 1.5:1)					
Overall program	1.28:1	1.22:1	1.5:1	1.20:1	1.5:1
<b>Work Process Outputs</b>					
# of Block Grant awards made	8	10	11	11	10

**CITY OF APPLETON 2020 BUDGET  
HOUSING AND COMMUNITY DEVELOPMENT GRANTS**

**Community Development Block Grant**

**Business Unit 2100**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2017	2018	Adopted 2019	Amended 2019	2020
<b>Revenues</b>					
421000 Federal Grants	\$ 393,010	\$ 372,349	\$ 443,921	\$ 443,921	\$ 499,520
Total Revenue	<u>\$ 393,010</u>	<u>\$ 372,349</u>	<u>\$ 443,921</u>	<u>\$ 443,921</u>	<u>\$ 499,520</u>
<b>Expenses</b>					
610100 Regular Salaries	\$ 33,233	\$ 35,639	\$ 14,411	\$ 14,411	\$ 14,676
615000 Fringes	14,458	14,829	3,674	3,674	3,741
620100 Training/Conferences	2,844	3,895	3,500	3,500	3,500
630100 Office Supplies	-	-	127	127	127
630300 Memberships & Licenses	1,090	940	940	940	940
632001 City Copy Charges	-	-	500	500	500
640100 Accounting/Audit Fees	1,358	500	1,560	1,560	1,560
641200 Advertising	325	228	400	400	400
641307 Telephone	63	39	60	60	60
659900 Other Contracts/Obligation	-	85	-	-	-
660800 Block Grant Payments	341,261	306,684	418,749	418,749	474,016
Total Expense	<u>\$ 394,632</u>	<u>\$ 362,839</u>	<u>\$ 443,921</u>	<u>\$ 443,921</u>	<u>\$ 499,520</u>

**DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000**

**Block Grant Payments**

Appleton Housing Authority Award	\$ 75,000
Fair Housing Services	25,000
Awards and loans to community organizations and individuals for the benefit of low to moderate income (LMI) persons	374,016
	<u>\$ 474,016</u>

**Summary of the Appleton CDBG Allocation Process**

Each program year, administration costs, funding for fair housing requirements, the Homeowner Rehabilitation Loan Program, the Neighborhood Services Program and Appleton Housing Authority, plus any other City programs that qualify for CDBG funding are subtracted from the entitlement award amount to determine an adjusted dollar figure of CDBG funds available for subrecipient projects.

**CITY OF APPLETON 2020 BUDGET  
HOUSING, HOMELESS AND BLOCK GRANTS**

**Emergency Housing & Homeless Grant/Housing Assistance Programs (EHH/HAP)**

**Business Unit 2140**

**PROGRAM MISSION**

To promote efficient and cooperative use of resources by local non-profit agencies for the benefit of persons in need of emergency shelter, transitional housing and homeless prevention services in the City of Appleton and the greater Fox Cities region.

**PROGRAM NARRATIVE**

**Link to City Goals:**

Key Strategy #2: "Encourage active community participation and involvement".

**Objectives:**

The purpose of this grant is to benefit persons in need of emergency shelter, transitional housing and homeless prevention services. Emergency Housing & Homeless Grant/Housing Assistance Programs (EHH/HAP) funds are disbursed by the Wisconsin Department of Administration via a competitive grant application process.

As the lead fiscal and administrative agent, the City of Appleton applies for EHH/HAP funding in collaboration with other local non-profit partners. The City serves as a pass-through for funding to local non-profit agencies that meet the niche requirements of the EHH/HAP program. In exchange for serving as the lead fiscal and administrative agent, the City of Appleton receives a small amount of funding for administration costs. The City uses some of the administration funds to support the Homeless Management Information System, a statewide information exchange maintained by the Institute for Community Alliances as the lead organization for the State of Wisconsin.

EHH/HAP funds may be used in the following areas related to emergency shelter and housing programs: rapid re-housing programs, homeless prevention programs, emergency shelter programs, street outreach programs, HMIS, and administration costs. The shelter programs may include shelters for victims of domestic violence, runaway adolescents, and persons with disabilities, as well as generic shelter and transitional housing programs. Any city, county or private non-profit agency may apply for funding during the State's annual competition for EHH/HAP funding.

The current partner agencies receiving EHH/HAP funding are: Pillars, Inc. (formerly Housing Partnership of the Fox Cities, Homeless Connection and Fox Valley Warming Shelter), and ADVOCAP.

**Major changes in Revenue, Expenditures, or Programs:**

In early 2019, the City applied for the HAP grant, but was not successful in being awarded. Expectations for strategic outcomes have been adjusted accordingly to consider realistically the number of individuals that can be served in each program with fewer funds. The City is coordinating with the subrecipients to implement policies and procedures to address the issues that contributed to the unsuccessful application.

**PERFORMANCE INDICATORS**

	<u>Actual 2017</u>	<u>Actual 2018</u>	<u>Target 2019</u>	<u>Projected 2019</u>	<u>Target 2020</u>
<b>Client Benefits/Impacts</b>					
\$ Grant Award ESG	\$ 481,995	\$ 222,432	\$ 216,572	\$ 217,200	\$ 218,734
\$ Grant Award HAP	\$ 54,060	\$ -	\$ 25,000	\$ -	\$ 25,000
<b>Strategic Outcomes</b>					
Expand the # of homeless persons served					
# assisted in emergency shelter	1,005	1,386	1,000	1,000	1,000
# assisted in rapid rehousing	55	82	50	50	75
# assisted with prevention services	467	122	500	100	150
<b>Work Process Outputs</b>					
# grant applications prepared	2	2	2	2	2
# of contract period extensions requested	0	0	0	1	0

**CITY OF APPLETON 2020 BUDGET  
HOUSING, HOMELESS AND BLOCK GRANTS**

**Emergency Housing & Homeless Grant/Housing Assistance Programs (EHH/HAP)**

**Business Unit 2140**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2017	2018	Adopted 2019	Amended 2019	2020
<b>Revenues</b>					
422400 Miscellaneous State Aids	\$ 278,799	\$ 195,788	\$ 241,572	\$ 241,572	\$ 258,157
Total Revenue	<u>\$ 278,799</u>	<u>\$ 195,788</u>	<u>\$ 241,572</u>	<u>\$ 241,572</u>	<u>\$ 258,157</u>
<b>Expenses</b>					
610100 Regular Salaries	\$ 8,696	\$ 4,321	\$ 5,230	\$ 5,230	\$ 5,916
615000 Fringes	3,782	1,973	2,509	2,509	2,807
640400 Consulting Services	-	-	3,900	3,900	5,700
663000 Other Grant Payments	263,161	172,970	229,933	229,933	243,734
Total Expense	<u>\$ 275,639</u>	<u>\$ 179,264</u>	<u>\$ 241,572</u>	<u>\$ 241,572</u>	<u>\$ 258,157</u>

**DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000**

Other Grant Payments

Awards and loans to community organizations and individuals for the benefit of low- to moderate-income (LMI) persons:

	ESG/HPP	HAP	Total
Pillars RRH	\$ 40,000	\$ 12,500	\$ 52,500
ADVOCAP	46,027	12,500	58,527
Pillars Adult & Family Shelter	105,494	-	105,494
Pillars Adult Shelter	27,213	-	27,213
	<u>\$ 218,734</u>	<u>\$ 25,000</u>	<u>\$ 243,734</u>

**CITY OF APPLETON 2020 BUDGET  
HOUSING, HOMELESS AND BLOCK GRANTS**

**Continuum of Care Program (COC)**

**Business Unit 2150**

**PROGRAM MISSION**

To provide necessary case management and support services to individuals and families enrolled in transitional and permanent supportive housing programs, the City of Appleton will serve as a pass-through entity and administer funds to local non-profit organizations that directly serve the target population in Appleton and the Fox Cities.

**PROGRAM NARRATIVE**

**Link to City Goals:**

Key Strategy #2: "Encourage active community participation and involvement".

**Objectives:**

Continuum of Care (COC) funds support programs that offer both housing opportunities and related support services for persons transitioning from homelessness to independent living. Specifically, COC funds supportive housing in the following environments: (1) transitional housing; (2) permanent housing for homeless persons with disabilities; (3) other types of innovative supportive housing for homeless people.

COC funds are disbursed by the U.S. Department of Housing & Urban Development, but are awarded to the City of Appleton as a partner in the Balance of State (Wisconsin) via a competitive grant application process. As the lead fiscal and administrative agent, the City of Appleton applies for three separate COC grants in collaboration with other local non-profit partners -- all grants are for collaborative rapid re-housing programs (RRH).

The City serves as a pass-through for this funding to local non-profit agencies that meet the niche requirements of the COC program. Three agencies, including Pillars, Inc., Salvation Army, and ADVOCAP, receive RRH funding through two of the three grants, with Pillars, Inc. receiving the second RRH award solely. In exchange for serving as the lead fiscal and administrative agent, the City receives a small amount of funding for administration costs.

**Major changes in Revenue, Expenditures, or Programs:**

During the end of 2018, the City successfully applied for additional funding through the COC RRH Expansion Bonus application. The implementation of the grant includes Pillars, Inc, Salvation Army, and ADVOCAP, and is an expansion of existing COC RRH programming. This grant supports the RRH activities of the three agencies during the 2019/2020 grant year.

**PERFORMANCE INDICATORS**

	<u>Actual 2017</u>	<u>Actual 2018</u>	<u>Target 2019</u>	<u>Projected 2019</u>	<u>Target 2020</u>
<b>Client Benefits/Impacts</b>					
\$ Annual Award (COC 1 - RRH)	\$ 181,152	\$ 181,152	\$ 181,152	\$ 187,128	\$ 183,128
\$ Annual Award (COC 2 - HP RRH)	\$ 54,337	\$ 55,532	\$ 56,216	\$ 60,896	\$ 60,896
\$ Annual Award (COC 3- RRH EXP)	\$ -	\$ -	\$ -	\$ 83,447	\$ 83,447
<b>Strategic Outcomes</b>					
Help clients improve self-sufficiency					
% of participants that moved from transitional to permanent housing	71%	55%	70%	70%	70%
% of participants in permanent housing who maintained or increased income	17%	31%	77%	77%	77%
<b>Work Process Outputs</b>					
# grants applications prepared	2	2	2	3	3
# of contract period extensions requested	0	0	0	0	0

**CITY OF APPLETON 2020 BUDGET  
HOUSING, HOMELESS AND BLOCK GRANTS**

**Continuum of Care Program (COC)**

**Business Unit 2150**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2017	2018	Adopted 2019	Amended 2019	2020
<b>Revenues</b>					
422400 Miscellaneous State Aids	\$ 231,618	\$ 229,728	\$ 237,368	\$ 237,368	\$ 327,471
<b>Total Revenue</b>	<b>\$ 231,618</b>	<b>\$ 229,728</b>	<b>\$ 237,368</b>	<b>\$ 237,368</b>	<b>\$ 327,471</b>
<b>Expenses</b>					
610100 Regular Salaries	\$ 9,966	\$ 18,044	\$ 8,314	\$ 8,314	\$ 8,825
610500 Overtime Wages	189	-	-	-	-
615000 Fringes	4,207	8,241	3,990	3,990	4,187
620100 Training/Conferences	1,091	1,746	4,000	4,000	4,000
663000 Other Grant Payments	216,165	204,381	221,064	221,064	310,459
<b>Total Expense</b>	<b>\$ 231,618</b>	<b>\$ 232,412</b>	<b>\$ 237,368</b>	<b>\$ 237,368</b>	<b>\$ 327,471</b>

**DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000**

Other Grant Payments

Awards and loans to community organizations and individuals for the benefit of low to moderate income (LMI) persons:

	COC #1 RRH	COC #2 HP RRH	COC #3 RRH EXP	Total
ADVOCAP	\$ 57,814	\$ -	\$ 16,790	\$ 74,604
Pillars, Inc.	21,813	60,896	19,890	\$ 102,599
Salvation Army	90,661	-	42,595	\$ 133,256
<b>Total</b>	<b>\$ 170,288</b>	<b>\$ 60,896</b>	<b>\$ 79,275</b>	<b>\$ 310,459</b>

**CITY OF APPLETON 2020 BUDGET  
HOUSING AND COMMUNITY DEVELOPMENT GRANTS**

**Homeowner Rehabilitation Loan Program**

**Business Unit 2160/2170/2190**

**PROGRAM MISSION**

In order to assist low- and moderate-income (LMI) homeowners in protecting the investment in their single-family homes or owner-occupied duplex, the Homeowner Rehabilitation Loan Program (HRLP) will utilize CDBG funds, HOME Homeowner funds, and Lead Hazard Control funds to provide them with no interest/no monthly payment loans to make necessary repairs and eliminate lead-based paint hazards to increase the value and extend the life of their homes.

**PROGRAM NARRATIVE**

**Link to City Goals:**

Implements Key Strategies #2: "Encourage active community participation and involvement" and #7: "Communicate our success through stories and testimonials".

**Objectives:**

Provide LMI homeowners in the City of Appleton with financial and related technical assistance for the rehabilitation of their single-family homes or owner-occupied duplexes in order to maintain affordable home ownership opportunities for all residents.

The HRLP is a revolving loan program supported by the following funding sources:

- Program Income from the repayment of HOME Homeowner Rehabilitation loans (Business Unit 2160)
- CDBG funds from the U.S. Department of Housing and Urban Development (HUD) (Business Unit 2170)
- Program Income from the repayment of CDBG loans (Business Unit 2170)
- Program Income from the repayment of Lead Hazard Control Grant loans (Business Unit 2190)
- Program Income from the repayment of HOME Rental Rehabilitation loans (Business Unit 2160)

**Major changes in Revenue, Expenditures or Programs:**

Due to an increase in loan repayments, funding from new CDBG funding has been reduced to the amount needed for the program delivery costs only. Project costs will be paid out of program income. In the future, if CDBG funds are eliminated, the Housing Coordinator's salary and fringes may come out of the City's General fund or from other revenue sources.

**PERFORMANCE INDICATORS**

	<u>Actual 2017</u>	<u>Actual 2018</u>	<u>Target 2019</u>	<u>Projected 2019</u>	<u>Target 2020</u>
<b>Client Benefits/Impacts</b>					
Funding for LMI homeowner rehabilitation projects					
CDBG funds award amount	\$ 81,222	\$ 115,000	\$ 75,851	\$ 75,851	\$ 77,694
Program income received (all grants)	\$ 313,246	\$ 387,125	\$ 373,421	\$ 325,000	\$ 373,212
Unspent grant funds					
Committed	\$ 277,883	\$ 69,625	\$ 75,000	\$ 75,000	\$ 75,000
Uncommitted	\$ 214,924	\$ 271,761	\$ 160,000	\$ 160,000	\$ 160,000
<b>Strategic Outcomes</b>					
Improved LMI single-family homes and owner-occupied duplexes					
# of loans made	23	18	24	20	24
# units rehabilitated	23	18	24	22	24
# residents benefited	69	50	60	60	60
Average loan amount	\$ 19,783	\$ 16,794	\$ 15,000	\$ 15,000	\$ 15,000
Amount committed to rehab activity	\$ 455,006	\$ 302,295	\$ 360,000	\$ 360,000	\$ 360,000
<b>Work Process Outputs</b>					
# of applications processed	59	33	33	33	33
# of applications approved	33	17	27	27	27

**CITY OF APPLETON 2020 BUDGET  
HOUSING AND COMMUNITY DEVELOPMENT GRANTS**

**Homeowner Rehabilitation Loan Program**

**Business Unit 2160/2170/2190**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2017	2018	Adopted 2019	Amended 2019	2020
<b>Revenues</b>					
421000 Federal Grants	\$ 129,237	\$ 191,376	\$ 75,851	\$ 75,851	\$ 77,694
471000 Interest on Investments	(18)	518	-	-	-
503500 Other Reimbursements	764	228	-	-	-
505000 Project Repayments	313,346	387,275	373,421	373,421	373,212
<b>Total Revenue</b>	<b>\$ 443,329</b>	<b>\$ 579,397</b>	<b>\$ 449,272</b>	<b>\$ 449,272</b>	<b>\$ 450,906</b>
<b>Expenses</b>					
610100 Regular Salaries	\$ 56,048	\$ 59,108	\$ 68,082	\$ 68,082	\$ 69,486
611400 Sick Pay	2,312	1,200	-	-	-
611500 Vacation Pay	7,493	8,250	-	-	-
615000 Fringes	17,158	16,371	16,671	16,671	17,020
620100 Training/Conferences	5,166	74	600	600	600
641307 Telephone	89	39	200	200	200
641308 Cellular Phones	36	40	-	-	-
659900 Other Contracts/Obligation	3,625	3,342	4,000	4,000	3,600
660800 Block Grant Payments	304,209	389,681	262,719	333,687	320,000
663000 Other Grant Payments	220	110,083	97,000	101,204	40,000
<b>Total Expense</b>	<b>\$ 396,356</b>	<b>\$ 588,188</b>	<b>\$ 449,272</b>	<b>\$ 524,444</b>	<b>\$ 450,906</b>

**DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000**

**Block Grant Payments**

Loans to low- and moderate-income households for the rehabilitation of their homes.

Rehab projects \$ 320,000

**Other Grant Payments**

Loans to low- and moderate-income households for the rehabilitation of their homes.

Rehab projects \$ 40,000

**CITY OF APPLETON 2020 BUDGET  
HOUSING AND COMMUNITY DEVELOPMENT GRANTS**

**Neighborhood Program**

**Business Unit 2180**

**PROGRAM MISSION**

For the benefit of Appleton neighborhoods, the Neighborhood Program (NP) will help create and/or maintain suitable living environments by providing opportunities that encourage and facilitate private and public investment in residential and commercial areas of the City. This community investment provides the impetus for overall neighborhood improvements -- such as strengthening existing neighborhoods, attracting new businesses, enhancing public spaces -- that contribute to the social, cultural and economic vitality of neighborhoods.

**PROGRAM NARRATIVE**

**Link to City Goals:**

Implements Key Strategies #2: "Encourage active community participation and involvement" and #7: "Communicate our success through stories and testimonials".

**Objectives:**

The goal of this program is to foster communication between neighborhoods and the City of Appleton by providing the expertise and technical assistance in administering the City's Neighborhood Program including: assisting residents on how to register their neighborhood; marketing the program to City residents; and working with Appleton residents, other City staff and outside agencies to leverage resources to help improve Appleton's neighborhoods.

The Neighborhood Program (NP) delivery will incorporate the use of multiple CDBG national objectives as a means of facilitating and completing projects in a timely and effective manner.

**Major changes in Revenue, Expenditures or Programs:**

Staff organized and delivered the Neighborhood Program Spring and Fall Meetings, which are informal, "roundtable" discussions for neighborhood leaders. Facilitating opportunities for neighborhoods to report out their successes, solicit peer review and learn about City resources may continue to replace the conventional Neighborhood Academy.

Grant funds will continue to be available to registered neighborhoods through the CDBG and tax levy funding sources. Neighborhood grants totaling \$108,653 (CDBG) and \$4,224 (General Fund) are anticipated in 2020. The NP will not request additional CDBG or General Fund funding in 2020 in order to draw down funds from prior year allocations. Once "caught up," future CDBG and General Fund requests are anticipated. The General Fund source is available to all neighborhoods, not just those qualified by HUD.

**PERFORMANCE INDICATORS**

	<u>Actual 2017</u>	<u>Actual 2018</u>	<u>Target 2019</u>	<u>Projected 2019</u>	<u>Target 2020</u>
<b>Client Benefits/Impacts</b>					
# of new partnerships/ collaborations generated	0	1	1	1	1
# of registered neighborhoods	16	17	18	19	20
# of neighborhood program participants	26	37	15	30	25
<b>Strategic Outcomes</b>					
# of projects awarded grant funding	1	2	2	2	2
<b>Work Process Outputs</b>					
<b>Grant Funds (CDBG)</b>					
Committed	\$ 60,000	\$ -	\$ 108,653	\$ -	\$ 108,653
Uncommitted	\$ 28,653	\$ 68,653	\$ -	\$ 108,653	\$ -
Spent	\$ 60,000	\$ -	\$ 108,653	\$ -	\$ 108,653
<b>General Funds</b>					
Committed	\$ -	\$ 3,300	\$ 7,306	\$ 3,300	\$ 4,224
Uncommitted	\$ 7,630	\$ 7,539	\$ -	\$ 4,224	\$ -
Spent	\$ 14	\$ 3,091	\$ 7,306	\$ 3,315	\$ 4,224

**CITY OF APPLETON 2020 BUDGET  
HOUSING AND COMMUNITY DEVELOPMENT GRANTS**

**Neighborhood Program**

**Business Unit 2180**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2017	2018	Adopted 2019	Amended 2019	2020
<b>Revenues</b>					
411000 Property Tax	\$ 3,000	\$ 3,000	\$ -	\$ -	\$ -
421000 Federal Grants	60,000	-	108,653	108,653	108,653
<b>Total Revenue</b>	<b>\$ 63,000</b>	<b>\$ 3,000</b>	<b>\$ 108,653</b>	<b>\$ 108,653</b>	<b>\$ 108,653</b>
<b>Expenses</b>					
620100 Training\Conferences	\$ -	\$ -	\$ -	\$ -	\$ -
660800 Block Grant Payments	60,000	-	108,653	108,653	108,653
663000 Other Grant Payments	14	3,091	7,306	7,306	4,224
<b>Total Expense</b>	<b>\$ 60,014</b>	<b>\$ 3,091</b>	<b>\$ 115,959</b>	<b>\$ 115,959</b>	<b>\$ 112,877</b>

**DETAILED SUMMARY OF 2020 PROPOSED EXPENDITURES > \$15,000**

Block grant payments

Targeted Neighborhood Investment grants to  
create strong neighborhoods      \$ 108,653

**CITY OF APPLETON 2020 BUDGET  
HOUSING AND COMMUNITY DEVELOPMENT GRANTS**

	2017 <u>ACTUAL</u>	2018 <u>ACTUAL</u>	2019 <u>YTD ACTUAL</u>	2019 <u>ORIG BUD</u>	2019 <u>REVISED BUD</u>	2020 <u>BUDGET</u>
Program Revenues						
411000 Property Tax	3,000	3,000	-	-	-	-
421000 Federal Grants	582,247	563,725	142,817	628,425	628,425	685,867
422400 Miscellaneous State Aids	510,417	425,516	218,758	478,940	478,940	585,628
471000 Interest on Investments	(18)	518	1,473	-	-	-
503500 Other Reimbursements	764	228	325	-	-	-
505000 Project Repayments	313,346	387,275	148,746	373,421	373,421	373,212
<b>TOTAL PROGRAM REVENUES</b>	<b>1,409,756</b>	<b>1,380,262</b>	<b>512,119</b>	<b>1,480,786</b>	<b>1,480,786</b>	<b>1,644,707</b>
Personnel						
610100 Regular Salaries	107,944	117,112	71,641	96,037	96,037	98,903
610500 Overtime Wages	189	-	-	-	-	-
611400 Sick Pay	2,312	1,200	91	-	-	-
611500 Vacation Pay	7,493	8,250	4,886	-	-	-
615000 Fringes	39,604	41,415	25,433	26,844	26,844	27,755
<b>TOTAL PERSONNEL</b>	<b>157,542</b>	<b>167,977</b>	<b>102,051</b>	<b>122,881</b>	<b>122,881</b>	<b>126,658</b>
Training~Travel						
620100 Training/Conferences	9,102	5,716	3,504	8,100	8,100	8,100
<b>TOTAL TRAINING / TRAVEL</b>	<b>9,102</b>	<b>5,716</b>	<b>3,504</b>	<b>8,100</b>	<b>8,100</b>	<b>8,100</b>
Supplies						
630100 Office Supplies	-	-	-	127	127	127
630300 Memberships & Licenses	1,090	940	940	940	940	940
632001 City Copy Charges	-	-	-	500	500	500
<b>TOTAL SUPPLIES</b>	<b>1,090</b>	<b>940</b>	<b>940</b>	<b>1,567</b>	<b>1,567</b>	<b>1,567</b>
Purchased Services						
640100 Accounting/Audit Fees	1,358	500	-	1,560	1,560	1,560
640400 Consulting Services	-	-	-	3,900	3,900	5,700
641200 Advertising	325	228	165	400	400	400
641307 Telephone	152	77	59	260	260	260
641308 Cellular Phones	36	40	24	-	-	-
659900 Other Contracts/Obligation	3,625	3,428	1,213	4,000	4,000	3,600
<b>TOTAL PURCHASED SVCS</b>	<b>5,496</b>	<b>4,273</b>	<b>1,461</b>	<b>10,120</b>	<b>10,120</b>	<b>11,520</b>
Miscellaneous Expense						
660800 Block Grant Payments	705,469	696,363	270,252	790,121	861,089	902,669
663000 Other Grant Payments	479,560	490,525	229,828	555,303	559,507	598,417
<b>TOTAL MISCELLANEOUSL EXP</b>	<b>1,185,029</b>	<b>1,186,888</b>	<b>500,080</b>	<b>1,345,424</b>	<b>1,420,596</b>	<b>1,501,086</b>
<b>TOTAL EXPENSE</b>	<b>1,358,259</b>	<b>1,365,794</b>	<b>608,036</b>	<b>1,488,092</b>	<b>1,563,264</b>	<b>1,648,931</b>

**CITY OF APPLETON 2020 BUDGET**  
**HOUSING AND COMMUNITY DEVELOPMENT GRANTS**  
**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)**

	2017 Actual	2018 Actual	2019 Budget	2019 Projected	2020 Budget
<b>Revenues</b>					
Property Taxes	\$ 3,000	\$ 3,000	\$ -	\$ -	\$ -
Intergovernmental	1,092,664	989,241	1,107,365	1,067,815	1,271,495
Other	314,092	388,021	373,421	373,421	373,212
Total Revenues	<u>1,409,756</u>	<u>1,380,262</u>	<u>1,480,786</u>	<u>1,441,236</u>	<u>1,644,707</u>
<b>Expenses</b>					
Program Costs	1,358,259	1,365,794	1,488,092	1,514,054	1,648,931
Total Expenses	<u>1,358,259</u>	<u>1,365,794</u>	<u>1,488,092</u>	<u>1,514,054</u>	<u>1,648,931</u>
Revenues over (under) Expenses	51,497	14,468	(7,306)	(72,818)	(4,224)
<b>Other Financing Sources (Uses)</b>					
Operating Transfers In	-	-	-	-	-
Net Change in Equity	51,497	14,468	(7,306)	(72,818)	(4,224)
Fund Balance - Beginning	158,454	209,951	224,419	224,419	151,601
Residual Equity Transfers Out	-	-	-	-	-
Fund Balance - Ending	<u>\$ 209,951</u>	<u>\$ 224,419</u>	<u>\$ 217,113</u>	<u>\$ 151,601</u>	<u>\$ 147,377</u>

