

**CITY OF APPLETON 2022 BUDGET**

**HOUSING AND COMMUNITY DEVELOPMENT GRANTS**

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# CITY OF APPLETON 2022 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 2021 EVENTS

#### **Community Development Block Grant (CDBG & CDBG-CV)**

For the 2021-2022 award of \$619,567, \$149,325 was allocated as detailed below for City programs and \$470,242 was awarded through a competitive application process.

- Homeowner Rehabilitation Loan Program \$29,892
- Appleton Housing Authority \$37,000
- Fair Housing Services \$25,000
- CDBG Administration \$57,433

Additionally, as a direct response to the COVID-19 pandemic, the City was awarded three tranches of CDBG-CV funding: CDBG-CV1 = \$348,255; CDBG-CV2 = \$148,008; CDBG-CV3 = \$343,268. These funds were allocated to community partners that administered housing assistance, prevention and diversion programming, at-risk youth, street outreach efforts, small business support, and emergency shelter activities.

The 2020 Consolidated Annual Performance Evaluation Report (CAPER) was submitted as first program year for the 2020-2024 Consolidated Plan. The 2021 Annual Action Plan was submitted in June and approved by HUD in July.

In August, 2021, \$28,653 was administratively reallocated from the Neighborhood Program to support community partners through the broader CDBG application process for 2022.

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

The City, in collaboration with Pillars Inc., ADVOCAP, and Harbor House was successful in applying for Emergency Homeless and Housing (EHH) grant funds for the 2021-2022 program year, receiving a total of \$175,298. Additionally, as a direct response to the COVID-19 pandemic, the City was awarded two tranches of ESG-CV funding: ESG-CV1 = \$325,000; ESG-CV2 = \$468,867. These funds were allocated to community partners that administered street outreach efforts, domestic abuse shelter, and emergency shelter services.

For the 2021 program year, the City was unsuccessful in retaining three Housing Assistance Payment (HAP) grants through the Wisconsin Balance of State Continuum of Care (WIBOSCOC).

#### **Continuum of Care Programs (CoC) #1 (RRH), #2 (RRH EXP), #3 (HP RRH) & #4 (CE-SSO)**

In 2021, the City, in collaboration with Pillars Inc., Salvation Army of the Fox Cities, and ADVOCAP, was successful in renewing all three of the Rapid Re-Housing (RRH) program grants and the CoC CE-SSO grant. This role has been responsible for all Coordinated Entry duties in the Fox Cities Continuum of Care under the City of Appleton umbrella since May, 2020. All three CoC RRH grants operate October 1, 2021-September 30, 2022, while the CoC CE-SSO grant operates on a July 1, 2021-June 30, 2022 program 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 2021, the Homeowner Rehabilitation Loan Program is projected to rehabilitate 20-24 owner-occupied housing units and invest 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). We encourage Registered Neighborhoods to apply for grant funding to support identified initiatives such as surveys, fun runs, public spaces enhancements, etc. The Historic Central Neighborhood was granted funding through the Neighborhood Grant Program to support a front porch music event (Porchfest).

In May 2021, staff organized and delivered the Neighborhood Program spring meeting, an informal "roundtable" discussion for neighborhood leaders, using a virtual meeting platform. In total, there were 5 participants representing four (4) different neighborhoods. The fall Neighborhood Program meeting is anticipated to be in person for October, 2021.

# CITY OF APPLETON 2022 BUDGET

## HOUSING AND COMMUNITY DEVELOPMENT GRANTS

### MAJOR 2022 OBJECTIVES

The following grant funded programs are intended to benefit both 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, #2, #3 and #4**

(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/HAP)**

(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	2019	2020	Adopted 2021	Amended 2021	2022	Change *
<b>Program Revenues</b>		\$ 1,320,456	\$ 1,983,252	\$ 1,738,807	\$ 1,738,807	\$ 1,770,717	1.84%
<b>Program Expenses</b>							
2100	CDBG	487,936	576,746	561,334	561,334	508,363	-9.44%
2140	Emergency Shelter	279,825	272,471	259,510	259,510	342,353	31.92%
2150	Continuum of Care	209,846	364,545	355,238	355,238	385,140	8.42%
2170	Homeowner Rehab Loan	419,111	486,354	454,072	454,072	454,861	0.17%
2180	Neighborhood Program	4,305	1	113,387	113,387	86,484	-23.73%
<b>TOTAL</b>		<b>\$ 1,401,023</b>	<b>\$ 1,700,117</b>	<b>\$ 1,743,541</b>	<b>\$ 1,743,541</b>	<b>\$ 1,777,201</b>	<b>1.93%</b>
<b>Expenses Comprised Of:</b>							
Personnel		131,979	192,850	211,727	211,727	216,522	2.26%
Training & Travel		6,939	1,639	12,620	12,620	8,963	-28.98%
Supplies & Materials		940	1,225	3,611	3,611	2,567	-28.91%
Purchased Services		11,467	17,680	11,690	11,690	4,690	-59.88%
Miscellaneous Expense		1,249,698	1,486,723	1,503,893	1,503,893	1,544,459	2.70%
<b>Full Time Equivalent Staff:</b>							
Personnel allocated to programs		1.31	2.23	2.35	2.35	2.35	

\* % change from prior year adopted budget

**CITY OF APPLETON 2022 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:**

In August, 2021, \$28,653 was administratively reallocated to support community partners through the broader CDBG application process for 2022.

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 Common Council approval of CDBG subrecipient awards.

The estimated award for the 2022-2023 program year is \$599,710. The allocation of the funds is as follows:

CDBG - Community Dev/Finance Admin	\$ 158,479*
Homeowner Rehab. Loan Program	<u>120,000</u>
	\$ 278,479
Awarded through competitive application process	<u>349,884**</u>
Total estimated award	<u>\$ 628,363</u>

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

\*\* Additional \$28,653 reallocated from the 2016 Neighborhood Grant Program.

Actual funding for 2020 includes the 2020 CDBG allocation (\$591,911), plus the CDBG-CV1 funds (\$348,255) received.

Projected funding for 2021 includes the 2021 CDBG allocation (\$619,567), plus the CDBG-CV2 (\$148,008) and CDBG-CV3 (\$343,268) funds received.

Target funding for 2022 is an estimate based on the last three years' average, excluding CV funding.

**CITY OF APPLETON 2022 BUDGET  
HOUSING AND COMMUNITY DEVELOPMENT GRANTS**

**Community Development Block Grant**

**Business Unit 2100**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
<b>Revenues</b>					
421000 Federal Grants	\$ 489,021	\$ 576,747	\$ 561,334	\$ 561,334	\$ 508,363
Total Revenue	<u>\$ 489,021</u>	<u>\$ 576,747</u>	<u>\$ 561,334</u>	<u>\$ 561,334</u>	<u>\$ 508,363</u>
<b>Expenses</b>					
610100 Regular Salaries	\$ 24,090	\$ 16,133	\$ 35,500	\$ 35,500	\$ 36,387
615000 Fringes	6,471	6,344	14,846	14,846	15,005
620100 Training/Conferences	2,937	1,265	3,600	3,600	3,600
630100 Office Supplies	-	120	127	127	127
630300 Memberships & Licenses	940	940	940	940	940
632001 City Copy Charges	-	-	500	500	500
640100 Accounting/Audit Fees	5,650	3,903	1,460	1,460	1,460
641200 Advertising	364	469	400	400	400
641307 Telephone	48	48	60	60	60
659900 Other Contracts/Obligation	-	-	-	-	-
660800 Block Grant Payments	447,436	547,524	503,901	503,901	449,884
Total Expense	<u>\$ 487,936</u>	<u>\$ 576,746</u>	<u>\$ 561,334</u>	<u>\$ 561,334</u>	<u>\$ 508,363</u>

**DETAILED SUMMARY OF 2022 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	349,884
	<u>\$ 449,884</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 2022 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 (HMIS), 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), ADVOCAP, and Harbor House.

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

Projected 2021 ESG grant award includes the 2021 allocation (\$175,298), plus the ESG-CV2 (\$468,867) funds. Payment to ICA for use of the Housing Management Inventory System was modified in 2021, initially deducting the \$5,700 payment from the top of each coalition's total award.

The budgeted 2022 ESG grant award is an estimate based on the last three years' average, excluding CV funds.

**CITY OF APPLETON 2022 BUDGET  
HOUSING, HOMELESS AND BLOCK GRANTS**

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

**Business Unit 2140**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
<b>Revenues</b>					
422400 Miscellaneous State Aids	\$ 265,584	\$ 265,601	\$ 259,510	\$ 259,510	\$ 342,353
423000 Miscellaneous Local Aids	-	6,870	-	-	-
<b>Total Revenue</b>	<b>\$ 265,584</b>	<b>\$ 272,471</b>	<b>\$ 259,510</b>	<b>\$ 259,510</b>	<b>\$ 342,353</b>
<b>Expenses</b>					
610100 Regular Salaries	\$ 4,009	\$ 16,761	\$ 18,363	\$ 18,363	\$ 18,090
615000 Fringes	1,910	6,667	9,416	9,416	9,592
640400 Consulting Services	-	5,700	5,700	5,700	-
663000 Other Grant Payments	273,906	243,343	226,031	226,031	314,671
<b>Total Expense</b>	<b>\$ 279,825</b>	<b>\$ 272,471</b>	<b>\$ 259,510</b>	<b>\$ 259,510</b>	<b>\$ 342,353</b>

**DETAILED SUMMARY OF 2022 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 RRH	HAP RRH EXP	Total
ADVOCAP	103,078	12,500	5,885	121,463
Pillars	151,194	12,500	5,885	169,579
Harbor House DV Shelter	23,629	-	-	23,629
<b>Total</b>	<b>\$ 277,901</b>	<b>\$ 25,000</b>	<b>\$ 11,770</b>	<b>\$ 314,671</b>

**CITY OF APPLETON 2022 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 support 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 four separate COC grants in collaboration with other local non-profit partners -- three grants are for collaborative rapid re-housing housing programs (RRH), and the fourth grant, the CE-SSO grant, is an administrative grant that supports the City's new Coordinated Entry Specialist role. The role is responsible for all Coordinated Entry duties in the Fox Cities Continuum of Care.

The City serves as the lead agency 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 four grants, with Pillars, Inc. receiving the third RRH award solely, and the City being the direct recipient of the fourth grant (CE-SSO). In exchange for serving as the lead fiscal and administrative agent, the City also receives a small amount of funding for administration costs.

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

In 2021, the Housing Management Inventory System (HMIS) underwent a conversion to a new platform. This caused fluctuations and delays in the data, and will directly impact the strategic outcomes in 2022.



**CITY OF APPLETON 2022 BUDGET  
HOUSING, HOMELESS AND BLOCK GRANTS**

**Continuum of Care Program (COC)**

**Business Unit 2150**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
<b>Revenues</b>					
422400 Miscellaneous State Aids	\$ 207,531	\$ 369,457	\$ 355,238	\$ 355,238	\$ 385,140
Total Revenue	<u>\$ 207,531</u>	<u>\$ 369,457</u>	<u>\$ 355,238</u>	<u>\$ 355,238</u>	<u>\$ 385,140</u>
<b>Expenses</b>					
610100 Regular Salaries	\$ 6,569	\$ 38,520	\$ 29,111	\$ 29,111	\$ 30,571
610500 Overtime Wages	115	360	-	-	-
615000 Fringes	3,580	13,964	14,819	14,819	15,116
620100 Training/Conferences	3,553	323	8,000	8,000	4,343
620600 Parking Permits	-	-	420	420	420
630100 Office Supplies	-	-	2,044	2,044	1,000
630300 Memberships & Licenses	-	165	-	-	-
640400 Consulting	-	1,420	-	-	-
641307 Telephone	-	126	270	270	270
663000 Other Grant Payments	196,029	309,667	300,574	300,574	333,420
Total Expense	<u>\$ 209,846</u>	<u>\$ 364,545</u>	<u>\$ 355,238</u>	<u>\$ 355,238</u>	<u>\$ 385,140</u>

**DETAILED SUMMARY OF 2022 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	\$ 45,212	\$ -	\$ 13,552	\$ 58,764
Pillars, Inc.	19,764	89,060	23,384	\$ 132,208
Salvation Army	103,548	-	38,900	\$ 142,448
	<u>\$ 168,524</u>	<u>\$ 89,060</u>	<u>\$ 75,836</u>	<u>\$ 333,420</u>

**CITY OF APPLETON 2022 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)
- Program Income from the repayment of HOME Rental 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)

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

Due to decreased loan repayments (compared to higher loan repayments the previous year), new CDBG funding has been increased to the amount needed for program delivery and project costs. All other project and program delivery 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.

**CITY OF APPLETON 2022 BUDGET  
HOUSING AND COMMUNITY DEVELOPMENT GRANTS**

**Homeowner Rehabilitation Loan Program**

**Business Unit 2160/2170/2190**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
<b>Revenues</b>					
421000 Federal Grants	\$ 87,849	\$ 129,146	\$ 29,892	\$ 29,892	\$ 120,000
471000 Interest on Investments	1,450	26	-	-	-
503500 Other Reimbursements	461	181	-	-	-
505000 Project Repayments	268,560	635,224	424,180	424,180	334,861
<b>Total Revenue</b>	<b>\$ 358,320</b>	<b>\$ 764,577</b>	<b>\$ 454,072</b>	<b>\$ 454,072</b>	<b>\$ 454,861</b>
<b>Expenses</b>					
610100 Regular Salaries	\$ 69,650	\$ 76,983	\$ 72,253	\$ 72,253	\$ 74,060
615000 Fringes	15,586	17,119	17,419	17,419	17,701
620100 Training/Conferences	448	50	600	600	600
641307 Telephone	56	56	200	200	200
641308 Cellular Phones	39	186	-	-	-
659900 Other Contracts/Obligation	5,310	5,771	3,600	3,600	2,300
660800 Block Grant Payments	328,022	386,189	185,000	185,000	334,000
663000 Other Grant Payments	-	-	175,000	175,000	26,000
<b>Total Expense</b>	<b>\$ 419,111</b>	<b>\$ 486,354</b>	<b>\$ 454,072</b>	<b>\$ 454,072</b>	<b>\$ 454,861</b>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

Block Grant Payments

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

Rehab projects \$ 334,000  
\$ 334,000

Other Grant Payments

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

Rehab projects \$ 26,000  
\$ 26,000

**CITY OF APPLETON 2022 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 \$80,000 (CDBG) and \$6,484 (General Fund) are anticipated in 2022. In August, 2021, \$28,653 was administratively reallocated to support community partners through the broader CDBG application process for 2022. The NP will not request additional CDBG funding in 2022 in order to draw down funds from prior year allocations. Once those funds are allocated, future CDBG funding requests are anticipated. After drawing down a sizable amount of funds from prior year allocations, this budget includes a request of \$3,000 for the general fund source that is available to all neighborhoods, not just those limited neighborhoods qualified by HUD.

**CITY OF APPLETON 2022 BUDGET  
HOUSING AND COMMUNITY DEVELOPMENT GRANTS**

**Neighborhood Program**

**Business Unit 2180**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2019	2020	Adopted 2021	Amended 2021	2022
<b>Revenues</b>					
411000 Property Tax	\$ -	\$ -	\$ 3,000	\$ 3,000	\$ 3,000
421000 Federal Grants	-	-	108,653	108,653	80,000
Total Revenue	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 111,653</u>	<u>\$ 111,653</u>	<u>\$ 83,000</u>
<b>Expenses</b>					
660800 Block Grant Payments	\$ -	\$ -	\$ 108,653	\$ 108,653	\$ 80,000
663000 Other Grant Payments	4,305	1	4,734	4,734	6,484
Total Expense	<u>\$ 4,305</u>	<u>\$ 1</u>	<u>\$ 113,387</u>	<u>\$ 113,387</u>	<u>\$ 86,484</u>

**DETAILED SUMMARY OF 2022 PROPOSED EXPENDITURES > \$15,000**

Block grant payments

Targeted Neighborhood Investment grants to create strong neighborhoods	\$ 80,000
	<u>\$ 80,000</u>

**CITY OF APPLETON 2022 BUDGET  
HOUSING AND COMMUNITY DEVELOPMENT GRANTS**

	2019 <u>ACTUAL</u>	2020 <u>ACTUAL</u>	2021 <u>YTD ACTUAL</u>	2021 <u>ORIG BUD</u>	2021 <u>REVISED BUD</u>	2022 <u>BUDGET</u>
<b>Program Revenues</b>						
411000 Property Tax	-	-	-	3,000	3,000	3,000
421000 Federal Grants	576,871	705,893	125,950	699,879	699,879	708,363
422400 Miscellaneous State Aids	473,115	635,058	205,173	614,748	614,748	727,493
423000 Miscellaneous Local Aids	-	6,870	-	-	-	-
471000 Interest on Investments	1,450	26	35	-	-	-
503500 Other Reimbursements	460	180	180	-	-	-
505000 Project Repayments	268,560	635,225	452,699	424,180	424,180	334,861
<b>TOTAL PROGRAM REVENUES</b>	<u>1,320,456</u>	<u>1,983,252</u>	<u>784,037</u>	<u>1,741,807</u>	<u>1,741,807</u>	<u>1,773,717</u>
<b>Personnel</b>						
610100 Regular Salaries	96,470	139,127	71,026	155,227	155,227	159,108
610500 Overtime Wages	115	679	360	-	-	-
611400 Sick Pay	549	532	304	-	-	-
611500 Vacation Pay	7,299	8,419	2,890	-	-	-
615000 Fringes	27,546	44,093	22,276	56,500	56,500	57,414
<b>TOTAL PERSONNEL</b>	<u>131,979</u>	<u>192,850</u>	<u>96,856</u>	<u>211,727</u>	<u>211,727</u>	<u>216,522</u>
<b>Training~Travel</b>						
620100 Training/Conferences	6,939	1,639	1,439	12,200	12,200	8,543
620600 Parking Permits	-	-	-	420	420	420
<b>TOTAL TRAINING / TRAVEL</b>	<u>6,939</u>	<u>1,639</u>	<u>1,439</u>	<u>12,620</u>	<u>12,620</u>	<u>8,963</u>
<b>Supplies</b>						
630100 Office Supplies	-	120	90	2,171	2,171	1,127
630300 Memberships & Licenses	940	1,105	940	940	940	940
632001 City Copy Charges	-	-	-	500	500	500
<b>TOTAL SUPPLIES</b>	<u>940</u>	<u>1,225</u>	<u>1,030</u>	<u>3,611</u>	<u>3,611</u>	<u>2,567</u>
<b>Purchased Services</b>						
640100 Accounting/Audit Fees	5,650	3,903	-	1,460	1,460	1,460
640400 Consulting Services	-	7,120	1,420	5,700	5,700	-
641200 Advertising	364	470	219	400	400	400
641307 Telephone	104	230	61	530	530	530
641308 Cellular Phones	39	186	71	-	-	-
659900 Other Contracts/Obligation	5,310	5,771	2,145	3,600	3,600	2,300
<b>TOTAL PURCHASED SVCS</b>	<u>11,467</u>	<u>17,680</u>	<u>3,916</u>	<u>11,690</u>	<u>11,690</u>	<u>4,690</u>
<b>Miscellaneous Expense</b>						
660800 Block Grant Payments	775,458	933,713	451,592	797,554	797,554	863,884
663000 Other Grant Payments	474,240	553,010	204,090	706,339	706,339	680,575
<b>TOTAL MISCELLANEOUS EXP</b>	<u>1,249,698</u>	<u>1,486,723</u>	<u>655,682</u>	<u>1,503,893</u>	<u>1,503,893</u>	<u>1,544,459</u>
<b>TOTAL EXPENSE</b>	<u><u>1,401,023</u></u>	<u><u>1,700,117</u></u>	<u><u>758,923</u></u>	<u><u>1,743,541</u></u>	<u><u>1,743,541</u></u>	<u><u>1,777,201</u></u>

**CITY OF APPLETON 2022 BUDGET**  
**HOUSING AND COMMUNITY DEVELOPMENT GRANTS**  
**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)**

<b>Revenues</b>	2019 Actual	2020 Actual	2021 Budget	2021 Projected*	2022 Budget
Property Taxes	\$ -	\$ -	\$ 3,000	\$ 3,000	\$ 3,000
Intergovernmental	1,049,985	1,347,821	1,314,627	1,314,627	1,435,856
Other	270,471	635,431	424,180	424,180	334,861
Total Revenues	1,320,456	1,983,252	1,741,807	1,741,807	1,773,717
<b>Expenses</b>					
Program Costs	1,401,023	1,700,117	1,743,541	1,743,541	1,777,201
Total Expenses	1,401,023	1,700,117	1,743,541	1,743,541	1,777,201
Revenues over (under) Expenses	(80,567)	283,135	(1,734)	(1,734)	(3,484)
<b>Other Financing Sources (Uses)</b>					
Operating Transfers In	(8,951)	-	-	-	-
Net Change in Equity	(89,518)	283,135	(1,734)	(1,734)	(3,484)
Fund Balance - Beginning	224,421	134,903	418,038	418,038	416,304
Residual Equity Transfers Out	-	-	-	-	-
Fund Balance - Ending	\$ 134,903	\$ 418,038	\$ 416,304	\$ 416,304	\$ 412,820

\* Due to the variability of the various grant awards, the 2021 amended budget figures have been used

