

**CITY OF APPLETON 2021 BUDGET**

**HOUSING AND COMMUNITY DEVELOPMENT GRANTS**

**Director Community & Economic Development: Karen E. Harkness**

**Deputy Director Community & Economic Development: Monica N. Stage**

# CITY OF APPLETON 2021 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 2020 EVENTS

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

For the 2020-2021 award of \$592,072, \$258,198 was allocated as detailed below for City programs and \$333,874 was awarded through a competitive application process.

- Homeowner Rehabilitation Loan Program \$77,694
- Appleton Housing Authority \$75,000
- Fair Housing Services \$25,000
- CDBG Administration \$80,504

Additionally, as a direct response to the COVID-19 pandemic, the City was awarded CDBG-CV funds for the 2020-2021 program year in the amount of \$348,255 and allocated funds to community partners that will administer housing assistance, prevention and diversion programming, at-risk youth, and emergency shelter activities.

The 2019 CAPER was submitted as the fifth and final program year for the 2015-2019 Consolidated Plan. The 2020-2024 Consolidated Plan, including the 2020 Annual Action Plan and updated Analysis of Impediments, was submitted in March and approved by HUD in May.

The City's Affordable Housing Initiative project, awarded during the 2017PY in the amount of \$209,780, was reallocated as detailed below. Except for Habitat for Humanity's allocation (\$125,000), the reallocations were in direct response to the COVID-19 pandemic.

- Greater Fox Cities Habitat for Humanity \$125,000
- LEAVEN, Inc. \$28,260
- Pillars, Inc. \$28,260
- Salvation Army of the Fox Cities \$28,260

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

The City, in collaboration with Pillars Inc. and ADVOCAP, as well as new partners Harbor House, Salvation Army of the Fox Cities, and the Appleton Police Department, was successful in applying for Emergency Homeless and Housing (EHH) grant funds for the 2020-2021 program year. Additionally, as a direct response to the COVID-19 pandemic, the City was awarded an Emergency Solutions Grant (ESG-CV) for the 2020-2021 program year in the amount of \$325,000, and is a collaborative grant with Pillars, Inc.

For the 2020 program year, the City was successful in retaining two Housing Assistance Payment (HAP) grants through the Wisconsin Balance of State Continuum of Care (WIBOSCOC). The State HAP RRH and the State HAP RRH EXP programs were awarded in the amounts of \$25,000 and \$11,770, and will be collaborations between the City, ADVOCAP and Pillars, Inc.

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

In 2019, 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 obtaining a fourth CoC grant for the 2020 program year. The CoC CE-SSO grant is an administrative grant that supports the City's new Coordinated Entry Specialist role. This role is responsible for all Coordinated Entry duties in the Fox Cities Continuum of Care. All three CoC RRH grants operate October 1, 2020-September 30, 2021, while the CoC CE-SSO grant operates on a July 1, 2020-June 30, 2021 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 2020, 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.

In May 2020, 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 13 participants representing seven (7) different neighborhoods. The fall Neighborhood Program meeting is anticipated for October 2020.

# CITY OF APPLETON 2021 BUDGET

## HOUSING AND COMMUNITY DEVELOPMENT GRANTS

### MAJOR 2021 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, #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	2018	2019	Adopted 2020	Amended 2020	2021	Change *
<b>Program Revenues</b>		\$ 1,377,262	\$ 1,320,455	\$ 1,644,707	\$ 1,700,036	\$ 1,738,807	5.72%
<b>Program Expenses</b>							
2100	CDBG	362,839	487,936	499,520	519,520	561,334	12.37%
2140	Emergency Shelter	179,264	279,825	258,157	263,157	259,510	0.52%
2150	Continuum of Care	232,412	209,846	327,471	357,800	355,238	8.48%
2170	Homeowner Rehab Loan	588,188	419,111	450,906	450,906	454,072	0.70%
2180	Neighborhood Program	3,091	4,305	112,877	112,877	113,387	0.45%
<b>TOTAL</b>		\$ 1,365,794	\$ 1,401,023	\$ 1,648,931	\$ 1,704,260	\$ 1,743,541	5.74%
<b>Expenses Comprised Of:</b>							
Personnel		167,977	131,979	126,658	180,987	211,727	67.16%
Training & Travel		5,716	6,939	8,100	8,100	12,620	55.80%
Supplies & Materials		940	940	1,567	1,567	3,611	130.44% **
Purchased Services		4,273	11,467	11,520	12,520	11,690	1.48%
Miscellaneous Expense		1,186,888	1,249,698	1,501,086	1,501,086	1,503,893	0.19%
<b>Full Time Equivalent Staff:</b>							
Personnel allocated to programs		1.34	1.31	1.23	2.23	2.35	

\* % change from prior year adopted budget

\*\* 2021 increase due to onboarding costs of new Coordinated Entry Specialist position

**CITY OF APPLETON 2021 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 Common Council approval of CDBG subrecipient awards.

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

The estimated award for the 2021-2022 program year is \$591,226. The allocation of the funds is as follows:

CDBG - Community Dev/Finance Admin	\$ 157,433*
Homeowner Rehab. Loan Program	<u>29,892</u>
	\$ 187,325
Awarded through competitive application process	<u>\$ 403,901</u>
Total estimated award	<u>\$ 591,226</u>

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

**PERFORMANCE INDICATORS**

	<u>Actual 2018</u>	<u>Actual 2019</u>	<u>Target 2020</u>	<u>Projected 2020</u>	<u>Target 2021</u>
<b>Client Benefits/Impacts</b>					
Funding for community programs					
Annual Entitlement Amount (program yr.)	\$ 593,953	\$ 587,652	\$ 577,214	\$ 592,072	\$ 591,226
Percent of awards spent on projects	81.00%	96.00%	91.26%	73.28%	79.12%
Average award (not including program income)	\$ 42,720	\$ 51,135	\$ 52,676	\$ 61,982	\$ 51,976
<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	1.22:1	1.20:1	1.5:1	1.20:1	1.5:1
<b>Work Process Outputs</b>					
# of Block Grant awards made	10	11	10	7	9

**CITY OF APPLETON 2021 BUDGET  
HOUSING AND COMMUNITY DEVELOPMENT GRANTS**

**Community Development Block Grant**

**Business Unit 2100**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2018	2019	Adopted 2020	Amended 2020	2021
<b>Revenues</b>					
421000 Federal Grants	\$ 372,349	\$ 489,021	\$ 499,520	\$ 519,520	\$ 561,334
Total Revenue	<u>\$ 372,349</u>	<u>\$ 489,021</u>	<u>\$ 499,520</u>	<u>\$ 519,520</u>	<u>\$ 561,334</u>
<b>Expenses</b>					
610100 Regular Salaries	\$ 35,639	\$ 24,090	\$ 14,676	\$ 27,866	\$ 35,500
615000 Fringes	14,829	6,471	3,741	10,551	14,846
620100 Training/Conferences	3,895	2,937	3,500	3,500	3,600
630100 Office Supplies	-	-	127	127	127
630300 Memberships & Licenses	940	940	940	940	940
632001 City Copy Charges	-	-	500	500	500
640100 Accounting/Audit Fees	500	5,650	1,560	1,560	1,460
641200 Advertising	228	364	400	400	400
641307 Telephone	39	48	60	60	60
659900 Other Contracts/Obligation	85	-	-	-	-
660800 Block Grant Payments	306,684	447,436	474,016	474,016	503,901
Total Expense	<u>\$ 362,839</u>	<u>\$ 487,936</u>	<u>\$ 499,520</u>	<u>\$ 519,520</u>	<u>\$ 561,334</u>

**DETAILED SUMMARY OF 2021 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	403,901
	<u>\$ 503,901</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 2021 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, Salvation Army of the Fox Cities, Harbor House, and Appleton Police Department.

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

For the 2020 program year, the City was successful in retaining two Housing Assistance Payment (HAP) grants through the Wisconsin Balance of State Continuum of Care (WIBOSCOC). The State HAP RRH and the State HAP RRH EXP programs were awarded in the amounts of \$25,000 and \$11,770 and will be collaborations between the City, ADVOCAP and Pillars, Inc.

New partners joined the EHH grant collaboration, expanding to include services from Harbor House Domestic Violence Shelter, Salvation Army of the Fox Cities' Housing Retention Program, and the Appleton Police Department through the City's motel voucher program.

**PERFORMANCE INDICATORS**

	<u>Actual 2018</u>	<u>Actual 2019</u>	<u>Target 2020</u>	<u>Projected 2020</u>	<u>Target 2021</u>
<b>Client Benefits/Impacts</b>					
\$ Grant Award ESG	\$ 222,432	\$ 217,200	\$ 218,734	\$ 202,430	\$ 214,021
\$ Grant Award HAP	\$ -	\$ -	\$ 25,000	\$ 36,770	\$ 45,489
<b>Strategic Outcomes</b>					
Expand the # of homeless persons served					
# assisted in emergency shelter	1,386	1,626	1,000	813	1,000
# assisted in rapid rehousing	82	111	75	47	50
# assisted with prevention services	122	181	150	132	100
<b>Work Process Outputs</b>					
# grant applications prepared	2	2	2	3	4
# of contract period extensions requested	0	2	0	0	0

**CITY OF APPLETON 2021 BUDGET  
HOUSING, HOMELESS AND BLOCK GRANTS**

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

**Business Unit 2140**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2018	2019	Adopted 2020	Amended 2020	2021
<b>Revenues</b>					
422400 Miscellaneous State Aids	\$ 195,788	\$ 265,584	\$ 258,157	\$ 263,157	\$ 259,510
Total Revenue	<u>\$ 195,788</u>	<u>\$ 265,584</u>	<u>\$ 258,157</u>	<u>\$ 263,157</u>	<u>\$ 259,510</u>
<b>Expenses</b>					
610100 Regular Salaries	\$ 4,321	\$ 4,009	\$ 5,916	\$ 9,216	\$ 18,363
615000 Fringes	1,973	1,910	2,807	4,507	9,416
640400 Consulting Services	-	-	5,700	5,700	5,700
663000 Other Grant Payments	172,970	273,906	243,734	243,734	226,031
Total Expense	<u>\$ 179,264</u>	<u>\$ 279,825</u>	<u>\$ 258,157</u>	<u>\$ 263,157</u>	<u>\$ 259,510</u>

**DETAILED SUMMARY OF 2021 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	HAP HP RRH	Total
Appleton Police Dept (Motel Voucher)	\$ 14,305	\$ -	\$ -	\$ -	\$ 14,305
ADVOCAP	56,931	12,500	5,885	-	75,316
Pillars RRH	27,031	12,500	5,885	8,719	54,135
Pillars Adult & Family Shelter	46,482	-	-	-	46,482
Pillars Adult Shelter	4,931	-	-	-	4,931
Harbor House DV Shelter	16,931	-	-	-	16,931
Salvation Army of the Fox Cities	13,931	-	-	-	13,931
	<u>\$ 180,542</u>	<u>\$ 25,000</u>	<u>\$ 11,770</u>	<u>\$ 8,719</u>	<u>\$ 226,031</u>

# CITY OF APPLETON 2021 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

### 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:**

The City of Appleton assumed the Coordinated Entry Specialist role for the Fox Cities mid-2020. This role leads the coordinated entry efforts for the community's Continuum of Care and manages all data associated to those efforts. In order to financially support this position, the City was successful in retaining the CoC CE-SSO administrative grant, which operates July 1-June 30 annually.

A new Strategic Outcomes measure was added for the 2021 budget year to track successes and improvements in the Coordinated Entry system. The measure tracks the average length of time homeless individuals and families remain on the Coordinated Entry Prioritization Lists.

### PERFORMANCE INDICATORS

	Actual 2018	Actual 2019	Target 2020	Projected 2020	Target 2021
<b>Client Benefits/Impacts</b>					
\$ Annual Award (COC 1 - RRH)	\$ 181,152	\$ 187,128	\$ 183,128	\$ 183,480	\$ 183,920
\$ Annual Award (COC 2 - HP RRH)	\$ 55,532	\$ 60,896	\$ 60,896	\$ 58,124	\$ 58,184
\$ Annual Award (COC 3 - RRH EXP)	\$ -	\$ 83,447	\$ 83,447	\$ 78,467	\$ 80,957
\$ Annual Award (COC 4 - CE SSO)	\$ -	\$ -	\$ -	\$ 32,177	\$ 32,177
<b>Strategic Outcomes</b>					
Help clients improve self-sufficiency					
% of participants that moved from transitional to permanent housing	55%	60%	70%	11%	70%
% of participants in permanent housing who maintained or increased income	31%	67%	77%	14%	77%
Average length of days on coordinated entry prioritization lists	New Measure	→	130 (singles) 75 (families)	130 (singles) 75 (families)	90 (singles) 60 (families)
<b>Work Process Outputs</b>					
# grants applications prepared	2	3	3	5	4
# of contracts period extensions requested	0	1	0	0	0



**CITY OF APPLETON 2021 BUDGET  
HOUSING, HOMELESS AND BLOCK GRANTS**

**Continuum of Care Program (COC)**

**Business Unit 2150**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2018	2019	Adopted 2020	Amended 2020	2021
<b>Revenues</b>					
422400 Miscellaneous State Aids	\$ 229,728	\$ 207,531	\$ 327,471	\$ 357,800	\$ 355,238
Total Revenue	<u>\$ 229,728</u>	<u>\$ 207,531</u>	<u>\$ 327,471</u>	<u>\$ 357,800</u>	<u>\$ 355,238</u>
<b>Expenses</b>					
610100 Regular Salaries	\$ 18,044	\$ 6,569	\$ 8,825	\$ 28,153	\$ 29,111
610500 Overtime Wages	-	115	-	-	-
615000 Fringes	8,241	3,580	4,187	14,188	14,819
620100 Training/Conferences	1,746	3,553	4,000	4,000	8,000
620600 Parking Permits	-	-	-	-	420
630100 Office Supplies	-	-	-	-	2,044
640400 Consulting	-	-	-	1,000	-
641307 Telephone	-	-	-	-	270
663000 Other Grant Payments	204,381	196,029	310,459	310,459	300,574
Total Expense	<u>\$ 232,412</u>	<u>\$ 209,846</u>	<u>\$ 327,471</u>	<u>\$ 357,800</u>	<u>\$ 355,238</u>

**DETAILED SUMMARY OF 2021 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	\$ 49,789	\$ -	\$ 16,467	\$ 66,256
Pillars, Inc.	18,864	58,184	41,501	\$ 118,549
Salvation Army	98,875	-	16,894	\$ 115,769
	<u>\$ 167,528</u>	<u>\$ 58,184</u>	<u>\$ 74,862</u>	<u>\$ 300,574</u>

**CITY OF APPLETON 2021 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 an increase in loan repayments, funding from new CDBG funding has been reduced to the amount needed for the partial costs of program delivery. 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.

**PERFORMANCE INDICATORS**

	<u>Actual 2018</u>	<u>Actual 2019</u>	<u>Target 2020</u>	<u>Projected 2020</u>	<u>Target 2021</u>
<b>Client Benefits/Impacts</b>					
Funding for LMI homeowner rehabilitation projects					
CDBG funds award amount	\$ 115,000	\$ 75,851	\$ 77,694	\$ 77,694	\$ 29,892
Program income received (all grants)	\$ 387,125	\$ 259,510	\$ 373,212	\$ 397,800	\$ 424,180
Unspent grant funds					
Committed	\$ 69,625	\$ 225,097	\$ 75,000	\$ 75,000	\$ 75,000
Uncommitted	\$ 271,761	\$ 128,787	\$ 160,000	\$ 160,000	\$ 160,000
<b>Strategic Outcomes</b>					
Improved LMI single-family homes and owner-occupied duplexes					
# of loans made	18	20	24	21	24
# units rehabilitated	18	24	24	21	24
# residents benefited	50	61	60	60	60
Average loan amount	\$ 16,794	\$ 25,450	\$ 15,000	\$ 17,000	\$ 15,000
Amount committed to rehab activity	\$ 302,295	\$ 509,003	\$ 360,000	\$ 360,000	\$ 360,000
<b>Work Process Outputs</b>					
# of applications processed	33	33	33	33	33
# of applications approved	17	20	27	27	27

**CITY OF APPLETON 2021 BUDGET  
HOUSING AND COMMUNITY DEVELOPMENT GRANTS**

**Homeowner Rehabilitation Loan Program**

**Business Unit 2160/2170/2190**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2018	2019	Adopted 2020	Amended 2020	2021
<b>Revenues</b>					
421000 Federal Grants	\$ 191,376	\$ 87,849	\$ 77,694	\$ 77,694	\$ 29,892
471000 Interest on Investments	518	1,450	-	-	-
503500 Other Reimbursements	228	460	-	-	-
505000 Project Repayments	387,275	268,560	373,212	373,212	424,180
<b>Total Revenue</b>	<b>\$ 579,397</b>	<b>\$ 358,319</b>	<b>\$ 450,906</b>	<b>\$ 450,906</b>	<b>\$ 454,072</b>
<b>Expenses</b>					
610100 Regular Salaries	\$ 68,558	\$ 69,650	\$ 69,486	\$ 69,486	\$ 72,253
615000 Fringes	16,371	15,586	17,020	17,020	17,419
620100 Training/Conferences	74	448	600	600	600
641307 Telephone	39	56	200	200	200
641308 Cellular Phones	40	39	-	-	-
659900 Other Contracts/Obligation	3,342	5,310	3,600	3,600	3,600
660800 Block Grant Payments	389,681	328,022	320,000	320,000	185,000
663000 Other Grant Payments	110,083	-	40,000	40,000	175,000
<b>Total Expense</b>	<b>\$ 588,188</b>	<b>\$ 419,111</b>	<b>\$ 450,906</b>	<b>\$ 450,906</b>	<b>\$ 454,072</b>

**DETAILED SUMMARY OF 2021 PROPOSED EXPENDITURES > \$15,000**

Block Grant Payments

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

Rehab projects \$ 185,000

Other Grant Payments

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

Rehab projects \$ 175,000

**CITY OF APPLETON 2021 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 \$4,734 (General Fund) are anticipated in 2021. The NP will not request additional CDBG funding in 2021 in order to draw down funds from prior year allocations. Once "caught up," 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 qualified by HUD.

**PERFORMANCE INDICATORS**

	<u>Actual 2018</u>	<u>Actual 2019</u>	<u>Target 2020</u>	<u>Projected 2020</u>	<u>Target 2021</u>
<b>Client Benefits/Impacts</b>					
# of new partnerships/ collaborations generated	1	2	1	2	1
# of registered neighborhoods	17	20	20	20	21
# of neighborhood program participants	37	31	25	30	25
<b>Strategic Outcomes</b>					
# of projects awarded grant funding	2	2	2	1	2
<b>Work Process Outputs</b>					
Grant Funds (CDBG)					
Committed	\$ -	\$ -	\$ 108,653	\$ -	\$ 108,653
Uncommitted	\$ 68,653	\$ 108,653	\$ -	\$ 108,653	\$ -
Spent	\$ -	\$ -	\$ 108,653	\$ -	\$ 108,653
General Funds					
Committed	\$ 3,300	\$ 4,800	\$ 4,224	\$ 1,500	\$ 4,734
Uncommitted	\$ 7,539	\$ 2,739	\$ -	\$ 1,734	\$ -
Spent	\$ 3,091	\$ 4,305	\$ 4,224	\$ 1,500	\$ 4,734

**CITY OF APPLETON 2021 BUDGET  
HOUSING AND COMMUNITY DEVELOPMENT GRANTS**

**Neighborhood Program**

**Business Unit 2180**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2018	2019	Adopted 2020	Amended 2020	2021
Revenues					
411000 Property Tax	\$ 3,000	\$ -	\$ -	\$ -	\$ 3,000
421000 Federal Grants	-	-	108,653	108,653	108,653
Total Revenue	<u>\$ 3,000</u>	<u>\$ -</u>	<u>\$ 108,653</u>	<u>\$ 108,653</u>	<u>\$ 111,653</u>
Expenses					
620100 Training/Conferences	\$ -	\$ -	\$ -	\$ -	\$ -
660800 Block Grant Payments	-	-	108,653	108,653	108,653
663000 Other Grant Payments	3,091	4,305	4,224	4,224	4,734
Total Expense	<u>\$ 3,091</u>	<u>\$ 4,305</u>	<u>\$ 112,877</u>	<u>\$ 112,877</u>	<u>\$ 113,387</u>

**DETAILED SUMMARY OF 2021 PROPOSED EXPENDITURES > \$15,000**

Block grant payments

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

**CITY OF APPLETON 2021 BUDGET  
HOUSING AND COMMUNITY DEVELOPMENT GRANTS**

	2018 <u>ACTUAL</u>	2019 <u>ACTUAL</u>	2020 <u>YTD ACTUAL</u>	2020 <u>ORIG BUD</u>	2020 <u>REVISED BUD</u>	2021 <u>BUDGET</u>
<b>Program Revenues</b>						
411000 Property Tax	3,000	-	-	-	-	3,000
421000 Federal Grants	563,725	576,871	125,950	685,867	705,867	699,879
422400 Miscellaneous State Aids	425,516	473,115	205,173	585,628	620,957	614,748
471000 Interest on Investments	518	1,450	35	-	-	-
503500 Other Reimbursements	228	460	180	-	-	-
505000 Project Repayments	<u>387,275</u>	<u>268,560</u>	<u>452,699</u>	<u>373,212</u>	<u>373,212</u>	<u>424,180</u>
<b>TOTAL PROGRAM REVENUES</b>	<u>1,380,262</u>	<u>1,320,456</u>	<u>784,037</u>	<u>1,644,707</u>	<u>1,700,036</u>	<u>1,741,807</u>
<b>Personnel</b>						
610100 Regular Salaries	117,112	96,470	71,026	98,903	134,721	155,227
610500 Overtime Wages	-	115	360	-	-	-
611400 Sick Pay	1,200	549	304	-	-	-
611500 Vacation Pay	8,250	7,299	2,890	-	-	-
615000 Fringes	<u>41,415</u>	<u>27,546</u>	<u>22,276</u>	<u>27,755</u>	<u>46,266</u>	<u>56,500</u>
<b>TOTAL PERSONNEL</b>	<u>167,977</u>	<u>131,979</u>	<u>96,856</u>	<u>126,658</u>	<u>180,987</u>	<u>211,727</u>
<b>Training~Travel</b>						
620100 Training/Conferences	5,716	6,939	1,439	8,100	8,100	12,200
620600 Parking Permits	-	-	-	-	-	420
<b>TOTAL TRAINING / TRAVEL</b>	<u>5,716</u>	<u>6,939</u>	<u>1,439</u>	<u>8,100</u>	<u>8,100</u>	<u>12,620</u>
<b>Supplies</b>						
630100 Office Supplies	-	-	90	127	127	2,171
630300 Memberships & Licenses	940	940	940	940	940	940
632001 City Copy Charges	-	-	-	500	500	500
<b>TOTAL SUPPLIES</b>	<u>940</u>	<u>940</u>	<u>1,030</u>	<u>1,567</u>	<u>1,567</u>	<u>3,611</u>
<b>Purchased Services</b>						
640100 Accounting/Audit Fees	500	5,650	-	1,560	1,560	1,460
640400 Consulting Services	-	-	1,420	5,700	6,700	5,700
641200 Advertising	228	364	219	400	400	400
641307 Telephone	77	104	61	260	260	530
641308 Cellular Phones	40	39	71	-	-	-
659900 Other Contracts/Obligation	<u>3,428</u>	<u>5,310</u>	<u>2,145</u>	<u>3,600</u>	<u>3,600</u>	<u>3,600</u>
<b>TOTAL PURCHASED SVCS</b>	<u>4,273</u>	<u>11,467</u>	<u>3,916</u>	<u>11,520</u>	<u>12,520</u>	<u>11,690</u>
<b>Miscellaneous Expense</b>						
660800 Block Grant Payments	696,363	775,458	451,592	902,669	902,669	797,554
663000 Other Grant Payments	<u>490,525</u>	<u>474,240</u>	<u>204,090</u>	<u>598,417</u>	<u>598,417</u>	<u>706,339</u>
<b>TOTAL MISCELLANEOUS EXP</b>	<u>1,186,888</u>	<u>1,249,698</u>	<u>655,682</u>	<u>1,501,086</u>	<u>1,501,086</u>	<u>1,503,893</u>
<b>TOTAL EXPENSE</b>	<u>1,365,794</u>	<u>1,401,023</u>	<u>758,923</u>	<u>1,648,931</u>	<u>1,704,260</u>	<u>1,743,541</u>

**CITY OF APPLETON 2021 BUDGET**  
**HOUSING AND COMMUNITY DEVELOPMENT GRANTS**  
**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)**

<b>Revenues</b>	2018 Actual	2019 Actual	2020 Budget	2020 Projected	2021 Budget
Property Taxes	\$ 3,000	\$ -	\$ -	\$ -	\$ 3,000
Intergovernmental	989,241	1,049,985	1,271,495	1,296,495	1,314,627
Other	388,021	270,470	373,212	373,212	424,180
Total Revenues	<u>1,380,262</u>	<u>1,320,455</u>	<u>1,644,707</u>	<u>1,669,707</u>	<u>1,741,807</u>
<b>Expenses</b>					
Program Costs	<u>1,365,794</u>	<u>1,401,023</u>	<u>1,648,931</u>	<u>1,667,272</u>	<u>1,743,541</u>
Total Expenses	<u>1,365,794</u>	<u>1,401,023</u>	<u>1,648,931</u>	<u>1,667,272</u>	<u>1,743,541</u>
Revenues over (under) Expenses	14,468	(80,568)	(4,224)	2,435	(1,734)
<b>Other Financing Sources (Uses)</b>					
Operating Transfers In	-	(8,951)	-	-	-
Net Change in Equity	14,468	(89,519)	(4,224)	2,435	(1,734)
Fund Balance - Beginning	209,951	224,419	134,900	134,900	137,335
Residual Equity Transfers Out	-	-	-	-	-
Fund Balance - Ending	<u>\$ 224,419</u>	<u>\$ 134,900</u>	<u>\$ 130,676</u>	<u>\$ 137,335</u>	<u>\$ 135,601</u>

