

# CONSOLIDATED ANNUAL PERFORMANCE EVALUATION REPORT (CAPER)

City of Appleton CDBG 2024

## [Abstract](#)

This report provides a summary of the City of Appleton's accomplishments during the 2024 Community Development Block Grant program.

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## CR-05 - Goals and Outcomes

### **Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)**

This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

The primary goal of the City of Appleton's Community Development Block Grant (CDBG) program is *to develop a viable urban community through the provision of decent housing, suitable living environments, and economic opportunities*, namely for low- and moderate-income persons. Main priorities of the 2024 program year (April 1, 2025 to March 31, 2025) included maintaining affordable housing options through homeowner rehabilitation loans and grants, assisting the continued operation of local non-profits through public facilities improvements, providing public services for persons experiencing homelessness or housing instability, and small business economic development efforts.

The City received a 3% increase in its CDBG funding from the previous year, with a total allocation of \$590,504. The City kicked off the allocation process with its allocations to ongoing City projects and programs, followed by an application period for City Departments. Once City allocations were completed, the City accepted applications from non-profit organizations that had completed required training. During the competitive external application process for non-profit subrecipients, the City received seven applications for funding from the 2024 allocation. Additionally, we received an additional two applications for public services projects that were seeking funds from a reallocation of unused 2023 funds. One applicant was not awarded. Each of these applications represented priority areas from Appleton's 2020-2024 Consolidated Plan, including providing housing rehabilitation assistance, public facilities improvements, small business development, fair housing services, and affordable housing acquisitions. In total, Appleton was able to provide over \$336,000 to external subrecipients. In addition, Appleton committed \$253,575 to core City projects. Over 80% of the total award benefitted low-and moderate-income individuals and families in the City of Appleton.

### **Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)**

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee's program year goals.

Goal	Category	Source / Amount	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Acquisition for new housing	Affordable Housing	CDBG: \$	Homeowner Housing Added	Household Housing Unit	5	6	120.00%			
Administration	Administration	CDBG: \$	Other	Other	5	5	100.00%			
Economic Development	Non-Housing Community Development	CDBG: \$15524 / CDBG-CV1: \$	Jobs created/retained	Jobs	0	30		0	15	
Economic Development	Non-Housing Community Development	CDBG: \$15524 / CDBG-CV1: \$	Businesses assisted	Businesses Assisted	4	32	800.00%	20	14	70.00%
Economic Development	Non-Housing Community Development	CDBG: \$15524 / CDBG-CV1: \$	Other	Other	0	0		0	0	
Homebuyer assistance	Affordable Housing	CDBG: \$	Homeowner Housing Rehabilitated	Household Housing Unit	0	0				
Homebuyer assistance	Affordable Housing	CDBG: \$	Direct Financial Assistance to Homebuyers	Households Assisted	25	12	48.00%			

Improve & maintain housing stock	Affordable Housing Non-Homeless Special Needs	CDBG: \$	Homeowner Housing Rehabilitated	Household Housing Unit	180	23	12.78%	32	32	100.00%
Improve & maintain housing stock	Affordable Housing Non-Homeless Special Needs	CDBG: \$	Direct Financial Assistance to Homebuyers	Households Assisted	0	0		2	3	150.00%
Neighborhood Revitalization	Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	6000	2000	33.33%	0	0	
Public facilities improvement	Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	1300	2205	169.62%			
Public facilities improvement	Non-Housing Community Development	CDBG: \$	Public Facility or Infrastructure Activities for Low/Moderate Income Housing Benefit	Households Assisted	0	0		600	604	100.67%

Public services	Homeless Non-Homeless Special Needs	CDBG: \$	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	200	435	217.50%			
Public services	Homeless Non-Homeless Special Needs	CDBG: \$	Public service activities for Low/Moderate Income Housing Benefit	Households Assisted	0	0		500	0	0.00%
Public services	Homeless Non-Homeless Special Needs	CDBG: \$	Homeless Person Overnight Shelter	Persons Assisted	1591	1718	107.98%			
Rental rehabilitation	Affordable Housing	CDBG: \$	Rental units rehabilitated	Household Housing Unit	0	0				

**Table 1 - Accomplishments – Program Year & Strategic Plan to Date**

**Assess how the jurisdiction’s use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.**

During the 2024 program year, City of Appleton's allocations primarily focused on projects that addressed the rehabilitation of homeowner housing, public facilities improvements for organizations serving persons experiencing homelessness, and public services for persons experiencing homelessness or other basic needs crises. Fair Housing and Economic Development were two other areas of funding that have been consistently supported throughout many years of CBDG in Appleton. All funded projects addressed Strategic Plan objectives (decent housing, suitable living environments, and expanded economic opportunities) and high priority needs under the 2020-2024 Consolidated Plan (housing rehabilitation, public services). The City focused on the provision of affordable housing and retaining existing homeowner housing at affordable rates by funding organizations that complete homeowner rehab and acquisition or financial assistance programs, such as Rebuilding

Together Fox Valley, Habitat for Humanity, Appleton Housing Authority, and the City's Housing Rehabilitation Loan Program. Additionally, the City supported public services for people experiencing homelessness or other basic needs crises by creating a new Community Resource Navigator position, to ensure that people are quickly and efficiently connected with the resources available to them throughout Appleton.

The City funded public facilities improvements to two agencies, Pillars and Salvation Army. Salvation Army's project is still in the works and has not yet been finalized. Pillars was able to replace their aging fire suppression system of the Adult and Family Shelter, enabling the agency to keep the only child-friendly homeless shelter in Appleton open and safe for habitation. The City funded economic development through Wisconsin Women's Business Initiative Corporation and Metro Milwaukee Fair Housing Council provided Fair Housing Services to assist residents in cases of suspected discrimination and unfair housing practices.

## CR-10 - Racial and Ethnic composition of families assisted

Describe the families assisted (including the racial and ethnic status of families assisted).

91.520(a)

	CDBG
White	380
Black or African American	127
Asian	31
American Indian or American Native	27
Native Hawaiian or Other Pacific Islander	1
<b>Total</b>	<b>566</b>
Hispanic	36
Not Hispanic	634

**Table 2 – Table of assistance to racial and ethnic populations by source of funds**

### Narrative

City of Appleton and its subrecipients provide CDBG assistance to all Appleton residents who qualify for the programs funded, regardless of race. Race does not factor into CDBG eligibility.

## CR-15 - Resources and Investments 91.520(a)

### Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	public - federal	781,181	336,805

Table 3 - Resources Made Available

### Narrative

The City of Appleton gives preference to CDBG applicants who can demonstrate well-established budgets utilizing various funding sources.

The resources directly reflected in this report include: CDBG grant awards and program income generated from the Appleton Housing Authority and the City's Housing Rehabilitation Loan Program.

### Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description

Table 4 – Identify the geographic distribution and location of investments

### Narrative

Appleton does not target a specific geographic area for investment of CDBG funds.



## **Leveraging**

**Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.**

While the City of Appleton does not implement a match requirement associated with CDBG funding, no activity or program operated solely with CDBG funding. Many of the 2024 CDBG subrecipients utilized several other funding resources for the successful implementation of their programs.

## CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	0	0
Number of Non-Homeless households to be provided affordable housing units	32	32
Number of Special-Needs households to be provided affordable housing units	0	0
<b>Total</b>	<b>32</b>	<b>32</b>

Table 5 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	0	0
Number of households supported through The Production of New Units	0	0
Number of households supported through Rehab of Existing Units	32	32
Number of households supported through Acquisition of Existing Units	6	4
<b>Total</b>	<b>38</b>	<b>36</b>

Table 6 – Number of Households Supported

**Discuss the difference between goals and outcomes and problems encountered in meeting these goals.**

The City and its subrecipients that provide Housing Rehabilitation services had the goal of providing assistance to 32 households during the 2024 program year, and was able to meet that goal. This included one family assisted by Habitat for Humanity (2 units acquired and rehabbed, 1 family placed), 16 households assisted by the City's Housing Rehabilitation Loan Program, 10 households assisted by Rebuilding Together Fox Valley, and 8 total households for the Appleton Housing Authority (3 with acquisition assistance, 5 with rehab assistance).

**Discuss how these outcomes will impact future annual action plans.**

Appleton continues to recognize housing affordability as a major challenge to residents in our community, with the City prioritizing programs that respond to housing needs, for both rehabilitation efforts and homelessness services and prevention efforts. We are meeting our goals for the number of households to assist for both rehabilitation and homeless services and plan to continue investments into these vital services for Appleton's residents. Providing that funding remains available, the City plans to continue support housing rehabilitation throughout the City.

**Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.**

<b>Number of Households Served</b>	<b>CDBG Actual</b>	<b>HOME Actual</b>
Extremely Low-income	379	0
Low-income	49	0
Moderate-income	22	0
<b>Total</b>	<b>450</b>	<b>0</b>

**Table 7 – Number of Households Served**

**Narrative Information**

## **CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)**

**Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:**

### **Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

**City of Appleton** employed a new position utilizing CDBG funds, the Community Resource Navigator, who makes contact with persons experiencing homelessness or other basic needs crises to get them connected with the resources available to them within the community. This position comes into contact with a variety of persons experiencing housing-related issues in Appleton and ensures that people can efficiently and quickly access resources. Additionally, as a requirement of our COC participation, Appleton employs a Coordinated Entry Specialist who has regular interactions with persons experiencing homelessness and works to get clients onto the prioritization list that agencies pull clients from. This staff person has regular communication with service providers in Appleton and is funded through a variety of funding sources including CDBG. This staff position has been immensely helpful to increase the City's capacity to assist homelessness service organizations and provide residents with connections to necessary resources.

**Pillars, Inc.** employs a Street Outreach Team that connects with individuals who are unsheltered or staying in a place not meant for human habitation. The Street Outreach workers, while not financially supported through CDBG funding, connect with people and build rapport to ultimately offer mainstream resources. City of Appleton also provides CDBG-CV funding for winter Motel Vouchers to ensure that individuals and families experiencing homelessness had a safe, temporary place to stay, until a more permanent housing solution was identified. Pillars is responsible for the administration of the Motel Voucher program.

Additionally, **Salvation Army, Pillars, City of Appleton**, and many other organizations in the area participate in Coordinated Entry to identify residents in need of housing services and are members of the Fox Cities Housing Coalition, which provides an opportunity for service providers to strengthen their connections and service provision.

### **Addressing the emergency shelter and transitional housing needs of homeless persons**

The City of Appleton continued as the fiscal administrator for the Fox Cities Continuum of Care Rapid Re-Housing programs and the State of Wisconsin Emergency Homeless and Housing programs, serving as the lead agency and administering funds to Pillars Inc, Salvation Army of the Fox Cities, Harbor House, and ADVOCAP. Pillars and Salvation Army both received 2024 CDBG Entitlement funding to support their shelter/housing locations, in an effort to maintain housing units and programs addressing the needs of individuals and families experiencing homelessness in the Appleton community.

**Pillars Inc** operated two emergency shelters and a resource center, providing temporary shelter to both households with and without children. The Adult and Family Shelter served as a 24-hour shelter for households with and without children who were experiencing literal homelessness. The Adult Shelter served as a nighttime shelter only for households without children. Both shelters provided case management, access to supportive housing, and referrals to mainstream and specialized resources based on client need. Additionally, Pillars offered supportive housing programming to households experiencing homelessness, including households with children, household without children, survivors of domestic violence, veterans, and chronic homelessness.

**Salvation Army of the Fox Cities'** Housing Retention Program, previously funded by CDBG funding, offered up to 18 months of financial support and case management for families who were at-risk of becoming homeless. The assistance and case management allowed households to maintain their current housing while stabilizing their situation and preventing homelessness.

**Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs**

**The City of Appleton's** Community Resource Navigator position works with households at risk of becoming homelessness and persons transitioning out of institutions and systems of care to get them connected to resources available in the community and prevent an eviction or loss of housing before it happens. This type of intervention is critical as it can help keep a household's eviction record clean and enable them to have more opportunities in future markets without that mark on their record.

The Prevention and Diversion Program at **Pillars, Inc.**, previously funded by CDBG funding, is a case management program that offered security deposits and rental assistance on a short-term basis for households imminently at risk of becoming homeless throughout the 2024 program year. The program provided coaching, advocacy, support, and connection with clients as a means to further their journey toward healthy interdependence. By following a strengths-based, client- centered approach, Pillars was able to prevent these households from becoming homeless and entering a shelter.

**Rebuilding Together Fox Valley** played an important role in preventing homelessness by assisting low-income homeowners in addressing critical home modifications and repairs that impacted the health of safety of occupancy. To qualify to receive services from Rebuilding Together, homeowners must have a household income that is below 80 percent of the county median income, and do not qualify for other community assistance programs. When forced to make decisions between providing necessities to the household, such as food, healthcare, etc- and repairing their home, homeowners defer the necessary home maintenance just to survive another month. The condition of the home continues to deteriorate month after month, until the home becomes a health and/or safety hazard.

**Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again**

The City of Appleton collaborated with several CDBG subrecipient organizations through the Fox Cities Housing Coalition, ensuring that a continuum of care strategy was implemented and executed appropriately in the community. Reports and local data indicate that individuals and families experiencing chronic homelessness in the Appleton community continued to be a concern. As a result, the City of Appleton worked closely with partners, including Pillars, Salvation Army, Habitat for Humanity, Rebuilding Together Fox Valley, LEAVEN, and ADVOCAP, to incorporate additional permanent supportive housing options into the community, which included successfully retaining additional federal funding to this cause.

**LEAVEN's** High-Risk Prevention Program addressed the needs of individuals imminently at-risk of homelessness because of the magnitude of their crisis or their chronic inability to meet their own basic needs. Case plans were written, goals were established, and expectations were set to promote self-sufficiency and prevent future episodes of homelessness. LEAVEN often partnered with other agencies, such as Fox Valley Veterans Council, Pillars, St. Vincent de Paul, Neenah-Menasha Emergency Society, Appleton Alliance Church, and other local churches to assist at higher levels to reduce a household's length of homelessness if not entirely.

**Pillars, Inc.** Pillars was able to continue with both their Winter Overflow Shelter Program and their 7 Days of Service Program, which allowed Pillars to increase shelter capacity from October to April, utilizing motel rooms as well as increasing their Adult Shelter housing to be open 24/7 during the winter months.

## **CR-30 - Public Housing 91.220(h); 91.320(j)**

### **Actions taken to address the needs of public housing**

While the City of Appleton worked closely with the Appleton Housing Authority to address issues related to affordable housing, no portion of the 2024 CDBG funds were directly used to create or address needs of their public housing stock.

### **Actions taken to encourage public housing residents to become more involved in management and participate in homeownership**

The **Appleton Housing Authority's** Homebuyer Program helps first-time homebuyers and low-and moderate-income homeowners to cover downpayment and closing costs, and assists with rehabilitation to ensure that houses are liveable and safe for the families moving in. This program markets to other AHA programs, including the Family Self-Sufficiency and Public Housing Family programs. The Homebuyer Program Manager worked with the Family Self-Sufficiency Program Support Specialist to provide pre-purchase goal planning for program participants.

### **Actions taken to provide assistance to troubled PHAs**

The Appleton Housing Authority was not designated as a trouble housing authority.

## **CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)**

**Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)**

The **City of Appleton** debuted Housing Development process improvements to make the process to receive a permit smoother and easier to understand. The City recognizes the role of zoning and land use requirements in the development process and is working to ensure that housing can be developed quickly and at a reasonable cost in the City of Appleton. Additionally, the City recognizes that approximately 300 new housing units are needed per year until 2030 to meet the 2030 expected population projections for Appleton. These efforts will improve the speed of development in Appleton and help ensure that all residents have access to affordable housing options at their income level. Additionally, the City is in the process of completing a Comprehensive Plan update, including updating the future land use map to ensure flexibility of development.

### **Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)**

The **Housing Rehab Loan Program** helped property owners to maintain their homes so they could continue to live in the home most affordable to them. Many of the assisted homeowners had satisfied their mortgage, or had a low mortgage payment. With increased rent and an extremely competitive rental market, for most, homeownership is a better option for long-term affordability and stability. The City was able to assist 16 households this program year through the Housing Rehab Loan Program.

**Pillars** maintains more than 140 affordable housing units in their housing portfolio, and oftentimes include significant supportive services as a condition of the rental lease agreement. This includes units to serve young adults suffering from mental health issues, units to serve chronically homeless households, and several SRO properties primarily serving clients who are currently homeless. Additionally, Pillars will accommodate any reasonable request for accommodations as necessary.

**Rebuilding Together Fox Valley** is the only agency in the area that provides home repairs at no cost to the homeowner. Many homeowners do not have the financial capacity or credit worthiness to afford loans to pay for expensive and extensive home repairs. RTFV makes it possible for low-income homeowners, primarily elderly, disabled, and veterans, to live in a safe and healthy home. RTFV helped preserve the stock of affordable housing available to low-income homeowners and homebuyers before the homes became a health and safety hazard.

### **Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)**

In all instances of affordable housing rehabilitation projects, including the **Appleton Housing Authority**, **Rebuilding Together Fox Valley**, **Habitat for Humanity**, and the **City of Appleton's Housing**



**Rehabilitation Loan Program**, the units were inspected under multiple assessments, including lead risk. If lead hazards did exist, the organization was required to address the hazards as part of the rehabilitation, and at project completion, conduct clearance tests to ensure the unit was lead safe.

The **Appleton Housing Authority** Homebuyer Program Manager holds a certificate for Housing Quality Standards (HQS) inspection. Prior to purchase, all homes received an HQS inspection. Additionally, the AHA contracts with licensed lead clearing companies to test for lead presence in the homes. If lead hazards were identified, remediation was included in the rehabilitation component of the program.

**Pillars** ensures that all units meet HQS requirements and provides necessary lead remediation services prior to tenant move-in.

### **Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)**

The **Appleton Housing Authority** and **Habitat for Humanity** each provided mechanisms for breaking the cycle of poverty through their affordable homeownership programs. Obtaining a mortgage and affordable home for many low- to moderate-income families provides some stability with a lower cost of living and community investment. Additionally, Habitat offered supportive services to all families including job coaching, budget counseling, and provided access to education.

**LEAVEN's** Community Resource Center was specifically created to help clients transition from crisis management to self-sufficiency, and reduce the number of poverty-level families in the Appleton community. The Center incorporates an innovative service delivery model, ensuring the ability to address client challenges in a more comprehensive and systemic way. LEAVEN's community partners share the belief that together, a greater social change can be created than would be possible by an individual organization working alone. The Center's integrated support system provided a more holistic approach, inspiring people to improve their lives, realize their potential, and envision a better future for themselves and their families.

The safe, decent and affordable housing provided by **Pillars** helped households in poverty create a more stable life, and gain access to resources such as education, budgeting, employment and health and wellness. Clients were encouraged to collaborate with program case managers to generate goals and work plans toward achieving self sufficiency.

**Rebuilding Together Fox Valley** alleviated the expenses of home repairs for 10 households by providing services at no cost to the homeowner. This allowed the household to redirect their money to other essential needs.

### **Actions taken to develop institutional structure. 91.220(k); 91.320(j)**

Public institutions, non-profit organizations, and private companies comprise the institutional structure that supports the City of Appleton's community development activities, specifically as they relate to

CDBG. The City of Appleton, as the major public sector component, served as the lead fiscal and administrative agent for all community development grant programs, including the Community Development Block Grant (CDBG) program, Continuum of Care/Permanent Supportive Housing program (COC PSH), and the Emergency Housing and Homeless program (EHH). The Community and Economic Development and Finance Departments worked together to administer these grants.

Through an active membership of the Fox Cities Housing Coalition- which is comprised of nonprofit and supportive service agencies in the community- the City of Appleton continued to encourage open lines of communication and discussion regarding community development needs in the area. Nearly all subrecipients funded during the 2024PY are active members of the Fox Cities Housing Coalition, which helps to coordinate and maintain the institutional structure of the community's continuum of care.

**Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)**

The Fox Cities Housing Coalition continued to coordinate efforts between public and private housing providers and social service agencies. Each member agency in the Coalition worked to ensure that all individuals- whether homeless, imminently at-risk of homelessness, or in need of affordable housing, or services- were provided the shelter and support necessary. This network ensures efficiency and effectiveness among the programs offered in the community, and makes every effort to eliminate duplication or redundancy.

**Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)**

The Metropolitan Milwaukee Fair Housing Council (MMFHC), through its satellite office, the Fair Housing Center of Northeast Wisconsin (FHCNW), was to conduct the following fair housing program activities during the 2024-2025 contract year:

1. Fair housing complaint intake, case management, and investigative services: During the contract year, MMFHC conducted intake of fair housing complaints from a total of seven (7) individuals in the City of Appleton. All of these complainants were provided with technical assistance as to their rights under federal, state, and local fair housing laws.
2. Information and Referral Services: FHCNW also provided information and referral services to individuals with non-fair housing inquiries throughout the 2024-2025 program year. Examples of non-fair housing inquiries include questions or concerns about tenant rights, subsidized housing, financial assistance, health or safety concerns in housing, and/or evictions. In addition to appropriate referrals to community resources, all callers also received basic information about fair housing protections delineated under federal, state, and local law, as well as programs and services offered by MMFHC. In the 2024-2025 grant period, MMFHC provided 20 individuals with information and referral services.

3. Technical Assistance: As part of 2024-2025 grant activities, MMFHC also provided technical assistance to City of Appleton stakeholders; recipients of technical assistance services may include residents or individuals seeking housing in Appleton, local housing providers, and/or social service agencies and other entities that serve the City of Appleton. During the 2024-2025 grant year, MMFHC provided three (3) individuals with technical assistance regarding protections and obligations under federal, state, and local fair housing laws.

4. Fair Housing Presentations: Under the terms of this contract, FHCNW was to conduct a total of three (3) fair housing presentations in the City of Appleton. FHCNW met this goal by providing three (3) fair housing presentations to a total of 82 attendees.

5. Fair Housing Training: During the 2024-2025 program year, MMFHC was to conduct one (1) fair housing training seminar for housing providers and housing advocates in the City of Appleton. MMFHC met this goal by conducting a free, comprehensive rental management training seminar on March 11, 2025. A total of 12 individuals were in attendance.

6. Interagency Meetings: Under this contract, FHCNW was to participate in the Fox Cities Housing Coalition (FCHC) throughout the program year. FHCNW met this goal by attending eight (8) FCHC meetings, both in person and virtually. FHCNW also conducted a fair housing presentation during the January 2025 monthly meeting of the FCHC, which included a special focus on MMFHC's Inclusive Communities Program and its work to expand housing choice throughout Wisconsin.

7. Distribution of fair housing materials: During the grant year, FHCNW was to distribute fair housing education materials that describe the protected classes and prohibited practices under federal, state, and local fair housing laws throughout the City of Appleton. FHCNW met this goal by distributing a total of 1,233 fair housing informational materials to 14 organizations and agencies that serve the City of Appleton.

8. Other Outreach Activities: In addition to the outreach activities noted above, FHCNW conducted a total of 47 community outreach contacts with 30 organizations and agencies serving the City of Appleton.

## **CR-40 - Monitoring 91.220 and 91.230**

**Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements**

Ensuring that CDBG funds are utilized efficiently and effectively is continuous throughout each program year. The procedures associated with monitoring activities and assuring that the activities are meeting objectives and goals set forth in the 2020-2024 Consolidated Plan are initiated during the annual application process.

During Fall 2023, applications were received and reviewed for eligibility by staff in the City of Appleton's Community Development Department. An Advisory Board, comprised of City Council members, City Committee members, and community agency members with experience in grant awarding were responsible for identifying which eligible activities proposed met the greatest need in the community. Recommendations by the Advisory Board were then approved by the City of Appleton's Community and Economic Development Committee, and then the City Council.

Meeting high priority needs and objectives, as identified in the 2020-2024 Consolidated Plan, was emphasized to both applicants and reviewers, magnifying the importance the City of Appleton places on community-identified needs and priorities.

Throughout the 2024 CDBG program year, awarded subrecipients submitted accomplishment reports and payment requests documenting the progress made by their activities. These reports and requests were used by City of Appleton staff to track activity accomplishments, expenditure accuracy, and record keeping. Sufficient documentation, reasonable expenses, and qualifying activities were evaluated. Failure to submit, or identified discrepancies in any of these areas, also triggered additional technical assistance and/or monitoring

## **Citizen Participation Plan 91.105(d); 91.115(d)**

**Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.**

Citizens were provided with two separate opportunities for public comment: a 15-day public comment period and a public hearing at a regularly-scheduled meeting of the City of Appleton's Community

Development Committee. The public comment period was open May 27, 2025 to June 10, 2025, and the public hearing was held during the June 11, 2025, Community Development Committee meeting. Comments and views of citizens were taken into account and included within the CAPER, as appropriate. Notice of both the open public comment period and the public hearing opportunity were published in the local newspaper under public notices to ensure there was adequate announcement of the opportunity to provide feedback.

### **CR-45 - CDBG 91.520(c)**

**Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.**

**Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?**

No

**[BEDI grantees] Describe accomplishments and program outcomes during the last year.**

**CR-45 - CDBG 91.520(c)**

**Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.**

**Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?**

No

**[BEDI grantees] Describe accomplishments and program outcomes during the last year.**

## CR-58 – Section 3

Identify the number of individuals assisted and the types of assistance provided

Total Labor Hours	CDBG	HOME	ESG	HOPWA	HTF
Total Number of Activities	0	0	0	0	0
Total Labor Hours					
Total Section 3 Worker Hours					
Total Targeted Section 3 Worker Hours					

**Table 8 – Total Labor Hours**

Qualitative Efforts - Number of Activities by Program	CDBG	HOME	ESG	HOPWA	HTF
Outreach efforts to generate job applicants who are Public Housing Targeted Workers					
Outreach efforts to generate job applicants who are Other Funding Targeted Workers.					
Direct, on-the job training (including apprenticeships).					
Indirect training such as arranging for, contracting for, or paying tuition for, off-site training.					
Technical assistance to help Section 3 workers compete for jobs (e.g., resume assistance, coaching).					
Outreach efforts to identify and secure bids from Section 3 business concerns.					
Technical assistance to help Section 3 business concerns understand and bid on contracts.					
Division of contracts into smaller jobs to facilitate participation by Section 3 business concerns.					
Provided or connected residents with assistance in seeking employment including: drafting resumes, preparing for interviews, finding job opportunities, connecting residents to job placement services.					
Held one or more job fairs.					
Provided or connected residents with supportive services that can provide direct services or referrals.					
Provided or connected residents with supportive services that provide one or more of the following: work readiness health screenings, interview clothing, uniforms, test fees, transportation.					
Assisted residents with finding child care.					
Assisted residents to apply for, or attend community college or a four year educational institution.					
Assisted residents to apply for, or attend vocational/technical training.					
Assisted residents to obtain financial literacy training and/or coaching.					
Bonding assistance, guaranties, or other efforts to support viable bids from Section 3 business concerns.					
Provided or connected residents with training on computer use or online technologies.					
Promoting the use of a business registry designed to create opportunities for disadvantaged and small businesses.					
Outreach, engagement, or referrals with the state one-stop system, as designed in Section 121(e)(2) of the Workforce Innovation and Opportunity Act.					

Other.					
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**Table 9 – Qualitative Efforts - Number of Activities by Program**

## Narrative