

Community Development Block Grant (CDBG) 2017 CITY PROPOSAL FORM

PART A – CONTACT INFORMATION

1. **Program/Project Name:** Community and Economic Development – Housing Project
2. **Contact Person Name/Title:** Karen Harkness/Director
3. **City Department:** Community and Economic Development
4. **Supervisor Name/Title (if applicable):** /
5. **Telephone Number:** (920) 832-6468
6. **Fax Number:** (920) 832-5994
7. **Email Address:** Karen.Harkness@appleton.org

PART B – INDICATORS

1. **To be eligible for funding, the program/project for which you are requesting funding must address one national objective.**
 - The project meets the needs of low- and moderate-income persons. At least 51 percent of the participants or beneficiaries of the project will meet the low- and moderate-income guidelines listed in Exhibit A.
 - The project is located in a low- and moderate-income area. In this case, the project must be available to all the residents of one of the areas identified on the map in Exhibit B and primarily residential. Typical activities funded are area street improvements, water and sewer lines, parks and other public facilities.
 - The project meets the needs of one of the following specific groups of people (low-mod limited clientele): abused children, elderly persons, battered spouses, homeless persons, severely disabled persons, illiterate adults, persons living with AIDS and migrant farm workers.
 - The project provides housing assistance to low- and moderate-income households. Fundable activities include housing rehabilitation, acquisition of property for housing and homeownership assistance.
 - The project creates or retains jobs for low- and moderate-income persons.
 - The project eliminates specific instances of blight or physical decay. The only activities to be funded under this category are acquisition, demolition or rehabilitation of buildings.

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2. Program category:

- | | |
|--|---|
| <input checked="" type="checkbox"/> Acquisition | <input checked="" type="checkbox"/> Housing |
| <input type="checkbox"/> Administration/Planning | <input type="checkbox"/> Public Facilities |
| <input type="checkbox"/> Economic Development | <input type="checkbox"/> Public Services |

3. Priority need(s) met (use list provided in Exhibit C):

- a) Acquisition for new housing
- b) Improve and maintain housing stock
- c) Neighborhood revitalization

4. Proposed output type and number (select more than one if necessary):

- | | |
|--|--|
| <input type="checkbox"/> _____ persons directly served | <input checked="" type="checkbox"/> 5 housing units rehabilitated/acquired |
| <input checked="" type="checkbox"/> 5 households directly served | <input type="checkbox"/> _____ jobs created/retained |
| <input type="checkbox"/> _____ businesses rehabilitated | <input type="checkbox"/> _____ other (<i>specify:</i> _____) |

5. Check one HUD-defined objective that best relates to your potential CDBG-funded program:

- Create Suitable Living Environments → address issues in daily life (social barriers, physical barriers, etc.)
- Provide Decent Affordable Housing → address individual, family, or neighborhood housing needs
- Expand Economic Opportunity → address economic development (job creation, commercial rehab, etc.)

6. Check one HUD-defined outcome that best relates to your potential CDBG-funded program:

- Availability/Accessibility → make basic services more readily available/accessible to low-income persons
- Affordability → make basic services more affordable for low-income persons in a variety of ways
- Sustainability → improve the overall viability of communities (blight elimination, LMI benefits, etc.)

PART C – FUNDING INFORMATION

(limit narrative responses to the space provided)

- 1. CDBG funds requested (minimum of \$10,000): \$200,000
- 2. Percent of total program/project budget that will be covered by this CDBG award: 33%
- 3. Is it anticipated that CDBG funding will be needed for this activity in the future?

If so, describe the reason and plan for future funds.

There may be additional requests in 2018 and possibly 2019, particularly if we increase the number of units. This will depend on the finalized site, cost of acquisition and infrastructure.

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4. Amounts of prior year CDBG awards received by your department:

2016-2017 = \$0 for this particular project/\$535,325 as a department 2015-2016 = \$0 for this particular project/\$523,813 as a department 2014-2015 = \$0 for this particular project/\$525,200 as a department

5. Detailed program/project budget for CDBG funds (Please be as detailed and specific as possible)

Program/Project Activity	CDBG Award Allotment
Salaries	\$
Fringe	\$
Office space (program only)	\$
Utilities	\$
Communications	\$
Copies/Printing	\$
Supplies and Materials	\$
Mileage	\$
Audit	\$
Indirect costs (specify)	\$
Other (specify): Acquisition of land/infrastructure	\$200,000
Other (specify)	\$
Other (specify)	\$
Other (specify)	\$
Other (specify)	\$
TOTAL:	\$200,000

6. If using the funds for wages/salaries, please list the titles of the positions and the percentage of the total wages/salary for each that will be funded by this CDBG award.

N/A – No salaries will be funded with this project

7. If the entire amount of your request is not allocated, will the activity still be possible? And if so, how will the activity be altered to allow for the smaller award?

Yes, additional funding from other sources will be sought. The project may be reduced in scope.

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8. SPECIFIC major sources that will/may also fund this program/project in 2017:

Leverage Source (i.e. general funds, capital funds, etc.)	Amount	Status
a) Other Federal/State Funding	\$250,000	in process
b) Private Donations	\$50,000	in process
c) In-Kind Donations from other agencies	\$100,000	in process
d)	\$	(select one)
e)	\$	(select one)

9. Describe your efforts to secure additional/complementary funding for your program/project. If this program/project will generate program income, please note the amount and how it will be spent.

Private Donations and In-Kind Donations from other agencies have already been offered for this project. Although no specific amounts have been committed yet, there are enough in-kind offers to fill the gaps for funding this project, as necessary. The intent is to apply for other federal and/or State funding, as needed, to fund the development/construction portion of the project. Due to the community support and interest in this project, those funds may not be necessary. The project is not expected to generate program income.

PART D – PROJECT DESCRIPTION

(limit narrative responses to the space provided)

1. Describe the activities to be carried out through this grant request and how this activity relates to the mission of your department and the City.

The City of Appleton's mission is "meeting community needs and enhancing quality of life." Our Department delivers programs and services to fulfill the City's mission and a recent collaboration with local agencies produced the Project RUSH (Research to Understand and Solve Homelessness) report that illustrates specific needs in our community. Our proposal is to address the City's mission and Project RUSH through the creation of a small home community. This will expand housing options that are affordable for all residents of the City of Appleton.

2. Describe how the project meets the national objective and how it fits into the program category, both chosen above (Part B).

The objective of the project is to provide decent affordable housing which would serve households where at least 51% of the beneficiaries are low and moderate-income.

3. Identify the projected target population the proposed CDBG-funded program/project will serve (i.e. age, race, residency, disability, income level, other unique characteristics/information).

The projected target population will be primarily low- to moderate-income households with incomes below 80% CMI. It is anticipated that the majority of the beneficiaries will also be elderly, disabled, and/or minorities. However, the housing will not be limited to that clientele.

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4. Describe how this program/project is unique and/or coordinates with others to avoid duplication of services and meets the high priority needs of the community as chosen in Part B.

This project will specifically address a housing need of the community as identified in the Project RUSH study. The goal is to develop 5 affordable housing units in a small home community that will be permanently affordable to low- and moderate-income residents of the City of Appleton. The intent is to acquire and clear the land and prepare it for development with CDBG funds. Non-profit housing agencies will then work with City staff to develop the housing for that site as deemed appropriate by the City of Appleton. Our department may be involved in helping to secure additional funding from other state and federal resources for the development of that housing, if necessary.

PART E – OUTCOMES

(limit narrative responses to the space provided)

1. Describe how the potential CDBG-funded program relates to the outcome chosen above (Part B).

The project will provide new decent, safe, and affordable housing in Appleton, constructed in a way that will ensure the dwelling will retain value, as well as improve blighted areas of the City.

2. Briefly describe data that will be collected and/or analysis used to measure success in achieving the objective and outcome identified above (Part B) for the target population.

The number of housing units constructed, the number of low- to moderate- income residents affected, and the elimination of blighted neighborhoods will determine the success of this project.

PART F – ATTACHMENTS

1. Please attach the following information relating to your program/project:

- Detailed Budget Breakdown (most current)
- Department Structure Chart
- N/A - Descriptive Material (brochures, flyers, fact sheets, etc.)

PART G – AUTHORIZATION

Karen E. Harkness
Name of Department Head

Director of Community & Economic Development
Title of Department Head

Signature of Department Head

Date

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EXHIBIT A: FY 2016 Income Limits Documentation System

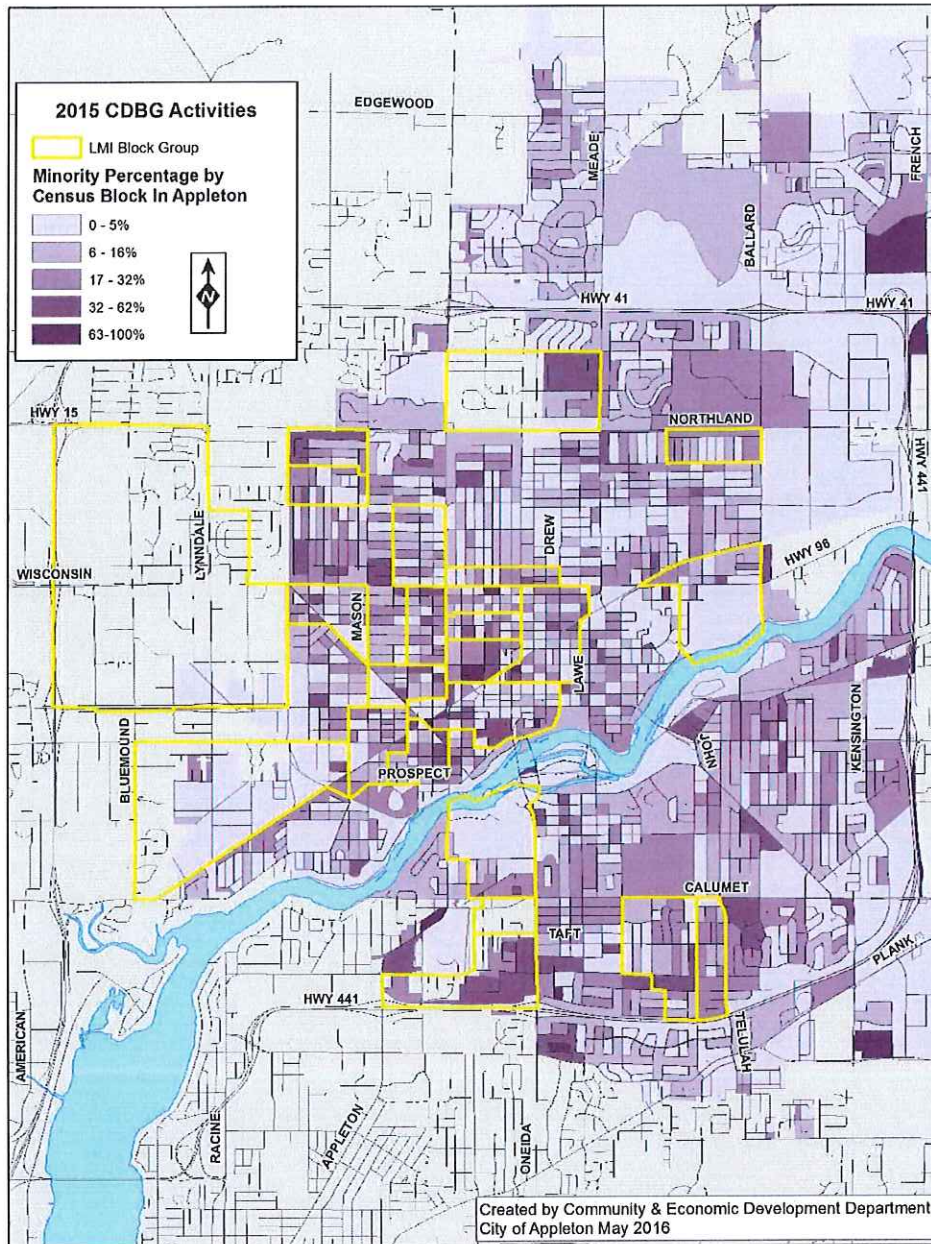
Outagamie County, Wisconsin

FY 2015 Income Limit Category	1 person	2 person	3 person	4 person	5 person	6 person	7 person	8 person
Extremely Low (30%)	\$ 15,550	\$ 17,750	\$ 20,160	\$ 24,300	\$ 28,440	\$ 32,580	\$ 36,730	\$ 40,890
Very Low (50%)	\$ 25,850	\$ 29,550	\$ 33,250	\$ 36,900	\$ 39,900	\$ 42,850	\$ 45,800	\$ 48,750
Low (80%)	\$ 41,350	\$ 47,250	\$ 53,150	\$ 59,050	\$ 63,800	\$ 68,500	\$ 73,250	\$ 77,950

NOTE: Outagamie County is part of the Appleton, WI MSA, so all information presented here applies to all of the Appleton, WI MSA. The Appleton, WI MSA contains the following areas: Calumet County, WI; and Outagamie County, WI.

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EXHIBIT B



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EXHIBIT C: Priority Needs – City of Appleton

As an Entitlement Community, the City of Appleton provides grant assistance for local projects through use of Community Development Block Grants (CDBG). Each year, organizations may apply for funding to implement activities that meet the goals and objectives as defined in the City's Five-Year Consolidated Plan. The priority needs for 2015-2019, around which these goals revolve, are included in the following table:

Five-Year Goals	Five-Year Goal Outcomes
Improve and maintain housing stock	175 owner-occupied homes rehabilitated
Homebuyer assistance	40 first-time homebuyers receive downpayment assistance
Rental rehabilitation	40 rental units rehabilitated
Acquisition for new housing	15 new housing units
Public facilities improvement and maintenance	900 persons assisted through allocations to community based agencies for facility improvement and maintenance activities
Neighborhood revitalization	10,000 persons assisted through various public facility improvements
Public services	5,500 persons assisted through provision of various public services

Goals and Outcomes Summary

Project Budget - CEDD Housing Project

Site Acquisition/Prep (CDBG Request)	\$ 200,000
In-Kind Donations	\$ 100,000
Private Donations	\$ 50,000
Federal/State Funding	\$ 250,000
Total Project Budget	\$ 600,000

Department of Community and Economic Development Organizational Chart

