

**CITY OF APPLETON 2019 BUDGET**

**HOUSING AND COMMUNITY DEVELOPMENT GRANTS**

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# CITY OF APPLETON 2019 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 2018 EVENTS

#### Community Development Block Grant (CDBG)

For the 2018-2019 award of \$593,953, \$356,751 was allocated as detailed below for City programs and \$237,202 was awarded through a competitive application process.

- Homeowner Rehabilitation Loan Program \$115,000
- Appleton Housing Authority \$75,000
- Fair Housing Services \$65,471
- CDBG Administration \$49,432
- Appleton Police Department \$51,848

The 2017 CAPER was submitted as the fourth program year for the 2015-2019 Consolidated Plan. In May, staff was notified that the previously mandated Assessment of Fair Housing was withdrawn indefinitely, and that entitlement communities should revert back to the Analysis of Impediments in collaboration with drafting the five-year consolidated plan.

#### Emergency Housing & Homeless Grant Program/Housing Programs Grant (EHH/HP)

The City, in collaboration with the Housing Partnership of the Fox Cities, ADVOCAP, Homeless Connection and Fox Valley Warming Shelter was successful in applying for ESG funds for the 2017-2018 program year. The State separated the grants into the Emergency Housing and Homeless program (EHH) and the Housing Program (HP). The City received \$222,432 for EHH and \$28,750 for HP.

Additionally, the City was awarded funds for the 2018-2019 program year of \$216,473 (est.) for EHH.

During 2018, we were unsuccessful in retaining the HP grant. The City is coordinating with the subrecipients to implement policies and procedures to address the issues that contributed to the unsuccessful application.

#### Continuum of Care Programs (COC) #1 (RRH) & #2 (PSH/RRH)

In 2017, the City, in collaboration with the Housing Partnership of the Fox Cities, Salvation Army of the Fox Cities and ADVOCAP, was successful in reclassifying the previous Transitional Housing Program (THP) to a Rapid Re-Housing (RRH) program, and obtaining a Permanent Supportive Housing (PSH) grant for another program year. The \$181,152 RRH grant covers the grant year 2017 to 2018 while the \$55,532 PSH grant covers the 2018 grant year. Additionally, the City was awarded \$181,152 in renewal funds for the RRH 2018-2019 program year, and was successful in applying for a new RRH program to replace the previous PSH program for the 2018-2019 program year for \$56,216.

#### 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 2018, the Homeowner Rehabilitation Loan Program rehabilitated 24 owner-occupied housing units and invested nearly \$400,000 in home improvement loans. The funding sources that support the homeowner rehabilitation loan program include:

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

#### Neighborhood Program (NP)

Staff continues to promote competitive grant funds available to registered neighborhoods through the Neighborhood Grant Program (TNGP). The Lawrence-City Park Neighborhood was awarded funding through TNGP to support the Edison Family Fun Run, which took place in May 2018. Another application, to assist in conducting a neighborhood survey, is also pending for the Historic Central Neighborhood.

In May, 2018, staff organized and delivered the Neighborhood Program spring meeting, an informal "roundtable" discussion for neighborhood leaders. In total, there were 16 participants representing 5 different neighborhoods. The fall Neighborhood Program meeting is scheduled for October 29, 2018.

## CITY OF APPLETON 2019 BUDGET HOUSING AND COMMUNITY DEVELOPMENT GRANTS

### MAJOR 2019 OBJECTIVES

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

**Homeowner Rehabilitation Loan Program (HRLP)**

(Program Year: April 1 to March 31)

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

**Neighborhood Program (NP)**

(Program Year: April 1 to March 31)

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

**Community Development Block Grant (CDBG)**

(Program Year: April 1 to March 31)

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

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

(Program Year: October 1 to September 30)

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

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

(Program Year: July 1 to June 30)

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

### DEPARTMENT BUDGET SUMMARY

Programs		Actual		Budget			%
Unit	Title	2016	2017	Adopted 2018	Amended 2018	2019	Change *
<b>Program Revenues</b>		\$ 1,270,883	\$ 1,406,756	\$ 1,350,434	\$ 1,350,434	\$ 1,480,786	9.65%
<b>Program Expenses</b>							
2100	CDBG	353,866	394,633	380,000	380,000	443,921	16.82%
2140	Emergency Shelter	210,424	275,640	245,420	245,420	241,572	-1.57%
2150	Continuum of Care	227,937	231,618	236,684	236,684	237,368	0.29%
2170	Homeowner Rehab Loan	375,789	396,354	448,330	448,330	449,272	0.21%
2180	Neighborhood Program	71,086	60,014	75,983	75,983	115,959	52.61%
<b>TOTAL</b>		\$ 1,239,102	\$ 1,358,259	\$ 1,386,417	\$ 1,386,417	\$ 1,488,092	7.33%
<b>Expenses Comprised Of:</b>							
	Personnel	97,490	157,542	122,399	122,399	122,881	0.39%
	Administrative Expense	1,116,342	1,195,221	1,227,500	1,227,500	1,354,591	10.35%
	Supplies & Materials	25,146	-	500	500	500	0.00%
	Purchased Services	124	5,308	35,758	35,758	9,860	-72.43%
	Utilities	-	188	260	260	260	0.00%
	Repair & Maintenance	-	-	-	-	-	N/A
	Capital Expenditures	-	-	-	-	-	N/A
<b>Full Time Equivalent Staff:</b>							
	Personnel allocated to programs	1.08	1.40	1.34	1.34	1.31	

\* % change from prior year adopted budget  
Block Grants.xls

**CITY OF APPLETON 2019 BUDGET  
HOUSING AND COMMUNITY DEVELOPMENT GRANTS**

**Community Development Block Grant**

**Business Unit 2100**

**PROGRAM MISSION**

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

**PROGRAM NARRATIVE**

**Link to City Goals:**

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

**Objectives:**

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

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

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

For the overall CDBG timeliness ratio, a grantee is considered to be timely if, 60 days prior to the end of the grantee's current program year, the amount of entitlement grant funds available to the recipient under grant agreements, including program income, but undistributed by the U.S. Treasury is less than or equal to 1.5 times the annual entitlement grant amount for its current program year. As indicated below, the timeliness ratio has been met.

The previously mandated Assessment of Fair Housing report under the new Affirmatively Furthering Fair Housing Rule, which was a new federal requirement expected to be submitted in collaboration with the Five-Year Consolidated Plan, has been permanently withdrawn. The previously applied Analysis of Impediments is expected to be reinstated and completed in conjunction with the 2020-2025 Consolidated Plan. Due to the significant amount of public comment and involvement in the drafting of the Consolidated Plan, costs associated with advertising are expected to increase for the 2019-2020 program year.

The estimated award for the 2019-2020 program year is \$559,772. The allocation of the funds are as follows:

CDBG - Community Dev/Finance Admin	\$ 110,172*
Homeowner Rehab. Loan Program	75,851
Neighborhood Program	<u>40,000</u>
	\$ 226,023
Awarded through competitive application process	<u>333,749</u>
<b>Total estimated award</b>	<b>\$ 559,772</b>

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

**PERFORMANCE INDICATORS**

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
<b>Client Benefits/Impacts</b>					
Funding for community programs					
Annual Entitlement Amount (program yr.)	\$ 535,325	\$ 528,000	\$ 535,000	\$ 593,953	\$ 559,772
Percent of awards spent on projects	92.00%	87.00%	83.00%	81.00%	80.00%
Average award (not including program income)	\$ 48,995	\$ 43,528	\$ 44,000	\$ 42,720	\$47,585
<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	1.42:1	1.28:1	1.5:1	1.22:1	1.5:1
<b>Work Process Outputs</b>					
# of Block Grant awards made	10	8	10	10	11

**CITY OF APPLETON 2019 BUDGET  
HOUSING AND COMMUNITY DEVELOPMENT GRANTS**

**Community Development Block Grant**

**Business Unit 2100**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
<b>Revenues</b>					
4210 Federal Grants	\$ 361,442	\$ 393,010	\$ 380,000	\$ 380,000	\$ 443,921
<b>Total Revenue</b>	<b>\$ 361,442</b>	<b>\$ 393,010</b>	<b>\$ 380,000</b>	<b>\$ 380,000</b>	<b>\$ 443,921</b>
<b>Expenses</b>					
6101 Regular Salaries	\$ 13,471	\$ 33,234	\$ 14,413	\$ 14,413	\$ 14,411
6150 Fringes	3,548	14,458	3,849	3,849	3,674
6201 Training/Conferences	3,122	2,844	2,500	2,500	3,500
6301 Office Supplies	-	-	200	200	127
6303 Memberships & Licenses	1,090	1,090	940	940	940
6320 Printing & Reproduction	-	-	500	500	500
6401 Accounting & Audit	1,630	1,358	1,560	1,560	1,560
6412 Advertising	224	325	300	300	400
6413 Utilities	47	63	60	60	60
6599 Other Contracts/Obligations	-	-	25,678	25,678	-
6608 Block Grant Payments	330,734	341,261	330,000	330,000	418,749
<b>Total Expense</b>	<b>\$ 353,866</b>	<b>\$ 394,633</b>	<b>\$ 380,000</b>	<b>\$ 380,000</b>	<b>\$ 443,921</b>

**DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000**

**Block Grant Payments**

Appleton Housing Authority Award	\$ 60,000
Fair Housing Services	25,000
Awards and loans to community organizations and individuals for the benefit of low to moderate income (LMI) persons	333,749
	<u>\$418,749</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 will be subtracted from the annual entitlement award amount to determine an adjusted dollar figure of CDBG funds available for subrecipient projects.

**CITY OF APPLETON 2019 BUDGET  
HOUSING, HOMELESS AND BLOCK GRANTS**

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

**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 Programs (EHH/HP) 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/HP 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/HP 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 for HMIS (Homeless Management Information System). Effective March 1, 2014, the Institute for Community Alliances (ICA) became the HMIS lead organization for the State of Wisconsin.

EHH/HP 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, 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/HP funding.

The current partner agencies receiving EHH/HP funding are: Housing Partnership of the Fox Cities, Homeless Connection, ADVOCAP, and Fox Valley Warming Shelter.

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

In early 2018, the City applied for the HP grant under a new rapid re-housing application, but was not successful in being awarded. As a result, expectations for strategic outcomes have been adjusted accordingly to consider realistically the number of individuals that can be served in each program with fewer funds. The City is coordinating with the subrecipients to implement policies and procedures to address the issues that contributed to the insufficient application. It is expected that the City will be successful in retaining funding through the HP grant for the July 1, 2019 - June 30, 2020 program year.

The Housing Partnership of the Fox Cities, Homeless Connections, and the Fox Valley Warming Shelter are currently in discussions to combine their services under one entity. The City continues to work closely and collaboratively with these agencies during this transition.

**PERFORMANCE INDICATORS**

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
<b>Client Benefits/Impacts</b>					
\$ Grant Award ESG	\$ 231,445	\$ 481,995	\$ 216,670	\$ 222,432	\$ 216,572
\$ Grant Award HP	\$ 15,872	\$ 54,060	\$ 28,750	\$ -	\$ 25,000
<b>Strategic Outcomes</b>					
Expand the # of homeless persons served					
# assisted in emergency shelter	932	1,005	950	1,061	1,000
# assisted in rapid rehousing	73	55	75	49	50
# assisted with prevention services	968	467	500	547	500
<b>Work Process Outputs</b>					
# grant applications prepared	2	2	2	2	2
# of contract period extensions requested	0	0	0	0	0

**CITY OF APPLETON 2019 BUDGET  
HOUSING, HOMELESS AND BLOCK GRANTS**

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

**Business Unit 2140**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
Revenues					
4224 Miscellaneous State Aids	\$ 206,445	\$ 278,799	\$ 245,420	\$ 245,420	\$ 241,572
Total Revenue	<u>\$ 206,445</u>	<u>\$ 278,799</u>	<u>\$ 245,420</u>	<u>\$ 245,420</u>	<u>\$ 241,572</u>
Expenses					
6101 Regular Salaries	\$ -	\$ 8,697	\$ 5,435	\$ 5,435	\$ 5,230
6150 Fringes	-	3,782	2,513	2,513	2,509
6404 Consulting Services	11,549	-	3,120	3,120	3,900
6630 Other Grant Payments	198,875	263,161	234,352	234,352	229,933
Total Expense	<u>\$ 210,424</u>	<u>\$ 275,640</u>	<u>\$ 245,420</u>	<u>\$ 245,420</u>	<u>\$ 241,572</u>

**DETAILED SUMMARY OF 2019 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	HP	Total
Housing Partnership	\$ 57,536	\$ 12,500	\$ 70,036
ADVOCAP	36,677	12,500	49,177
Homeless Connection	85,720	-	85,720
Fox Valley Warming Shelter	25,000	-	25,000
	<u>\$ 204,933</u>	<u>\$ 25,000</u>	<u>\$ 229,933</u>

**CITY OF APPLETON 2019 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:**

The purpose of this grant is to benefit formerly homeless Appleton residents who need extensive case management and supportive services in order to achieve a stable living environment.

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

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

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

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

During the end of 2017, the City reclassified the previous Transitional Housing Program (THP) to a Rapid Re-Housing program, and drafted a new application for an additional Rapid Re-Housing program to replace the Permanent Supportive Housing (PSH) program.

Due to the increased expectation of involvement with the Balance of State (Wisconsin), training costs will significantly increase in 2019. These costs will include costs associated with required quarterly two-day meetings, increased involvement with the Balance of State Finance Committee as new and modified fiscal policies and procedures are introduced, increased involvement on the Balance of State Board of Directors due to a change in the governance structure, and attendance of the National Conference on Ending Homelessness in July, 2019.

**PERFORMANCE INDICATORS**

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
<b>Client Benefits/Impacts</b>					
\$ Annual Award (COC 1 - RRH)	\$ 181,152	\$ 181,152	\$ 181,152	\$ 181,152	\$ 181,152
\$ Annual Award (COC 2 - RRH)	\$ 54,337	\$ 54,337	\$ 55,532	\$ 55,532	\$ 56,216
<b>Strategic Outcomes</b>					
Help clients improve self-sufficiency					
% of participants that moved from transitional to permanent housing	73%	71%	70%	70%	70%
% of participants in permanent housing who maintained or increased income	29%	17%	77%	77%	77%
<b>Work Process Outputs</b>					
# grants applications prepared	2-Renewal	2-Renewal	2-Renewal	1-Renewal	2-Renewal
# of contract period extensions requested	0	0	0	0	0



**CITY OF APPLETON 2019 BUDGET  
HOUSING, HOMELESS AND BLOCK GRANTS**

**Continuum of Care Program (COC)**

**Business Unit 2150**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
<b>Revenues</b>					
4224 Miscellaneous State Aids	\$ 227,937	\$ 231,618	\$ 236,684	\$ 236,684	\$ 237,368
<b>Total Revenue</b>	<b>\$ 227,937</b>	<b>\$ 231,618</b>	<b>\$ 236,684</b>	<b>\$ 236,684</b>	<b>\$ 237,368</b>
<b>Expenses</b>					
6101 Regular Salaries	\$ 4,372	\$ 9,966	\$ 9,405	\$ 9,405	\$ 8,314
6108 Overtime	-	189	-	-	-
6150 Fringes	1,367	4,207	4,354	4,354	3,990
6201 Training/Conferences	-	1,091	1,470	1,470	4,000
6320 Printing & Reproduction	-	-	-	-	-
6404 Consulting	9,136	-	-	-	-
6630 Other Grant Payments	213,062	216,165	221,455	221,455	221,064
<b>Total Expense</b>	<b>\$ 227,937</b>	<b>\$ 231,618</b>	<b>\$ 236,684</b>	<b>\$ 236,684</b>	<b>\$ 237,368</b>

**DETAILED SUMMARY OF 2019 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 - RRH	Total
ADVOCAP	\$ 56,000	\$ -	\$ 56,000
Housing Partnership	20,000	56,216	76,216
Salvation Army	88,848	-	88,848
<b>Total</b>	<b>\$ 164,848</b>	<b>\$ 56,216</b>	<b>\$ 221,064</b>

**CITY OF APPLETON 2019 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 Homeowner Rehabilitation Loan Program (HRLP) is a revolving loan program that combines CDBG grant funds, CDBG Program Income, HOME Homeowner/Rental Program Income and Lead Hazard Control Program Income to rehabilitate owner-occupied housing units.

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

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

**PERFORMANCE INDICATORS**

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
<b>Client Benefits/Impacts</b>					
Funding for LMI homeowner rehabilitation projects					
CDBG funds award amount	\$ 158,651	\$ 81,222	\$ 115,000	\$ 115,000	\$ 75,851
Program income received (all grants)	\$ 265,634	\$ 313,246	\$ 333,330	\$ 355,000	\$ 373,421
Unspent grant funds					
Committed	\$ 143,617	\$ 277,883	\$ 75,000	\$ 70,000	\$ 75,000
Uncommitted	\$ 255,352	\$ 214,924	\$ 160,000	\$ 150,000	\$ 160,000
<b>Strategic Outcomes</b>					
Improved LMI single-family homes and owner-occupied duplexes					
# of loans made	22	23	24	22	24
# units rehabilitated	23	23	24	22	24
# residents benefited	63	69	60	66	60
Average loan amount	\$ 15,703	\$ 19,783	\$ 15,000	\$ 15,000	\$ 15,000
Amount committed to rehab activity	\$ 359,169	\$ 455,006	\$ 360,000	\$ 325,000	\$ 360,000
<b>Work Process Outputs</b>					
# of applications processed	26	59	33	33	33
# of applications approved	13	33	27	27	27

**CITY OF APPLETON 2019 BUDGET  
HOUSING AND COMMUNITY DEVELOPMENT GRANTS**

**Homeowner Rehabilitation Loan Program**

**Business Unit 2160/2170/2190**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
<b>Revenues</b>					
4210 Federal Grants	\$ 138,823	\$ 129,237	\$ 115,000	\$ 115,000	\$ 75,851
4710 Interest on Investments	-	(18)	-	-	-
5035 Other Reimbursements	502	764	-	-	-
5050 Rehab Project Repayments	265,734	313,346	333,330	333,330	373,421
Total Revenue	<u>\$ 405,059</u>	<u>\$ 443,329</u>	<u>\$ 448,330</u>	<u>\$ 448,330</u>	<u>\$ 449,272</u>
<b>Expenses</b>					
6101 Regular Salaries	\$ 60,121	\$ 65,852	\$ 66,402	\$ 66,402	\$ 68,082
6150 Fringes	14,611	17,158	16,028	16,028	16,671
6201 Training/Conferences	1,815	5,166	600	600	600
6413 Utilities	77	125	200	200	200
6599 Other Contracts/Obligations	2,607	3,625	5,100	5,100	4,000
6608 Block Grant Payments	296,558	304,428	263,000	263,000	262,719
6630 Other Grant Payments	-	-	97,000	97,000	97,000
Total Expense	<u>\$ 375,789</u>	<u>\$ 396,354</u>	<u>\$ 448,330</u>	<u>\$ 448,330</u>	<u>\$ 449,272</u>

**DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000**

**Block Grant Payments**

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

Rehab projects \$ 262,719

**Other Grant Payments**

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

Rehab projects \$ 97,000

**CITY OF APPLETON 2019 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 Meeting, an informal, "roundtable" discussion for neighborhood leaders in May 2018. 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. Neighborhood grants (CDBG) totaling \$108,653 are anticipated, with the NP requesting \$40,000 in CDBG funding in 2019 and \$68,653 from unused prior year grant funds.

To truly strengthen our entire City, neighborhoods need the tools to connect with their neighbors. Examples could be: polls of neighborhoods, community gatherings and other opportunities to promote communication and identify needs. The NP will not request additional General Fund funding in 2019 in order to draw down funds from prior year allocations. Once "caught up," future General Fund requests are anticipated that would be available to all neighborhoods, not just those qualified by HUD.

**PERFORMANCE INDICATORS**

	<u>Actual 2016</u>	<u>Actual 2017</u>	<u>Target 2018</u>	<u>Projected 2018</u>	<u>Target 2019</u>
<b>Client Benefits/Impacts</b>					
# of new partnerships/ collaborations generated	1	0	1	1	1
# of registered neighborhoods	16	16	17	17	18
# of neighborhood program participants	12	26	15	16	15
<b>Strategic Outcomes</b>					
# of projects awarded grant funding	1	1	2	2	2
<b>Work Process Outputs</b>					
<b>Grant Funds (CDBG)</b>					
Committed	\$ -	\$ 60,000	\$ 68,653	\$ -	\$ 108,653
Uncommitted	\$ 88,653	\$ 28,653	\$ -	\$ 68,653	\$ -
Spent	\$ 70,000	\$ 60,000	\$ 68,653	\$ -	\$ 108,653
<b>General Funds</b>					
Committed	\$ 1,200	\$ -	\$ 7,330	\$ 3,300	\$ 7,306
Uncommitted	\$ 4,644	\$ 7,630	\$ -	\$ 7,306	\$ -
Spent	\$ 1,086	\$ 14	\$ 7,330	\$ 3,324	\$ 7,306

**CITY OF APPLETON 2019 BUDGET  
HOUSING AND COMMUNITY DEVELOPMENT GRANTS**

**Neighborhood Program**

**Business Unit 2180**

**PROGRAM BUDGET SUMMARY**

Description	Actual		Budget		
	2016	2017	Adopted 2018	Amended 2018	2019
<b>Revenues</b>					
4110 Property Taxes	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ -
4210 Federal Grants	70,000	60,000	40,000	40,000	108,653
<b>Total Revenue</b>	<b>\$ 73,000</b>	<b>\$ 63,000</b>	<b>\$ 43,000</b>	<b>\$ 43,000</b>	<b>\$ 108,653</b>
<b>Expenses</b>					
6201 Training/Conferences	\$ -	\$ -	\$ -	\$ -	\$ -
6608 Block Grant Payments	70,000	60,000	68,653	68,653	108,653
6630 Other Grant Payments	1,086	14	7,330	7,330	7,306
<b>Total Expense</b>	<b>\$ 71,086</b>	<b>\$ 60,014</b>	<b>\$ 75,983</b>	<b>\$ 75,983</b>	<b>\$ 115,959</b>

**DETAILED SUMMARY OF 2019 PROPOSED EXPENDITURES > \$15,000**

Block grant payments

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

City of Appleton  
2019 Budget  
Revenue and Expense Summary

Description	2016 Actual	2017 Actual	2018 YTD Actual	2018 Adopted Budget	2018 Amended Budget	2019 Requested Budget	2019 Adopted Budget
<b>REVENUES</b>							
Intergovernmental Revenues	1,004,647	1,092,664	450,389	1,017,104	1,017,104	1,038,712-	1,107,365
Interest Income	0	18-	34-	0	0	0	0
Other Revenues	266,236	314,110	279,103	333,330	333,330	373,381-	373,421
<b>TOTAL REVENUES</b>	<b>1,270,883</b>	<b>1,406,756</b>	<b>729,458</b>	<b>1,350,434</b>	<b>1,350,434</b>	<b>1,412,093-</b>	<b>1,480,786</b>
<b>EXPENSES BY LINE ITEM</b>							
Regular Salaries	69,751	107,944	81,253	95,655	95,655	96,037	96,037
Overtime	0	189	0	0	0	0	0
Sick Pay	595	2,312	1,146	0	0	0	0
Vacation Pay	7,618	7,493	7,303	0	0	0	0
Fringes	19,526	39,604	29,008	26,744	26,744	26,844	26,844
<b>Salaries &amp; Fringe Benefits</b>	<b>97,490</b>	<b>157,542</b>	<b>118,710</b>	<b>122,399</b>	<b>122,399</b>	<b>122,881</b>	<b>122,881</b>
Training & Conferences	4,937	9,102	4,568	4,570	4,570	8,100	8,100
Office Supplies	0	0	0	200	200	127	127
Memberships & Licenses	1,090	1,090	940	940	940	940	940
CDBG Expenses	618,270	705,469	447,644	661,653	661,653	790,121	790,121
Block Grant Payments	492,045	479,560	402,052	560,137	560,137	555,303	555,303
<b>Administrative Expense</b>	<b>1,116,342</b>	<b>1,195,221</b>	<b>855,204</b>	<b>1,227,500</b>	<b>1,227,500</b>	<b>1,354,591</b>	<b>1,354,591</b>
Printing & Reproduction	0	0	0	500	500	500	500
<b>Supplies &amp; Materials</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>500</b>
Accounting/Audit	1,630	1,358	0	1,560	1,560	1,560	1,560
Consulting Services	20,685	0	0	3,120	3,120	3,900	3,900
Advertising	224	325	51	300	300	400	400
Other Contracts/Obligations	2,607	3,625	2,856	30,778	30,778	4,000	4,000
<b>Purchased Services</b>	<b>25,146</b>	<b>5,308</b>	<b>2,907</b>	<b>35,758</b>	<b>35,758</b>	<b>9,860</b>	<b>9,860</b>
Telephone	104	152	58	260	260	260	260
Cellular Telephone	20	36	25	0	0	0	0
<b>Utilities</b>	<b>124</b>	<b>188</b>	<b>83</b>	<b>260</b>	<b>260</b>	<b>260</b>	<b>260</b>
<b>Repair &amp; Maintenance</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Capital Expenditures</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL EXPENSES</b>	<b>1,239,102</b>	<b>1,358,259</b>	<b>976,904</b>	<b>1,386,417</b>	<b>1,386,417</b>	<b>1,488,092</b>	<b>1,488,092</b>

**CITY OF APPLETON 2019 BUDGET**  
**HOUSING AND COMMUNITY DEVELOPMENT GRANTS**  
**SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)**

	2016 Actual	2017 Actual	2018 Budget	2018 Projected	2019 Budget
<b>Revenues</b>					
Property Taxes	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ -
Intergovernmental	1,004,647	1,092,664	1,017,104	1,017,104	1,107,365
Other	266,236	314,092	333,330	333,330	373,421
Total Revenues	<u>1,273,883</u>	<u>1,409,756</u>	<u>1,353,434</u>	<u>1,353,434</u>	<u>1,480,786</u>
<b>Expenses</b>					
Program Costs	<u>1,239,102</u>	<u>1,358,259</u>	<u>1,386,417</u>	<u>1,386,417</u>	<u>1,488,092</u>
Total Expenses	<u>1,239,102</u>	<u>1,358,259</u>	<u>1,386,417</u>	<u>1,386,417</u>	<u>1,488,092</u>
Revenues over (under) Expenses	34,781	51,497	(32,983)	(32,983)	(7,306)
<b>Other Financing Sources (Uses)</b>					
Operating Transfers In	-	-	-	-	-
Net Change in Equity	34,781	51,497	(32,983)	(32,983)	(7,306)
Fund Balance - Beginning	114,723	149,504	201,001	201,001	168,018
Residual Equity Transfers Out	-	-	-	-	-
Fund Balance - Ending	<u>\$ 149,504</u>	<u>\$ 201,001</u>	<u>\$ 168,018</u>	<u>\$ 168,018</u>	<u>\$ 160,712</u>

