



City of Appleton

100 North Appleton Street
Appleton, WI 54911-4799
www.appleton.org

Meeting Agenda Community & Economic Development Committee

Monday, March 23, 2015

5:00 PM

Council Chambers, 6th Floor

1. Call meeting to order

2. Roll call of membership

3. Approval of minutes from previous meeting

15-436 CEDC Minutes from 3-9-15

Attachments: [CEDC Minutes 3-9-15.pdf](#)

4. Public Hearings/Apearances

15-437 Community Development Block Grant (CDBG) 2015 Annual Action Plan
(Associated with Action Item #15-438)

5. Action Items

15-438 Request to approve the Community Development Block Grant (CDBG)
2015 Annual Action Plan

Attachments: [Action Plan - Public Hearing Notice.pdf](#)

[AAPDraft.pdf](#)

15-450 Request to approve Habitat for Humanity's request for the City of
Appleton's support as a collaborative partner for the Rock the Block
Program

Attachments: [Rock the Block Grant Memo.pdf](#)

[Grant Tracking Form.pdf](#)

6. Information Items

15-439 2015 Assessment Procedures and Appeal Dates

Attachments: [Assessment Process & Appeal Dates Memo to CEDC.pdf](#)

7. Adjournment

Notice is hereby given that a quorum of the Common Council may be present during this meeting, although no Council action will be taken.

Any questions about items on this meeting are to be directed to the Community and Economic Development Department at 920-832-6468.

Reasonable Accommodations for Persons with Disabilities will be made upon Request and if Feasible.



City of Appleton

100 North Appleton Street
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Meeting Minutes - Final Community & Economic Development Committee

Monday, March 9, 2015

5:00 PM

Council Chambers, 6th Floor

1. Call meeting to order

Meeting called to order at 5:00 p.m.

2. Roll call of membership

Present: 4 - Alderperson Stueck, Alderperson Coenen, Alderperson Konetzke and
Alderperson Meltzer

Excused: 1 - Alderperson Spears

Others present:

Alderperson Kathy Plank, District 7

Alderperson Jeffrey Jirschele, District 15

Kelly Culshaw, Xavier High School

Faith Heuer, Xavier High School

William Mys, 1203 Montclair Court, Appleton

3. Approval of minutes from previous meeting

[15-360](#)

CEDC Minutes from 2-23-15

Attachments: [CEDC Minutes 2-23-15.pdf](#)

Alderperson Coenen moved, seconded by Alderperson Konetzke, that the Minutes be approved. Roll Call. Motion carried by the following vote:

Aye: 4 - Alderperson Stueck, Alderperson Coenen, Alderperson Konetzke and
Alderperson Meltzer

Excused: 1 - Alderperson Spears

4. Public Hearings/Appearances

5. Action Items

[15-361](#) The Community and Economic Development Committee may go into closed session pursuant to State Statute 19.85(1)(e) for real estate negotiations for Lots 9 & 10, Northeast Industrial Park Plat 4

The Committee did not go into Closed Session.

[15-363](#) Request to approve the Offer to Purchase for Lots 9 & 10, Northeast Industrial Park Plat 4

Attachments: [Romenesko OTP Memo CEDC 3-2-15.pdf](#)

Aldersperson Coenen moved, seconded by Aldersperson Konetzke, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:

Aye: 4 - Aldersperson Stueck, Aldersperson Coenen, Aldersperson Konetzke and Aldersperson Meltzer

Excused: 1 - Aldersperson Spears

6. Information Items

[15-305](#) Resolution #2-R-15 - Lobner/Dannecker/Dalton

"WHEREAS continuing to pursue projects which do not have the clear approval of the Common Council is a misuse of valuable staff time and tax dollars,

AND WHEREAS the Appleton Common Council's last official action to support the proposed Exhibition Center project was in November of 2013,

AND WHEREAS the Appleton Common Council voted to reject a proposed land purchase for the purpose of this project, and has taken no action on this item since it was reconsidered,

THEREFORE BE IT RESOLVED that the City of Appleton shall immediately disengage from the Fox Cities Exhibition Center project and all attorneys, consultants and contractors involved in the project."

This item was withdrawn at the request of the authors.

[15-373](#)

Director's Update

Attachments: [FWHP Krieger Print Ad 3.5x4.75 2.17.15.pdf](#)
 [Alex Krieger Bio 2.5.15.pdf](#)

This information was presented.

7. Adjournment

Aldersperson Konetzke moved, seconded by Aldersperson Coenen, that the meeting be adjourned at 5:17 p.m. Roll Call. Motion carried by the following vote:

Aye: 4 - Aldersperson Stueck, Aldersperson Coenen, Aldersperson Konetzke and
 Aldersperson Meltzer

Excused: 1 - Aldersperson Spears



"...meeting community needs...enhancing quality of life."

**City of Appleton
Community Development Block Grant Program (CDBG)
Notice of Public Hearing for 2015 Annual Action Plan**

A public hearing will be held at a regularly scheduled Community & Economic Development Committee meeting on Monday, March 23, 2015, beginning at 5:00 p.m. on the Sixth Floor of Appleton City Hall in Council Chambers, 100 N. Appleton Street, Appleton, WI. The Annual Action Plan (AAP) lists the Community Development Block Grant (CDBG) activities the City of Appleton will undertake in program year 2015 (4/1/2015 – 3/31/2016) to address the priority needs and specific objectives identified in the Five-Year Consolidated Plan for 2015-2019. The primary function of this hearing is to obtain citizen comments on the submission. The City shall consider all public input received before preparing its final submission, in addition to providing HUD with a summary of such comments as they relate to the 2015 Annual Action Plan.

Interested parties can view the Plan at the following locations: City of Appleton Community and Economic Development Department on the Fifth Floor of City Hall, 100 N. Appleton Street; or at www.appleton.org.

The federal CDBG Program aims to develop viable urban communities through provision of decent housing, suitable living environments and economic opportunities, namely for low- and moderate-income persons. For more information on Appleton's CDBG Program, please visit the web site, www.appleton.org, CDBG page or contact Roxann Schmidt at 920-832-6469 or email to roxann.schmidt@appleton.org.

PLEASE POST March 9th.

City of Appleton
Draft 2015 Annual Action Plan
for the
Community Development
Block Grant Program

Expected Resources

AP-15 Expected Resources – 91.220(c)(1,2)

Introduction

Although resources from federal, state and private agencies will all be used by many agencies in the community to address the priority needs identified in the plan, the only funds over which the City of Appleton has control in terms of allocation, are funds from the CDBG program.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Reminder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	523,813	272,552	0	796,365	2,000,000	The Program Income is generated solely through the City's Homeowner Rehabilitation Loan Program and is placed in a revolving loan fund and is exclusively used for the Homeowner Rehabilitation Loan Program.

Table 1 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

Funds the City of Appleton receives through the CDBG Program will be leveraged by funding activities that are, overall, only a portion of the valuable services these agencies provide to the low and moderate income individuals in Appleton. There are no matching requirements with CDBG funds.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

No publicly owned land or property is anticipated to be used to address the needs identified in this plan.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Acquisition for new housing	2015	2019	Affordable Housing		Affordable Housing - Production of new units	CDBG: \$77,242	Homeowner Housing Added: 3 Household Housing Unit
2	Rental rehabilitation	2015	2019	Affordable Housing		Affordable Housing - Rehab of existing units	CDBG: \$31,000	Rental units rehabilitated: 3 Household Housing Unit
3	Improve and maintain housing stock	2015	2019	Affordable Housing Non-Homeless Special Needs		Affordable Housing - Rehab of existing units	CDBG: \$233,000	Homeowner Housing Rehabilitated: 40 Household Housing Unit
4	Public services	2015	2019	Homeless Non-Homeless Special Needs Non-Housing Community Development		Public Services	CDBG: \$78,571	Public service activities other than Low/Moderate Income Housing Benefit: 215 Persons Assisted Homeless Person Overnight Shelter: 265 Persons Assisted
5	Administration	2015	2019	Administration			CDBG: \$42,000	

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
6	Homebuyer assistance	2015	2019	Affordable Housing		Affordable Housing - Rehab of existing units	CDBG: \$22,000	Public service activities for Low/Moderate Income Housing Benefit: 40 Households Assisted Direct Financial Assistance to Homebuyers: 4 Households Assisted
7	Neighborhood revitalization	2015	2019	Non-Housing Community Development		Public Facilities	CDBG: \$40,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 4000 Persons Assisted

Table 2 – Goals Summary

Goal Descriptions

1	Goal Name	Acquisition for new housing
	Goal Description	
2	Goal Name	Rental rehabilitation
	Goal Description	
3	Goal Name	Improve and maintain housing stock
	Goal Description	
4	Goal Name	Public services
	Goal Description	

5	Goal Name	Administration
	Goal Description	
6	Goal Name	Homebuyer assistance
	Goal Description	
7	Goal Name	Neighborhood revitalization
	Goal Description	

Projects

AP-35 Projects – 91.220(d)

Introduction

The proposed use of CDBG funds in 2015 will focus on activities that:

- improve and maintain housing and create accessibility to homeownership for first time homeowners
- provide shelter and services to persons that are homeless
- provide shelter and services to those affected by domestic abuse
- assist persons in recovery from addiction, learn the skills necessary to move into stable, long-term employment, and
- revitalize neighborhoods by funding improvements to public facilities

Projects

#	Project Name
1	Appleton Housing Authority
2	City of Appleton Administration
3	City of Appleton Homeowner Rehabilitation Loan Program
4	City of Appleton Neighborhood Services Program
5	Fair Housing Services
6	Fox Valley Warming Shelter
7	Greater Fox Cities Area Habitat for Humanity
8	Harbor House Domestic Abuse Program
9	Homeless Connections
10	Housing Partnership of the Fox Cities
11	Rebuilding Together Fox Valley
12	STEP Industries

Table 3 - Project Information

AP-38 Project Summary
Project Summary Information

1	Project Name	Appleton Housing Authority
	Target Area	
	Goals Supported	Improve and maintain housing stock Homebuyer assistance
	Needs Addressed	Affordable Housing - Rehab of existing units Public Services
	Funding	CDBG: \$60,000
	Description	The Appleton Housing Authority will use CDBG funds to support its First Time Homebuyer Program.
	Target Date	3/31/2016
	Estimate the number and type of families that will benefit from the proposed activities	An estimated four households will receive downpayment assistance, seven first time homebuyers will receive assistance for rehabilitation of their new home and approximately 40 households will receive homebuyer counseling services. It is expected that all participants that will benefit from the proposed activities will be at either low or moderate income levels.
	Location Description	The Appleton Housing Authority is located in Appleton at 925 West Northland Avenue. The homes that will be either purchased or rehabbed will be located in the city of Appleton.
2	Planned Activities	The Appleton Housing Authority will use its CDBG funds to assist low or moderate income first time homebuyers with downpayment assistance and/or needed repairs and rehabilitation to their newly purchased homes. They will also pay staff salaries for administration of the first time homebuyer program, including the homebuyer counseling class all participants are required to complete.
	Project Name	City of Appleton Administration
	Target Area	
	Goals Supported	Administration
	Needs Addressed	
	Funding	CDBG: \$20,000
	Description	CDBG funds will be used for expenses associated with the administration of the CDBG Program.
	Target Date	3/31/2016

	Estimate the number and type of families that will benefit from the proposed activities	This is an administration cost that is considered to meet the national objectives of the CDBG program as a whole.
	Location Description	Administration activities will be performed by staff at Appleton City Hall located at 100 North Appleton Street.
	Planned Activities	CDBG funds will be used to cover program administrations costs such as staff time, notice publication, and training costs.
3	Project Name	City of Appleton Homeowner Rehabilitation Loan Program
	Target Area	
	Goals Supported	Improve and maintain housing stock
	Needs Addressed	Affordable Housing - Rehab of existing units
	Funding	CDBG: \$175,000
	Description	This program will provide no payment, no interest loans to low and moderate income homeowners in the city of Appleton to make repairs and improvements to their homes that will improve the condition and increase the value of the home.
	Target Date	3/31/2016
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 24 low or moderate income families will benefit from these proposed activities.
	Location Description	All properties will be located in the city of Appleton.
4	Planned Activities	Repairs and improvements that may be funded by this program may include: window and roof replacement, exteriors, lead-based paint hazard mitigation, electrical, plumbing and heating work, exterior doors, foundation work and insulation. CDBG funds will also be used for the salary of staff delivering the homeowner rehab loan program.
	Project Name	City of Appleton Neighborhood Services Program
	Target Area	
	Goals Supported	Neighborhood revitalization
	Needs Addressed	Public Facilities
	Funding	CDBG: \$40,000

	Description	This program will fund public facility improvements that will strengthen and enhance neighborhoods.
	Target Date	3/31/2016
	Estimate the number and type of families that will benefit from the proposed activities	The number of families benefitting from the activities is dependent upon the scope of the projects that will be proposed by the neighborhood organizations.
	Location Description	The projects will all be located in the city of Appleton.
	Planned Activities	This program will fund public facility improvements that will benefit predominantly low and moderate income neighborhoods.
5	Project Name	Fair Housing Services
	Target Area	
	Goals Supported	Administration
	Needs Addressed	
	Funding	CDBG: \$22,000
	Description	The Fair Housing Center of Northeast Wisconsin will provide fair housing services to Appleton residents.
	Target Date	3/31/2016
	Estimate the number and type of families that will benefit from the proposed activities	This is an administration cost that is considered to meet the national objectives of the CDBG program as a whole.
	Location Description	The Fair Housing Center of Northeast Wisconsin is located at 4650 West Spencer Street, Appleton. The services provided and reported to the City of Appleton will pertain only to city of Appleton residents.
	Planned Activities	The Fair Housing Center of Northeast Wisconsin conducts the following fair housing activities on behalf of the City of Appleton: outreach and education, complaint intake and investigative services and technical assistance.
6	Project Name	Fox Valley Warming Shelter
	Target Area	
	Goals Supported	Public services
	Needs Addressed	Public Services
	Funding	CDBG: \$15,000

	Description	The Fox Valley Warming Shelter provides services and shelter to adults suffering from homelessness. CDBG funds will be used to support staff salaries.
	Target Date	3/31/2016
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 194 extremely low income adults will benefit from the proposed activities.
	Location Description	The Fox Valley Warming Shelter is located in Appleton at 1928 West College Avenue.
	Planned Activities	The CDBG award will fund approximately 9% of the total wages for the shelter's hourly employees.
7	Project Name	Greater Fox Cities Area Habitat for Humanity
	Target Area	
	Goals Supported	Acquisition for new housing
	Needs Addressed	Affordable Housing - Production of new units
	Funding	CDBG: \$77,242
	Description	Three properties will be acquired for the construction of single-family homes that will eventually be owned by low income families.
	Target Date	3/31/2016
	Estimate the number and type of families that will benefit from the proposed activities	Three low-income families will become homeowners.
	Location Description	The three properties acquired will be located in the city of Appleton.
	Planned Activities	Greater Fox Cities Area Habitat for Humanity will use funds to acquire three properties in the City of Appleton for the purpose of constructing homes that will be owned by low-income families.
8	Project Name	Harbor House Domestic Abuse Program
	Target Area	
	Goals Supported	Public services
	Needs Addressed	Public Facilities
	Funding	CDBG: \$24,000

	Description	Harbor House provides shelter and services for women and children affected by domestic abuse. CDBG funds will be used for staff salaries for the approximately 200 persons that are estimated to use the shelter during the 2015 program year.
	Target Date	3/31/2016
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 200 women and children will benefit from the services provided by staff at Harbor House.
	Location Description	The Harbor House facility is located in Appleton at 720 West Fifth Street.
	Planned Activities	The salaries for two women's advocates, one bi-lingual women's advocate and two children's advocates will be partially supported by CDBG funds. Women's advocates provide direct service to survivors of domestic abuse by listening, validating their experience and connecting them to resources needed for them to live safely and independently. The women's advocate also develops connections with programs and agencies within the community to provide a safety plan and resources needed on an individual basis. Children's advocates help children with safety and coping skills as well as helping to heal damage that has been done to the relationship with the non-battering parent by the abuser.
9	Project Name	Homeless Connections
	Target Area	
	Goals Supported	Public services
	Needs Addressed	Public Services
	Funding	CDBG: \$15,000
	Description	Homeless Connections is a homeless shelter. CDBG funds will be used for staff salaries and utility expenses.
	Target Date	3/31/2016
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 73 individuals and/or families will benefit from the proposed activities to be funded.
	Location Description	Homeless Connections is a facility that serves people that are homeless and is located in Appleton at 400 North Division Street.
	Planned Activities	13% of the salary of one of six House Supervisor positions will be funded. The remaining funds will be used to pay for utility costs.

10	Project Name	Housing Partnership of the Fox Cities
	Target Area	
	Goals Supported	Rental rehabilitation
	Needs Addressed	Affordable Housing - Rehab of existing units
	Funding	CDBG: \$31,000
	Description	The Housing Partnership will perform needed repairs and maintenance for three affordable rental units.
	Target Date	3/31/2016
	Estimate the number and type of families that will benefit from the proposed activities	Three rental units will get various repairs. These rental units house low-income families or individuals.
	Location Description	Properties to receive repairs are located at the following addresses: 921 N. Superior St., 500 W. Winnebago St., 803 N. Drew St.
	Planned Activities	Three rental units which are located throughout the city will undergo various repairs; including roof work, stairwell repair and upgrades to flooring and plumbing.
11	Project Name	Rebuilding Together Fox Valley
	Target Area	
	Goals Supported	Improve and maintain housing stock
	Needs Addressed	Affordable Housing - Rehab of existing units
	Funding	CDBG: \$20,000
	Description	Rebuilding Together Fox Valley will fund rehabilitation and modifications activities to homes for low-income homeowners that are mainly elderly, are veterans or for those with disabilities.
	Target Date	3/31/2016
	Estimate the number and type of families that will benefit from the proposed activities	Nine low-income homeowners that are most likely elderly, veterans or people with disabilities will benefit from home repairs and modifications.
	Location Description	The homes will be located in the city of Appleton.
	Planned Activities	Some of the modifications and repairs that may be performed include installation of grab bars, handrails, ramps, modifying bathrooms for accessibility, repair or replacement of roofs and/or windows.

12	Project Name	STEP Industries
	Target Area	
	Goals Supported	Public services
	Needs Addressed	Public Services
	Funding	CDBG: \$24,571
	Description	STEP Industries provides job skills training to men and women in recovery from substance addiction.
	Target Date	3/31/2016
	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that approximately 16 clients will be served and that all of these clients will be at low or moderate income levels.
	Location Description	STEP Industries is located in Neenah at 1010 Strohmeyer Drive. CDBG funds will be used only for participants that reside in the city of Appleton.
	Planned Activities	STEP Industries offers a safe, supportive environment in which the recovering alcoholic/addict can receive job skills and soft skills training. This training helps the participants learn honesty, reliability, accountability and helps them gain the confidence and self-esteem needed to build or rebuild a work history and transition into permanent, outside employment.

AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

The City of Appleton will not have a designated geographic area within the jurisdiction within which funds are allocated. However, activities benefitting persons, facilities or housing within the census block groups that HUD has designated as meeting the 51% LMI threshold will be given priority.

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

Five programs funded by the CDBG program in 2015 will support affordable housing needs in Appleton. The City of Appleton's Homeowner Rehabilitation Loan Program, Appleton Housing Authority and Rebuilding Together Fox Valley will assist low and moderate homeowners with needed repairs and maintenance. Greater Fox Cities Area Habitat for Humanity will acquire property for new homes for low and moderate income families. The Housing Partnership of the Fox Cities will rehabilitate three affordable rental units.

One Year Goals for the Number of Households to be Supported	
Homeless	0
Non-Homeless	46
Special-Needs	0
Total	46

Table 4 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	3
Rehab of Existing Units	43
Acquisition of Existing Units	0
Total	46

Table 5 - One Year Goals for Affordable Housing by Support Type

AP-60 Public Housing – 91.220(h)

Introduction

The City of Appleton will provide funding to support the Appleton Housing Authority's Homebuyer Program which can provide assistance for downpayments and needed repairs or upgrades for the homes that are purchased.

Actions planned during the next year to address the needs to public housing

Although the City of Appleton does not provide CDBG funds to the Appleton Housing Authority (AHA) in support of its public housing, CDBG funds are provided to support the AHA's Homebuyer Program.

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

By supporting AHA's Homebuyer Program, public housing residents have the opportunity to learn about homeownership through homebuyer education classes to possibly become a first time homeowner and receive assistance with downpayments or needed repairs on their new homes.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

The Appleton Housing Authority is not designated as troubled.

AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction

CDBG funds were awarded to two facilities that serve the homeless, the Fox Valley Warming Shelter and Homeless Connections (formerly known as Emergency Shelter of the Fox Valley). These facilities will be using the funds to support staff salaries. Harbor House Domestic Abuse Program also received a 2015 CDBG allocation which will be used for their counselors to provide education, advocacy and support to the women and children living at the shelter. STEP Industries received 2015 CDBG funds to support the staff that administers and the clients that participate in a program designed to help those recovering from alcohol and drug addiction learn job skills so they can achieve economic independence.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including:

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

CDBG funds will be used by two facilities that serve homeless persons. Both of these facilities provide programs and guidance to help homeless persons explore the services and resources that are available in the community that are most appropriate to meet their needs and provide a way to overcome barriers to self-sufficiency and permanent shelter. The facilities collaborate in the operation of a street outreach program to assist those chronically homeless persons that have especially difficult challenges to overcome.

Addressing the emergency shelter and transitional housing needs of homeless persons

CDBG funds will be used by two facilities that serve homeless persons. Funds will support staff salaries. CDBG funds will also be used to support staff salaries for counseling and advocacy services at Harbor House, a domestic abuse shelter for women and children.

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

CDBG funds were awarded to two facilities that serve homeless persons and a facility that serves those affected by domestic abuse. The funds will be used to support staff salaries. The staff at all three facilities provide counseling, guidance and education to clients to find resources and services to help

them address the issues that will help them transition to permanent housing and independent living.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: 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); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

Two agencies that focus on housing needs were awarded CDBG funds. Rebuilding Together Fox Valley (RTFV) serves low-income individuals, especially seniors and those with disabilities, with the goal of helping them remain in their homes by making needed repairs and renovations to keep their homes livable and accessible when new financial or medical conditions arise that may threaten their ability to remain in their own home. Housing Partnership of the Fox Cities (HPFC) provides affordable rental opportunities to low-income individuals and works with the Harbor House Domestic Abuse Program to help the women and children living at Harbor House take advantage of the affordable rental properties whenever possible.

AP-75 Barriers to affordable housing – 91.220(j)

Actions it planned 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

The City will work with developers and homeowners that encounter barriers to affordable housing to address the issues and guide them through any administrative channels they can use to overcome these barriers.

AP-85 Other Actions – 91.220(k)

Actions planned to address obstacles to meeting underserved needs

The diversity of the population of Appleton is growing and CDBG staff will continue to work with the City of Appleton's Diversity Coordinator to enhance communication between the City and organizations that serve minority populations to share information about the CDBG program and the needs of the minority population that can be addressed with CDBG funding.

Actions planned to foster and maintain affordable housing

The City will fund five programs that will create new housing units, rehabilitate and improve existing units for both homeowners and renters and help first time homebuyers move into their own home. All these homes will be occupied by low and moderate income persons.

Actions planned to reduce lead-based paint hazards

Any program that undertakes rehabilitation work will meet the requirements of the lead safe housing rules. In addition, the City of Appleton Health Department and the City's Homeowner Rehabilitation Loan Program work together to identify homes where young children may be adversely affected by the dangers lead-based paint and removing those hazards.

Actions planned to reduce the number of poverty-level families

CDBG funds allocated to two homeless shelters, a domestic abuse program and a job-skills training program for recovering addicts, directly serve families and individuals that are facing financially challenging situations. The services offered by these programs can provide the direction and resources needed by individuals to start moving toward financial independence and stable housing.

Actions planned to develop institutional structure

Although no specific actions are planned for the well-developed institutional structure already in place in Appleton, City staff will continue to participate in community organizations and seek to maintain open communication with other governmental entities and service providers throughout the Fox Valley. Information and feedback received through staff interaction will help address any gaps or weaknesses that may develop.

Actions planned to enhance coordination between public and private housing and social service agencies

City staff will continue to participate in the Fox Cities Housing Coalition which is a valuable forum the many Continuum of Care member organizations use to communicate about ongoing or developing

issues within the community, especially in terms of housing, homelessness and the needs of specific populations. City staff can then evaluate these needs in terms of how the CDBG program may be able to fund activities to assist with these issues.

Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(I)(1,2,4)

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	0

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	92.00%



MEMORANDUM

TO: Community and Economic Development Committee (CEDC)
FROM: Roxy Schmidt, Community Development Specialist
DATE: March 23, 2015
RE: Rock the Block Collaboration Grant

Greater Fox Cities Habitat for Humanity has requested that the City of Appleton be a collaborative partner in their grant application to the Community Foundation's Basic Needs fund in support of their Rock the Block Program.

As a program of Habitat for Humanity, Rock the Block events will be held in targeted neighborhoods for a concentrated period of time. The events will focus on home repair and preservation projects for low income homeowners and community projects to improve and beautify the neighborhood surrounding the homes. Homeowners will pay for the home improvements through no-interest, deferred loans.

Habitat will take a collaborative approach to revitalizing these neighborhoods by inviting the residents, municipalities, local businesses, schools, churches and other non-profits to become partners in the revitalization efforts.

The most important outcomes of Rock the Block are to maintain home ownership rates and improve the housing stock. Other important but less tangible outcomes include resident and community engagement, neighborhood pride, and overall improvement of the quality of life in the targeted neighborhoods.

The City will work with Habitat to select target neighborhoods and help identify broader community needs/projects that can be addressed during each event. The City of Appleton Homeowner Rehabilitation Loan Program may provide assistance to additional qualified families. The City will consider Neighborhood Grants (CDBG) funding requests from registered neighborhoods to tackle community projects.

The City of Appleton will not provide any financial support to the Rock the Block Program. However, per the City's Grant Administration Policy, *"no matter the amount, all new grants awarded to the City of Appleton must be presented to the applicant department's Committee of Jurisdiction for approval before a grant agreement is executed."* Staff asks that CEDC approve Habitat for Humanity's request for the City's support as a collaborative partner on their grant request for the Rock the Block Program.

GRANT TRACKING FORM



PART #1: Notification of Grant Funds

(email to tony.saucerman@appleton.org)

APPLICANT DEPARTMENT: Community & Economic Development

DATE: 3/18/2015

APPLICANT DEPARTMENT GRANT CONTACT NAME/TITLE: Karen Harkness/Director

COMMITTEE OF JURISDICTION: Community and Economic Development Committee

NAME OF GRANT/FUNDING SOURCE: Basic Needs and Self Sufficiency/Community Foundation for the Fox Valley Region

AMOUNT OF GRANT REQUEST: \$0

LOCAL MATCH REQUIREMENT: \$0

SOURCE OF MATCH: ☐ General Fund ☐ Non-General Fund ☒ Not Applicable

TIMEFRAME OF GRANT: / / through / /

TYPE OF GRANT REQUEST: ☐ Monetary ☒ Other (explain under 'purpose of grant')

PURPOSE OF GRANT (summary): Rock the Block has the power to revitalize blighted and at-risk neighborhoods in our community.

As a program of Habitat for Humanity, Rock the Block events will be held in targeted neighborhoods for a concentrated period of time. The events will focus on home repair and preservation projects for low income homeowners and community projects to improve and beautify the neighborhood surrounding the homes. Homeowners will pay for the home improvements through no-interest, deferred loans.

Habitat will take a collaborative approach to revitalizing these neighborhoods by inviting the residents, municipalities, local businesses, schools, churches and other non-profits to become partners in the revitalization efforts.

The most important outcomes of Rock the Block are to maintain home ownership rates and improve the housing stock. Other important but less tangible outcomes include resident and community engagement, neighborhood pride, and overall improvement of the quality of life in the targeted neighborhoods.

How does the grant meet City/Department/Program goals? The City of Appleton is committed to strengthening and sustaining the social network of the Appleton community and recognizes that maintenance of the existing housing stock is important to maintaining the high quality of life we enjoy. Habitat for Humanity's Rock the Block Program addresses issues that support these same goals while focusing on the neighborhoods that need the most immediate assistance. The City will work with Habitat to select target neighborhoods and help identify broader community needs/projects that can be addressed during each event. The City of Appleton Homeowner Rehabilitation Loan Program may provide assistance to additional qualified families. The City will consider Neighborhood Grants (CDBG) funding requests from registered neighborhoods to tackle community projects.

What are the personnel requirements (include both existing and new staff) of the grant? No personnel requirements are associated with this grant as the City is only expressing support of Habitat for Humanity's grant request.

DEPARTMENT HEAD SIGNATURE:

Karen E. Harkness

PART	TO:	DATE:	TO:	DATE:	TO:	DATE:
#1: Request to Apply	Finance Dept		COJ – Info/Action		FAC – Info/Action	
#2: Request to Accept	Finance Dept		COJ – Action		FAC – Action	

COJ = Committee of Jurisdiction

FAC = Finance and Administration Committee



MEMORANDUM

“...meeting community needs...enhancing quality of life.”

TO: Community and Economic Development Committee
FROM: DeAnn Brosman, City Assessor
DATE: March 23, 2015
RE: 2015 Assessment Procedures and Appeal Dates

We will soon be completing our 2015 assessed values, so I wanted to make you aware of the appeals dates and procedures. Annually, the Board of Review can meet to hear appeals any time after the second Monday in May by statute. This allows the Assessor sufficient time to assess property as of the close of January 1st of each year and complete the assessment roll.

The 2015 assessment year is what we call a “maintenance year”. We maintain the assessment roll by: adding for any new construction/permit work, removing recently razed buildings, reviewing recently sold properties, adjusting for recent changes in lot sizes, etc. Our City-wide revaluations are scheduled for every four years with the last “reval” just completed in 2014.

If an assessed value is changed, a notice will be sent to the property owner on April 30th. We are expecting to mail just under 1,000 notices. The Assessor’s Open Book session is scheduled for May 4th – May 8th which is a time for owners to meet with the Assessor and for adjustments to be made when evidence allows.

The Board of Review is scheduled for May 28th. This is a formal hearing of the evidence, and owners must sign up 48 hours in advance. We highly encourage property owners to discuss their value with the Assessor before signing up for the Board of Review.