



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

## MEMORANDUM

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TO: Community and Economic Development Committee  
FROM: Roxy Schmidt, Community Development Specialist  
DATE: May 20, 2015  
RE: Selection of Fair Housing Service Provider for the 2015 CDBG Program Year

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In April 2015, the City of Appleton issued a Request For Proposals seeking an organization to provide fair housing services for Appleton residents during the 2015 CDBG Program Year, commencing April 1, 2015 and running through March 31, 2016. The amount allotted for these services totals approximately \$22,000, which derives from the City's CDBG Entitlement funds. [NOTE: the provision of fair housing services is mandated by HUD for all Entitlement Communities.]

With your approval, the Metropolitan Milwaukee Fair Housing Council (MMFHC), in partnership with their Fair Housing Center of Northeast Wisconsin (FHCNW) satellite office, will be chosen to perform the aforementioned services, which include outreach, education, enforcement, and investigation activities.

Specifically, MMFHC/FHCNW will provide:

- Outreach and Education
  - Presentations to Community Organizations
  - Educational Materials (in English, Hmong and Spanish)
  - Training sessions regarding fair housing practices
  - Participation in the Fox Cities Housing Coalition
- Enforcement and Investigation
  - Complaint Intake/Investigative Services
  - Information and Referral Services
  - Testing/Technical Assistance (if needed)

For over a decade, the MMFHC/FHCNW has provided fair housing services for Appleton residents and I look forward to working with their knowledgeable staff persons. Despite soliciting others via the internet, MMFHC/FHCNW was the only organization to submit a proposal to the City of Appleton for fair housing services.

Please contact me at 832-6469 or [roxann.schmidt@appleton.org](mailto:roxann.schmidt@appleton.org) with any questions regarding fair housing services related to the CDBG program. Thank you!