



MEMORANDUM

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

TO: Community and Economic Development Committee
FROM: Roxy Schmidt, Community Development Specialist
DATE: November 11, 2015
RE: Recommendations for 2016 Community Development Block Grant Funding

Background. The estimated 2016 CDBG award listed in the 2016 City budget was \$520,000. This amount was estimated based on past award amounts. Staff determined the allocations for the Homeowner Rehabilitation Loan Program, Neighborhood Services Program, Appleton Housing Authority and administrative costs. The remaining amount was designated for community partners through a competitive application process.

Application Information. CDBG applications from community partners for the 2016 program year were due to the Community and Economic Development Department on September 25, 2015. Nine applications were submitted. Upon receipt, the applications were thoroughly reviewed by the Community and Economic Development Specialist for eligibility under HUD program regulations and it was determined that all were eligible.

Of the nine applications, seven fell under the “public service” activity definition. Only 15% of a grantee’s allocation may be used for public service activities, per HUD rules. The amount designated for public service activities and city programs is \$323,375, leaving \$196,625 to fund other proposed activities. The total amount applied for, and recommended to be allocated by the CDBG Advisory Board, for other activities totals \$151,000, leaving \$45,625 undesignated. The Board’s recommendation is to wait to decide how to allocate the remaining funding until the City is notified of its final award amount. HUD normally notifies the City of its award amount in spring (March or April).

Application Review. The CDBG Advisory Board met on November 4, 2015. (See attachment for information regarding Board membership.) Members were asked to review the applications and decide upon allocation amounts prior to the meeting. The allocation amounts made by each board member were compiled and discussed at the meeting. Allocation recommendations were agreed upon pursuant to this discussion.

Allocation Approval. The funding allocation recommendations for the Homeowner Rehabilitation Loan Program, Neighborhood Services Program, Appleton Housing Authority and administrative costs, as determined by staff, and the allocation recommendations from the CDBG Advisory Board for community partners are presented in the attached table for CEDC approval.

If you have any questions, please contact me at 832-6469 or roxann.schmidt@appleton.org. Thank you!