



# MEMORANDUM

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

TO: Community and Economic Development Committee  
FROM: Nikki Gerhard, Community Development Specialist  
DATE: October 26, 2016  
RE: Recommendations for 2017 Community Development Block Grant Funding

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**Background.** The estimated 2017 CDBG award listed in the 2017 City budget was \$528,000. 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 department projects and community partners through a competitive application process.

**Application Information.** CDBG applications from City Departments were due to the Community and Economic Development Department on September 2, 2016. One application was submitted and was recently approved for the full request. CDBG applications from community partners for the 2017 program year were due to the Community and Economic Development Department on September 29, 2016. Fifteen 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.

After awards were allocated for City programs, administration, and the City Department project, the amount available to allocate to the community partner applicants was \$137,586. Of the fifteen applications, nine fell under the “public service” activity definition. Only 15% of a grantee’s allocation may be used for public service activities, per HUD rules. In this instance, only a maximum of \$79,200 can be allocated towards the public service applications. The total amount requested by applicants whose activities were not considered public services was \$362,329.

**Application Review.** The CDBG Advisory Board will be meeting on October 25, 2016. (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 will be compiled and discussed at the meeting. Allocation recommendations will be agreed upon pursuant to the CEDC meeting on October 26, 2016.

**Allocation Approval.** The funding allocation recommendations from the CDBG Advisory Board for community partners will be presented for CEDC approval at the meeting.

If you have any questions, please contact me at 832-6469 or [nikki.gerhard@appleton.org](mailto:nikki.gerhard@appleton.org). Thank you!