

CITY OF APPLETON 2017 BUDGET

HOUSING AND COMMUNITY DEVELOPMENT GRANTS

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CITY OF APPLETON 2017 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 2016 EVENTS

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 2016, the Homeowner Rehabilitation Loan Program rehabilitated 24 owner-occupied housing units and invested nearly \$400,000 on home improvement loans. The funding sources that support the homeowner rehabilitation loan program include:

Homeowner Rehabilitation Loan Program Funding Sources:

- 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 2130)

Neighborhood Program (NP)

Mayor Hanna and the Common Council have encouraged strengthening Appleton's neighborhoods by building strong bonds, engaging social capital, encouraging investment, and leveraging local resources. The department implemented a new Neighborhood Program (NP) in 2013, that is founded in building strong partnerships and supporting the priorities of the neighborhood as defined by the residents, and collaborating with strong community partners. Fifteen neighborhoods have registered thus far.

Staff continues to promote competitive grant funds available to registered neighborhoods through the Neighborhood Grant Program (TNGP). In late 2015 and early 2016, the Lawrence-City Park Neighborhood and Peabody Park Neighborhood were each awarded funding through TNGP. Also, the Huntley Houses Neighborhood's community fitness playground project, approved for TNGP funding by Common Council, is expected to be complete by September, 2016.

Staff organized and delivered the Neighborhood Academy, a 4-session learning series for neighborhood leaders, in May, 2016. In total, there were 12 participants representing 5 different neighborhoods.

Community Development Block Grant (CDBG)

For the 2016-2017 award of \$535,325, \$304,026 was allocated as detailed below for City programs. \$231,299 was awarded through a competitive application process.

- Homeowner Rehabilitation Loan Program \$158,651
- Neighborhood Program \$40,000
- Appleton Housing Authority \$60,000
- Fair Housing Services \$25,000
- CDBG Administration \$20,375

The 2015 CAPER was submitted as the second program year for the 2015-2019 Consolidated Plan.

An environmental review policy was established to ensure that the review procedures are administered uniformly according to the requirements set forth by HUD and other various regulations in an efficient and effective manner. In July, staff took the initial steps to transition non-CDBG grant funds from a third-party contractor to the City's Community Development Specialist position. Below are the grants that had been previously shown in the Finance budget:

Continuum of Care/Supportive Housing Program (COC/SHP) #1 (THP) & #2 (PSH)

In 2015, the City, in collaboration with the Housing Partnership of the Fox Cities, Salvation Army of the Fox Cities, and ADVOCAP, was successful in renewing both a Transitional Housing Program (THP) and a Permanent Supportive Housing (PSH) grant for another program year (October, 2015 - September, 2016 for THP and January, 2016 - December, 2016 for PSH, \$181,152 for THP and \$54,337 for PSH). Additionally, the City was awarded funds for the 2016-2017 program year (October 2016-September 2017), which included \$181,152 for THP and for the 2017 program year (January - December, 2017), which included \$54,337 (est.) for PSH.

Emergency Solutions Grant/Transitional Housing Program (ESG/THP)

The City, in collaboration with the Housing Partnership of the Fox Cities, ADVOCAP, Homeless Connection, and Fox Valley Warming Shelter was successful in its application for ESG funds for the 2015 program year (July, 2015 - June, 2016). The State separated the grants into the Emergency Solutions Grant (ESG) and the Transitional Housing Program (THP). The City received \$231,445 for ESG and \$15,872 for THP.

Additionally, the City was awarded funds for the 2016 program year (July, 2016 - June, 2017) which included \$259,563 for ESG and \$25,310 for THP.

In June, we had a monitoring visit from the DOR Division of Energy, Housing and Community Resources. Four minor issues were noted regarding sub recipients. The City is implementing policies and procedures to address these issues.

CITY OF APPLETON 2017 BUDGET

HOUSING AND COMMUNITY DEVELOPMENT GRANTS

MAJOR 2017 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/Supportive Housing Program (COC/SH) #1 and #2

(Program Year: October 1 to September 30)

Continuum of Care/Permanent Supportive Housing (PSH)

(Program Year: January 1 to December 31)

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

Emergency Solutions Grant/Transitional Housing Program (ESG/THP)

(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	2014	2015	Adopted 2016	Amended 2016	2017	Change *
Program Revenues		\$ 1,173,381	\$ 1,296,568	\$ 1,466,763	\$ 1,466,763	\$ 1,502,015	2.40%
Program Expenses							
2100	CDBG	276,219	375,645	380,000	380,000	446,778	17.57%
2140	Emergency Shelter	262,349	269,963	247,317	247,317	284,873	15.19%
2150	Continuum of Care	227,296	254,587	231,346	231,346	235,489	1.79%
2170	Homeowner Rehab Loan	469,723	367,108	448,100	449,494	446,222	-0.42%
2180	Neighborhood Program	42,200	2,142	166,450	166,450	96,422	-42.07%
	Discontinued	258	-	-	-	-	
TOTAL		\$ 1,278,045	\$ 1,269,445	\$ 1,473,213	\$ 1,474,607	\$ 1,509,784	2.48%
Expenses Comprised Of:							
	Personnel	82,446	89,905	94,790	96,184	123,973	30.79%
	Administrative Expense	1,159,759	1,129,602	1,338,376	1,338,376	1,373,591	2.63%
	Supplies & Materials	1,838	505	500	500	500	0.00%
	Purchased Services	33,863	49,325	39,287	39,287	11,460	-70.83%
	Utilities	139	108	260	260	260	0.00%
	Repair & Maintenance	-	-	-	-	-	N/A
	Capital Expenditures	-	-	-	-	-	N/A
Full Time Equivalent Staff:							
	Personnel allocated to programs	1.00	1.00	1.08	1.08	1.40	

CITY OF APPLETON 2017 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 but undisbursed 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.

Due to changes in Federal guidance in regard to administrative requirements, cost principles, and audit requirements, a small portion of the Housing Coordinator's salary will be drawn from the CDBG general administration funds, along with a small amount of Finance Department staff time and audit fee expense. The Housing Coordinator's time allocated to CDBG will increase in 2017 to better reflect the actual amount of time the position is spending on these activities.

The 2016 CDBG award was \$535,325 (for the period April 1, 2016 - March 31, 2017), a slight increase from the 2015-2016 award. The estimated award for the 2017-2018 program year is \$528,000. The allocation of the funds are as follows:

CDBG - Community Dev/Finance Admin	\$ 109,192*
Homeowner Rehab. Loan Program	81,222
Neighborhood Program	0**
	190,414
Awarded through competitive application process	<u>337,586</u>
Total estimated award	<u>\$ 528,000</u>

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

** Neighborhood Program is not requesting funding for 2017-2018 program year due to previous unspent grant monies.

PERFORMANCE INDICATORS

	Actual 2014	Actual 2015	Target 2016	Projected 2016	Target 2017
Client Benefits/Impacts					
Funding for community programs					
Annual Entitlement Amount (program yr.)	\$ 525,200	\$ 523,813	\$ 520,000	\$ 535,325	\$ 528,000
Carryover from previous years	\$ -	\$ -	\$ -	\$ -	\$ -
Reprogrammed CDBG Funds	\$ -	\$ -	\$ -	\$ 15,460	\$ -
Percent of awards spent on projects	91.05%	92.00%	88.00%	92.00%	90.50%
Average award (not including program income)	\$ 43,473	\$ 48,181	\$ 40,000	\$ 48,995	\$ 40,000
Strategic Outcomes					
Maintain integrity of programs					
# of single-audit findings	0	3	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	1.38:1	1.42:1	1.5:1	1.42:1	1.5:1
Work Process Outputs					
# of Block Grant awards made	11	10	10	10	10

CITY OF APPLETON 2017 BUDGET

HOUSING AND COMMUNITY DEVELOPMENT GRANTS

Community Development Block Grant

Business Unit 2100

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		2017
	2014	2015	Adopted 2016	Amended 2016	
Revenues					
4210 Federal Grants	\$ 281,762	\$ 368,069	\$ 380,000	\$ 380,000	\$ 446,778
Total Revenue	<u>\$ 281,762</u>	<u>\$ 368,069</u>	<u>\$ 380,000</u>	<u>\$ 380,000</u>	<u>\$ 446,778</u>
Expenses					
6101 Regular Salaries	\$ -	\$ 11,122	\$ 10,282	\$ 10,282	\$ 14,162
6150 Fringes	-	2,868	2,708	2,708	3,670
6201 Training/Conferences	1,126	766	2,500	2,500	2,500
6301 Office Supplies	-	-	800	800	400
6303 Memberships & Licenses	75	75	940	940	940
6320 Printing & Reproduction	1,838	477	500	500	500
6401 Accounting & Audit	1,500	1,560	1,630	1,630	1,560
6404 Consulting Services	2,994	7,576	-	-	-
6412 Advertising	294	397	500	500	400
6413 Utilities	46	47	60	60	60
6599 Other Contracts/Obligations	-	-	455	455	-
6608 Block Grant Payments	268,346	350,757	359,625	359,625	422,586
Total Expense	<u>\$ 276,219</u>	<u>\$ 375,645</u>	<u>\$ 380,000</u>	<u>\$ 380,000</u>	<u>\$ 446,778</u>

DETAILED SUMMARY OF 2017 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	337,586
	<u>\$ 422,586</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 2017 BUDGET

HOUSING, HOMELESS AND BLOCK GRANTS

Emergency Solutions Grant (ESG)/Transitional Housing Program (THP)

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 Transitional Housing/Transitional Housing Program (ESG/THP) 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 ESG/THP 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 ESG/THP 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.

ESG/THP funds may be used in the following areas related to emergency shelter and transitional housing programs: rehabilitation of facilities, essential supportive services, operation costs and homeless prevention services. 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 ESG/THP funding.

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

Major changes in Revenue, Expenditures, or Programs:

The department transitioned the management of non-CDBG grant funds from a third-party contractor to the City's Community Development Specialist position. This grant had previously been shown in the Finance budget.

PERFORMANCE INDICATORS

	Actual 2014	Actual 2015	Target 2016	Projected 2016	Target 2017
Client Benefits/Impacts					
\$ Grant Award ESG	\$ 212,609	\$ 214,354	\$ 231,445	\$ 231,445	\$ 259,563
\$ Grant Award THP	N/A	\$ 12,662	\$ 15,872	\$ 15,872	\$ 25,310
Strategic Outcomes					
Expand the # of homeless persons served					
# assisted in emergency shelter	1,000	985	1,000	980	1,000
# assisted in rapid rehousing	57	61	30	58	60
# assisted with prevention services	361	349	350	350	350
Work Process Outputs					
# grant applications prepared	1	2	2	2	2
# of contract period extensions requested	0	0	0	0	0

CITY OF APPLETON 2017 BUDGET

HOUSING, HOMELESS AND BLOCK GRANTS

Emergency Solutions Grant (ESG)/Transitional Housing Program (THP)

Business Unit 2140

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
Revenues					
4224 Miscellaneous State Aids	\$ 259,650	\$ 271,198	\$ 247,317	\$ 247,317	\$ 284,873
Total Revenue	<u>\$ 259,650</u>	<u>\$ 271,198</u>	<u>\$ 247,317</u>	<u>\$ 247,317</u>	<u>\$ 284,873</u>
Expenses					
6101 Regular Salaries	\$ -	\$ -	\$ -	\$ -	\$ 8,301
6150 Fringes	-	-	-	-	3,659
6404 Consulting Services	8,800	12,788	15,523	15,523	3,900
6630 Other Grant Payments	253,549	257,175	231,794	231,794	269,013
Total Expense	<u>\$ 262,349</u>	<u>\$ 269,963</u>	<u>\$ 247,317</u>	<u>\$ 247,317</u>	<u>\$ 284,873</u>

DETAILED SUMMARY OF 2017 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	THP	Total
Housing Partnership	\$ 69,399	\$ 12,655	\$ 82,054
ADVOCAP	37,869	12,655	50,524
Homeless Connection	103,597	-	103,597
Fox Valley Warming Shelter	32,838	-	32,838
	<u>\$ 243,703</u>	<u>\$ 25,310</u>	<u>\$ 269,013</u>

CITY OF APPLETON 2017 BUDGET

HOUSING, HOMELESS AND BLOCK GRANTS

Continuum of Care Supportive Housing Program (COC/SHP)

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/Supportive Housing Program (COC/SHP) funds support programs that offer both housing opportunities and related supportive services for persons transitioning from homelessness to independent living. Specifically, COC/SHP 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/SHP 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/SHP grants in collaboration with other local non-profit partners -- one for a collaborative transitional housing program (THP) and one for a permanent supportive housing (PSH).

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

Major changes in Revenue, Expenditures, or Programs:

The department transitioned the management of non-CDBG grant funds from a third-party contractor to the City's Community Development Specialist position. This grant had previously been shown in the Finance budget.

PERFORMANCE INDICATORS

	Actual 2014	Actual 2015	Target 2016	Projected 2016	Target 2017
Client Benefits/Impacts					
\$ Annual Award (SHP 1 - THP)	\$ 181,152	\$ 181,152	\$ 181,152	\$ 181,152	\$ 181,152
\$ Annual Award (SHP 2 - PSH)	\$ 53,394	\$ 53,628	\$ 50,194	\$ 50,194	\$ 54,337
Strategic Outcomes					
Help clients improve self-sufficiency					
% of participants that moved from transitional to permanent housing	87%	70%	70%	70%	70%
% of participants in permanent housing who maintained or increased income	65%	56%	77%	77%	77%
Work Process Outputs					
# grants applications prepared	2-Renewal	2-Renewal	2-Renewal	2-Renewal	2-Renewal
# of contract period extensions requested	0	0	0	0	0

CITY OF APPLETON 2017 BUDGET

HOUSING, HOMELESS AND BLOCK GRANTS

Continuum of Care Grant Supportive Housing Program (COC/SHP)

Business Unit 2150

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
Revenues					
4110 Property Tax	\$ 5,000	\$ -	\$ -	\$ -	\$ -
4224 Miscellaneous State Aids	227,296	254,587	231,346	231,346	235,489
Total Revenue	<u>\$ 232,296</u>	<u>\$ 254,587</u>	<u>\$ 231,346</u>	<u>\$ 231,346</u>	<u>\$ 235,489</u>
Expenses					
6101 Regular Salaries	\$ -	\$ -	\$ -	\$ -	\$ 9,552
6150 Fringes	-	-	-	-	4,207
6201 Training/Conferences	-	-	-	-	1,470
6320 Printing & Reproduction	-	29	-	-	-
6404 Consulting	15,228	15,200	15,229	15,229	-
6630 Other Grant Payments	212,068	239,358	216,117	216,117	220,260
Total Expense	<u>\$ 227,296</u>	<u>\$ 254,587</u>	<u>\$ 231,346</u>	<u>\$ 231,346</u>	<u>\$ 235,489</u>

DETAILED SUMMARY OF 2017 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:

	SHP #1 - THP	SHP #2 - PSH	Total
ADVOCAP	\$ 69,974	\$ -	\$ 69,974
Housing Partnership	35,390	50,903	86,293
Salvation Army	63,993	-	63,993
	<u>\$ 169,357</u>	<u>\$ 50,903</u>	<u>\$ 220,260</u>

CITY OF APPLETON 2017 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, eliminate lead-based paint hazards, 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 changes in Federal guidance in regard to administrative requirements, cost principles and audit requirements, the Homeowner Rehabilitation Loan Program budget includes 90% of the Housing Coordinator's salary and fringes. The remaining 10% is included in the Community Development Block Grant budget as general program administration. In the future, if CDBG funds are eliminated, 100% of the Housing Coordinator's salary and fringes will come out of the City's General fund.

The CDBG funds award is only for the Homeowner Rehabilitation Program project delivery costs (program administration). This is due to an increase in program income that is expected to cover project costs.

PERFORMANCE INDICATORS

	Actual 2014	Actual 2015	Target 2016	Projected 2016	Target 2017
Client Benefits/Impacts					
Funding for LMI homeowner rehabilitation projects					
CDBG funds award amount	\$ 175,000	\$ 175,000	\$ 100,000	\$ 158,651	\$ 81,222
Program income received (all grants)	\$ 203,361	\$ 301,281	\$ 348,100	\$ 348,100	\$ 365,000
Unspent grant funds					
Committed	\$ 58,520	\$ 80,761	\$ 75,000	\$ 75,000	\$ 75,000
Uncommitted	\$ 241,431	\$ 294,922	\$ 160,000	\$ 160,000	\$ 160,000
Strategic Outcomes					
Improved LMI single-family homes and owner-occupied duplexes					
# of loans made	22	23	24	24	24
# units rehabilitated	23	24	24	24	24
# residents benefited	68	58	60	60	60
Average loan amount	\$ 17,475	\$ 13,130	\$ 15,000	\$ 15,000	\$ 15,000
Amount committed to rehab activity	\$ 391,577	\$ 301,993	\$ 360,000	\$ 360,000	\$ 360,000
Work Process Outputs					
# of applications processed	57	52	33	33	33
# of applications approved	29	27	27	27	27

CITY OF APPLETON 2017 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS
HOMEOWNER REHABILITATION LOAN PROGRAM **Business Unit 2160/2170/2190**

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
Revenues					
4210 Federal Grants	\$ 162,749	\$ 92,857	\$ 100,000	\$ 100,000	\$ 81,222
4710 Interest on Investments	-	2	-	-	-
5035 Other Reimbursements	1,421	8,526	-	-	-
5050 Rehab Project Repayments	200,578	301,329	348,100	348,100	365,000
Total Revenue	<u>\$ 364,748</u>	<u>\$ 402,714</u>	<u>\$ 448,100</u>	<u>\$ 448,100</u>	<u>\$ 446,222</u>
Expenses					
6101 Regular Salaries	\$ 66,476	\$ 61,636	\$ 66,371	\$ 67,765	\$ 65,093
6150 Fringes	15,970	14,279	15,429	15,429	15,329
6201 Training/Conferences	808	152	600	600	600
6413 Utilities	92	62	200	200	200
6599 Other Contracts/Obligations	2,514	11,803	5,500	5,500	5,000
6608 Block Grant Payments	383,863	279,176	278,500	278,500	330,000
6630 Other Grant Payments	-	-	81,500	81,500	30,000
Total Expense	<u>\$ 469,723</u>	<u>\$ 367,108</u>	<u>\$ 448,100</u>	<u>\$ 449,494</u>	<u>\$ 446,222</u>

DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000

Block Grant Payments

Loans to Low and Moderate Income households for the rehabilitation of their homes using CDBG funds.
 Rehab projects

\$ 330,000

Other Grant Payments

Loans to Low and Moderate Income households for the rehabilitation of their homes using Lead Hazard Control and HOME Homeowner funds.
 Rehab projects

\$ 30,000

CITY OF APPLETON 2017 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. Provide the expertise and technical assistance in administering the City's Neighborhood Program including assisting residents on how to register their neighborhood, market the program to City residents and work with Appleton residents, other City staff and outside agencies to leverage resources to help improve Appleton's neighborhoods.

Major changes in Revenue, Expenditures or Programs:

The 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.

Staff organized and delivered the Neighborhood Academy, a 4-session learning series for neighborhood leaders in May, 2016. In 2017, facilitating opportunities for neighborhoods to report out their successes, solicit peer review and learn about City resources may replace the conventional Neighborhood Academy. Grant funds will continue to be available to registered neighborhoods. Neighborhood grants (CDBG) totaling \$88,653 are anticipated in 2017, after a \$70,000 award to the Huntley Houses Neighborhood in 2016. The NP will not request additional CDBG funding in 2017, in order to draw down remaining funds from prior year allocations. Once "caught up", future CDBG funding requests are anticipated.

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. This budget includes \$3,000 of property taxes that would be available to all neighborhoods, not just those qualified by HUD.

PERFORMANCE INDICATORS

	<u>Actual 2014</u>	<u>Actual 2015</u>	<u>Target 2016</u>	<u>Projected 2016</u>	<u>Target 2017</u>
Client Benefits/Impacts					
# of new partnerships/ collaborations generated	1	0	1	1	1
# of registered neighborhoods	13	15	14	15	16
# of Neighborhood Academy participants	19	0	20	12	0
Strategic Outcomes					
# of projects awarded grant funding	new measure	2	2	2	2
Work Process Outputs					
Grant Funds (CDBG)					
Committed	\$ 30,000	\$ 70,000	\$ -	\$ -	\$ 88,653
Uncommitted	\$ 90,000	\$ 48,653	\$ -	\$ 88,653	\$ -
Spent	\$ 39,925	\$ 1,422	\$ 158,653	\$ 70,000	\$ 88,653
General Funds					
Committed	\$ 2,775	\$ 1,800	\$ 5,730	\$ 1,200	\$ 7,769
Uncommitted	\$ -	\$ 1,650	\$ -	\$ 4,530	\$ -
Spent	\$ 2,275	\$ 720	\$ 5,730	\$ 961	\$ 7,769

CITY OF APPLETON 2017 BUDGET HOUSING AND COMMUNITY DEVELOPMENT GRANTS NEIGHBORHOOD PROGRAM	Business Unit 2180
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PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2014	2015	Adopted 2016	Amended 2016	2017
Revenues					
4110 Property Taxes	\$ -	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
4210 Federal Grants	39,925	-	160,000	160,000	88,653
Total Revenue	<u>\$ 39,925</u>	<u>\$ 3,000</u>	<u>\$ 163,000</u>	<u>\$ 163,000</u>	<u>\$ 91,653</u>
Expenses					
6201 Training\Conferences	\$ -	\$ 1,422	\$ -	\$ -	\$ -
6404 Consulting	2,275	-	450	450	-
6599 Other Contracts/Obligations	-	-	2,000	2,000	-
6608 Block Grant Payments	39,925	-	161,000	161,000	88,653
6630 Other Grant Payments	-	720	3,000	3,000	7,769
Total Expense	<u>\$ 42,200</u>	<u>\$ 2,142</u>	<u>\$ 166,450</u>	<u>\$ 166,450</u>	<u>\$ 96,422</u>

DETAILED SUMMARY OF 2017 PROPOSED EXPENDITURES > \$15,000

Block grant payments

Targeted Neighborhood Investment grants to create strong neighborhoods	\$ 88,653
	<u>\$ 88,653</u>

Description	2014 Actual	2015 Actual	2016 YTD Actual	2016 Adopted Budget	2016 Amended Budget	2017 Requested Budget	2017 Adopted Budget
REVENUES							
Intergovernmental Revenues	971,381	986,711	473,752	1,118,663	1,118,663	618,075-	1,137,015
Interest Income	0	2	7	0	0	0	0
Other Revenues	201,997	309,855	204,277	348,100	348,100	365,000-	365,000
TOTAL REVENUES	1,173,378	1,296,568	678,036	1,466,763	1,466,763	983,075-	1,502,015
EXPENSES BY LINE ITEM							
Regular Salaries	57,782	64,038	46,932	76,653	78,047	72,325	97,108
Sick Pay	505	642	271	0	0	0	0
Vacation Pay	8,189	8,078	5,366	0	0	0	0
Fringes	15,970	17,147	12,339	18,137	18,137	16,887	26,865
Salaries & Fringe Benefits	82,446	89,905	64,908	94,790	96,184	89,212	123,973
Training & Conferences	1,934	2,340	4,801	5,100	5,100	3,100	4,570
Office Supplies	0	0	0	800	800	400	400
Memberships & Licenses	75	75	1,090	940	940	940	940
CDBG Expenses	692,134	629,933	288,190	880,625	880,625	852,503	841,239
Block Grant Payments	465,616	497,253	287,162	450,911	450,911	33,000	526,442
Administrative Expense	1,159,759	1,129,601	581,243	1,338,376	1,338,376	889,943	1,373,591
Printing & Reproduction	1,838	505	0	500	500	500	500
Supplies & Materials	1,838	505	0	500	500	500	500
Accounting/Audit	1,500	1,560	1,630	1,630	1,630	1,560	1,560
Consulting Services	29,555	35,565	20,458	31,202	31,202	0	3,900
Advertising	294	397	85	500	500	400	400
Other Contracts/Obligations	2,514	11,803	2,125	5,955	5,955	4,200	5,600
Purchased Services	33,863	49,325	24,298	39,287	39,287	6,160	11,460
Telephone	103	103	76	260	260	260	260
Cellular Telephone	36	5	10	0	0	0	0
Utilities	139	108	86	260	260	260	260
Repair & Maintenance	0	0	0	0	0	0	0
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	1,278,045	1,269,444	670,535	1,473,213	1,474,607	986,075	1,509,784

CITY OF APPLETON 2017 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE

Revenues	2014 Actual	2015 Actual	2016 Budget	2016 Projected	2017 Budget
Property Taxes	\$ 5,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
Intergovernmental	971,382	986,711	1,118,663	1,118,663	1,137,015
Other	201,999	309,857	348,100	348,100	365,000
Total Revenues	<u>1,178,381</u>	<u>1,299,568</u>	<u>1,469,763</u>	<u>1,469,763</u>	<u>1,505,015</u>
Expenses					
Program Costs	<u>1,278,045</u>	<u>1,269,445</u>	<u>1,473,213</u>	<u>1,474,607</u>	<u>1,509,784</u>
Total Expenses	<u>1,278,045</u>	<u>1,269,445</u>	<u>1,473,213</u>	<u>1,474,607</u>	<u>1,509,784</u>
Revenues over (under) Expenses	(99,664)	30,123	(3,450)	(4,844)	(4,769)
Other Financing Sources (Uses)					
Operating Transfers In	-	-	-	-	-
Net Change in Equity	(99,664)	30,123	(3,450)	(4,844)	(4,769)
Fund Balance - Beginning	193,215	93,551	123,674	123,674	118,830
Residual Equity Transfers Out	-	-	-	-	-
Fund Balance - Ending	<u>\$ 93,551</u>	<u>\$ 123,674</u>	<u>\$ 120,224</u>	<u>\$ 118,830</u>	<u>\$ 114,061</u>

CITY OF APPLETON 2017 BUDGET	
SPECIAL REVENUE FUNDS	

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