

CITY OF APPLETON 2018 BUDGET

HOUSING AND COMMUNITY DEVELOPMENT GRANTS

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CITY OF APPLETON 2018 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 2017 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 2017, the Homeowner Rehabilitation Loan Program rehabilitated 24 owner-occupied housing units and invested nearly \$400,000 in 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 2160)

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. Sixteen neighborhoods have registered thus far.

Staff continues to promote competitive grant funds available to registered neighborhoods through the Neighborhood Grant Program (TNGP). The Huntley Houses Neighborhood's community fitness playground project, which received funding through TNGP, was completed in late 2016. Also, the St. Bernadette Parish/Thompson Center on Lourdes Neighborhood's request for TNGP funding was approved by Common Council in June 2017. In May, 2017, staff organized and delivered the Neighborhood Program spring meeting, an informal, "roundtable" discussion for neighborhood leaders. In total, there were 12 participants representing 5 different neighborhoods. It is anticipated that a similar meeting will be coordinated in the fall.

Community Development Block Grant (CDBG)

For the 2017-2018 award of \$550,037, \$412,451 was allocated as detailed below for City programs. \$137,586 was awarded through a competitive application process.

- Homeowner Rehabilitation Loan Program \$81,222
- Appleton Housing Authority \$60,000
- Fair Housing Services \$25,000
- CDBG Administration \$46,229
- Community Development Affordable Housing Project \$200,000

The 2016 CAPER was submitted as the third program year for the 2015-2019 Consolidated Plan.

The resident participation plan policy was updated according to the new Affirmatively Furthering Fair Housing Rule to ensure that resident participation procedures are administered uniformly according to the requirements set forth by HUD and other various regulations in an efficient and effective manner.

In May, staff took the initial steps in drafting the 2020-2025 assessment of fair housing by establishing a regional consortium with other entitlement communities and public housing authorities.

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

In 2016, 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, 2016 - September, 2017 for THP and January 1, 2017 - December 31, 2017 for PSH, \$181,152 for THP and \$55,532 for PSH). Additionally, the City was awarded funds for the 2017-2018 program year (October 2017 - September 2018), which included \$181,152 for THP and for the 2018 program year (January - December, 2018), which included \$55,532 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 2016 program year (July, 2016 - June, 2017). The State separated the grants into the Emergency Solutions Grant (ESG) and the Transitional Housing Program (THP). The City received \$259,563 for ESG and \$25,310 for THP.

Additionally, the City was awarded funds for the 2017 program year (July, 2017 - June, 2018) which included \$138,551 (est.) for ESG and \$28,750 for THP.

During 2017, we had on-site subrecipient monitoring visits from the DOR Division of Energy, Housing and Community Resources (DEHCR) and the Wisconsin Balance of State Continuum of Care (WIBOSCOC). The City also underwent desk monitorings of our records. The City is coordinating with the subrecipients to implement policies and procedures to address the identified issues.

CITY OF APPLETON 2018 BUDGET

HOUSING AND COMMUNITY DEVELOPMENT GRANTS

MAJOR 2018 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/SHP) #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	2015	2016	Adopted 2017	Amended 2017	2018	Change *
Program Revenues		\$ 1,296,568	\$ 1,270,884	\$ 1,502,015	\$ 1,502,015	\$ 1,350,434	-10.09%
Program Expenses							
2100	CDBG	375,645	353,866	446,778	446,778	380,000	-14.95%
2140	Emergency Shelter	269,963	210,424	284,873	284,873	245,420	-13.85%
2150	Continuum of Care	254,587	227,937	235,489	235,489	236,684	0.51%
2170	Homeowner Rehab Loan	367,107	375,789	446,222	447,053	448,330	0.47%
2180	Neighborhood Program	2,142	71,086	96,422	96,422	75,983	-21.20%
TOTAL		\$ 1,269,444	\$ 1,239,102	\$ 1,509,784	\$ 1,510,615	\$ 1,386,417	-8.17%
Expenses Comprised Of:							
Personnel		89,905	97,490	123,973	124,804	122,399	-1.27%
Administrative Expense		1,129,601	1,116,342	1,373,591	1,373,591	1,227,500	-10.64%
Supplies & Materials		505	25,146	500	500	500	0.00%
Purchased Services		49,325	124	11,460	11,460	35,758	212.02%
Utilities		108	-	260	260	260	0.00%
Repair & Maintenance		-	-	-	-	-	N/A
Capital Expenditures		-	-	-	-	-	N/A
Full Time Equivalent Staff:							
Personnel allocated to programs		1.08	1.08	1.40	1.40	1.34	

CITY OF APPLETON 2018 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, including program income, 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 increased in 2017 to better reflect the actual amount of time the position is spending on these activities.

The new Assessment of Fair Housing report under the new Affirmatively Furthering Fair Housing Rule is a new federal requirement that is expected to be submitted in collaboration with the Five-Year Consolidated Plan. It is replacing the previously applied Analysis of Impediments, and is designed to improve the process by providing data and greater clarity of the steps that must be undertaken to assess fair housing issues and factors, establish priorities and goals addressing the identified issues and factors, and then take meaningful action to eliminate them. HUD is encouraging regional collaboration with this new report, and as such, the City of Appleton is involved in a regional consortium with the Cities of Oshkosh and Neenah, as well as local housing authorities. The City's share of the anticipated expenses associated with the consortium's work are shown under other contracts/obligations.

The 2017 CDBG award was \$550,037 (for the period April 1, 2017 - March 31, 2018), a slight increase from the 2016-2017 award. The estimated award for the 2018-2019 program year is \$535,000. The allocation of the funds are as follows:

CDBG - Community Dev/Finance Admin	\$ 135,000*
Homeowner Rehab. Loan Program	115,000
Neighborhood Program	40,000
	290,000
Awarded through competitive application process	245,000

Total estimated award \$ 535,000

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

PERFORMANCE INDICATORS

	Actual 2015	Actual 2016	Target 2017	Projected 2017	Target 2018
Client Benefits/Impacts					
Funding for community programs					
Annual Entitlement Amount (program yr.)	\$ 523,813	\$ 535,325	\$ 528,000	\$ 550,037	\$ 535,000
Carryover from previous years	\$ -	\$ -	\$ -	\$ -	\$ -
Reprogrammed CDBG Funds	\$ -	\$ 15,460	\$ -	\$ -	\$ -
Percent of awards spent on projects	92.00%	92.00%	90.50%	87.00%	83.00%
Average award (not including program income)	\$ 48,181	\$ 48,995	\$ 40,000	\$ 43,528	\$ 44,000
Strategic Outcomes					
Maintain integrity of programs					
# of single-audit findings	3	0	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	1.42:1	1.42:1	1.5:1	1.5:1	1.5:1
Work Process Outputs					
# of Block Grant awards made	10	10	10	11	10

CITY OF APPLETON 2018 BUDGET

HOUSING AND COMMUNITY DEVELOPMENT GRANTS

Community Development Block Grant

Business Unit 2100

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
4210 Federal Grants	\$ 368,069	\$ 361,442	\$ 446,778	\$ 446,778	\$ 380,000
Total Revenue	<u>\$ 368,069</u>	<u>\$ 361,442</u>	<u>\$ 446,778</u>	<u>\$ 446,778</u>	<u>\$ 380,000</u>
Expenses					
6101 Regular Salaries	\$ 11,122	\$ 13,471	\$ 14,162	\$ 14,162	\$ 14,413
6150 Fringes	2,868	3,548	3,670	3,670	3,849
6201 Training/Conferences	766	3,122	2,500	2,500	2,500
6301 Office Supplies	-	-	400	400	200
6303 Memberships & Licenses	75	1,090	940	940	940
6320 Printing & Reproduction	477	-	500	500	500
6401 Accounting & Audit	1,560	1,630	1,560	1,560	1,560
6404 Consulting Services	7,576	-	-	-	-
6412 Advertising	397	224	400	400	300
6413 Utilities	47	47	60	60	60
6599 Other Contracts/Obligations	-	-	-	-	25,678
6608 Block Grant Payments	350,757	330,734	422,586	422,586	330,000
Total Expense	<u>\$ 375,645</u>	<u>\$ 353,866</u>	<u>\$ 446,778</u>	<u>\$ 446,778</u>	<u>\$ 380,000</u>

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

<u>Other Contracts/Obligations</u>	
Assessment of Fair Housing (AFH)	<u>\$ 25,678</u>
<u>Block Grant Payments</u>	
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	245,000
	<u>\$ 330,000</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 2018 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:

During the end of 2016, the department transitioned the management of non-CDBG grant funds from a third-party contractor to the City's Community Development Specialist position. In the future, if these funds are eliminated, other sources of revenue to fund this portion of the Community Development Specialist's salary and fringes will have to be explored.

PERFORMANCE INDICATORS

	Actual 2015	Actual 2016	Target 2017	Projected 2017	Target 2018
Client Benefits/Impacts					
\$ Grant Award ESG	\$ 214,354	\$ 231,445	\$ 259,563	\$ 259,563	\$ 216,670
\$ Grant Award THP	\$ 12,662	\$ 15,872	\$ 25,310	\$ 25,310	\$ 28,750
Strategic Outcomes					
Expand the # of homeless persons served					
# assisted in emergency shelter	985	932	1,000	1,000	950
# assisted in rapid rehousing	61	73	60	60	75
# assisted with prevention services	349	968	350	350	500
Work Process Outputs					
# grant applications prepared	2	2	2	2	2
# of contract period extensions requested	0	0	0	0	0

CITY OF APPLETON 2018 BUDGET

HOUSING, HOMELESS AND BLOCK GRANTS

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

Business Unit 2140

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
4224 Miscellaneous State Aids	\$ 271,198	\$ 206,445	\$ 284,873	\$ 284,873	\$ 245,420
Total Revenue	<u>\$ 271,198</u>	<u>\$ 206,445</u>	<u>\$ 284,873</u>	<u>\$ 284,873</u>	<u>\$ 245,420</u>
Expenses					
6101 Regular Salaries	\$ -	\$ -	\$ 8,301	\$ 8,301	\$ 5,435
6150 Fringes	-	-	3,659	3,659	2,513
6404 Consulting Services	12,788	11,549	3,900	3,900	3,120
6630 Other Grant Payments	257,175	198,875	269,013	269,013	234,352
Total Expense	<u>\$ 269,963</u>	<u>\$ 210,424</u>	<u>\$ 284,873</u>	<u>\$ 284,873</u>	<u>\$ 245,420</u>

DETAILED SUMMARY OF 2018 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	\$ 55,650	\$ 14,375	\$ 67,120
ADVOCAP	34,010	14,375	48,385
Homeless Connection	90,942	-	90,942
Fox Valley Warming Shelter	25,000	-	25,000
	<u>\$ 205,602</u>	<u>\$ 28,750</u>	<u>\$ 234,352</u>

CITY OF APPLETON 2018 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:

During the end of 2016, the department transitioned the management of non-CDBG grant funds from a third-party contractor to the City's Community Development Specialist position. In the future, if these funds are eliminated, other sources of revenue to fund this portion of the Community Development Specialist's salary and fringes will have to be explored.

PERFORMANCE INDICATORS

	Actual 2015	Actual 2016	Target 2017	Projected 2017	Target 2018
Client Benefits/Impacts					
\$ Annual Award (SHP 1 - THP)	\$ 181,152	\$ 181,152	\$ 181,152	\$ 181,152	\$ 181,152
\$ Annual Award (SHP 2 - PSH)	\$ 53,628	\$ 54,337	\$ 54,337	\$ 55,532	\$ 55,532
Strategic Outcomes					
Help clients improve self-sufficiency					
% of participants that moved from transitional to permanent housing	70%	73%	70%	70%	70%
% of participants in permanent housing who maintained or increased income	56%	29%	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 2018 BUDGET

HOUSING, HOMELESS AND BLOCK GRANTS

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

Business Unit 2150

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
4224 Miscellaneous State Aids	\$ 254,587	\$ 227,937	\$ 235,489	\$ 235,489	\$ 236,684
Total Revenue	<u>\$ 254,587</u>	<u>\$ 227,937</u>	<u>\$ 235,489</u>	<u>\$ 235,489</u>	<u>\$ 236,684</u>
Expenses					
6101 Regular Salaries	\$ -	\$ 4,372	\$ 9,552	\$ 9,552	\$ 9,405
6150 Fringes	-	1,367	4,207	4,207	4,354
6201 Training/Conferences	-	-	1,470	1,470	1,470
6320 Printing & Reproduction	29	-	-	-	-
6404 Consulting	15,200	9,136	-	-	-
6630 Other Grant Payments	239,358	213,062	220,260	220,260	221,455
Total Expense	<u>\$ 254,587</u>	<u>\$ 227,937</u>	<u>\$ 235,489</u>	<u>\$ 235,489</u>	<u>\$ 236,684</u>

DETAILED SUMMARY OF 2018 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:

ADVOCAP

Housing Partnership

Salvation Army

SHP #1 - THP	SHP #2 - PSH	Total
\$ 69,974	\$ -	\$ 69,974
35,390	52,098	87,488
63,993	-	63,993
<u>\$ 169,357</u>	<u>\$ 52,098</u>	<u>\$ 221,455</u>

CITY OF APPLETON 2018 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 an increase in HOME Homeowner program income, the Homeowner Rehabilitation Loan Program budget includes 90% of the Housing Coordinator's salary and fringes (80% from CDBG (2170) and 10% from HOME Homeowner (2160)). The remaining 10% is included in the Community Development Block Grant budget as general program administration. In the future, if CDBG funds are eliminated, the Housing Coordinator's salary and fringes may come out of the City's General fund or from other revenue sources.

PERFORMANCE INDICATORS

	<u>Actual 2015</u>	<u>Actual 2016</u>	<u>Target 2017</u>	<u>Projected 2017</u>	<u>Target 2018</u>
Client Benefits/Impacts					
Funding for LMI homeowner rehabilitation projects					
CDBG funds award amount	\$ 175,000	\$ 158,651	\$ 81,222	\$ 81,222	\$ 115,000
Program income received (all grants)	\$ 301,281	\$ 265,634	\$ 365,000	\$ 365,000	\$ 333,330
Unspent grant funds					
Committed	\$ 80,761	\$ 143,617	\$ 75,000	\$ 75,000	\$ 75,000
Uncommitted	\$ 294,922	\$ 255,352	\$ 160,000	\$ 160,000	\$ 160,000
Strategic Outcomes					
Improved LMI single-family homes and owner-occupied duplexes					
# of loans made	23	22	24	24	24
# units rehabilitated	24	23	24	24	24
# residents benefited	58	63	60	60	60
Average loan amount	\$ 13,130	\$ 15,703	\$ 15,000	\$ 15,000	\$ 15,000
Amount committed to rehab activity	\$ 301,993	\$ 359,169	\$ 360,000	\$ 360,000	\$ 360,000
Work Process Outputs					
# of applications processed	52	26	33	33	33
# of applications approved	27	13	27	27	27

CITY OF APPLETON 2018 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS
HOMEOWNER REHABILITATION LOAN PROGRAM **Business Unit 2160/2170/2190**

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
4210 Federal Grants	\$ 92,857	\$ 138,823	\$ 81,222	\$ 81,222	\$ 115,000
4710 Interest on Investments	2	-	-	-	-
5035 Other Reimbursements	8,526	502	-	-	-
5050 Rehab Project Repayments	301,329	265,735	365,000	365,000	333,330
Total Revenue	\$ 402,714	\$ 405,060	\$ 446,222	\$ 446,222	\$ 448,330
Expenses					
6101 Regular Salaries	\$ 61,636	\$ 60,121	\$ 65,093	\$ 65,817	\$ 66,402
6150 Fringes	14,278	14,611	15,329	15,436	16,028
6201 Training/Conferences	152	1,815	600	600	600
6413 Utilities	62	77	200	200	200
6599 Other Contracts/Obligations	11,803	2,607	5,000	5,000	5,100
6608 Block Grant Payments	279,176	296,558	330,000	330,000	263,000
6630 Other Grant Payments	-	-	30,000	30,000	97,000
Total Expense	\$ 367,107	\$ 375,789	\$ 446,222	\$ 447,053	\$ 448,330

DETAILED SUMMARY OF 2018 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

\$ 263,000

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

\$ 97,000

CITY OF APPLETON 2018 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 Program Spring Meeting, an informal, "roundtable" discussion for neighborhood leaders in May 2017. In 2018, facilitating opportunities for neighborhoods to report out their successes, solicit peer review and learn about City resources may continue to replace the conventional Neighborhood Academy. Grant funds will continue to be available to registered neighborhoods. Neighborhood grants (CDBG) totaling \$68,653 are anticipated in 2018, after a \$60,000 award to the St. Bernadette Parish/Thompson Center on Lourdes Neighborhood in 2017. The NP will request additional CDBG funding in 2018, after drawing down a significant amount of funds from prior year allocations.

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

	Actual 2015	Actual 2016	Target 2017	Projected 2017	Target 2018
Client Benefits/Impacts					
# of new partnerships/ collaborations generated	0	1	1	1	1
# of registered neighborhoods	15	16	16	16	17
# of neighborhood program participants	0	12	0	12	15
Strategic Outcomes					
# of projects awarded grant funding	2	1	2	2	2
Work Process Outputs					
Grant Funds (CDBG)					
Committed	\$ 70,000	\$ -	\$ 88,653	\$ 60,000	\$ 68,653
Uncommitted	\$ 48,653	\$ 88,653	\$ -	\$ 28,653	\$ -
Spent	\$ 1,422	\$ 70,000	\$ 88,653	\$ 60,000	\$ 68,653
General Funds					
Committed	\$ 1,800	\$ 1,200	\$ 7,769	\$ 3,300	\$ 7,330
Uncommitted	\$ 1,650	\$ 4,644	\$ -	\$ 4,330	\$ -
Spent	\$ 720	\$ 1,086	\$ 7,769	\$ 3,314	\$ 7,330

CITY OF APPLETON 2018 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS
NEIGHBORHOOD PROGRAM **Business Unit 2180**

PROGRAM BUDGET SUMMARY

Description	Actual		Budget		
	2015	2016	Adopted 2017	Amended 2017	2018
Revenues					
4110 Property Taxes	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
4210 Federal Grants	-	70,000	88,653	88,653	40,000
Total Revenue	<u>\$ 3,000</u>	<u>\$ 73,000</u>	<u>\$ 91,653</u>	<u>\$ 91,653</u>	<u>\$ 43,000</u>
Expenses					
6201 Training\Conferences	\$ 1,422	\$ -	\$ -	\$ -	\$ -
6608 Block Grant Payments	-	70,000	88,653	88,653	68,653
6630 Other Grant Payments	720	1,086	7,769	7,769	7,330
Total Expense	<u>\$ 2,142</u>	<u>\$ 71,086</u>	<u>\$ 96,422</u>	<u>\$ 96,422</u>	<u>\$ 75,983</u>

DETAILED SUMMARY OF 2018 PROPOSED EXPENDITURES > \$15,000

Block grant payments

Targeted Neighborhood Investment grants to
create strong neighborhoods \$ 68,653

Description	2015 Actual	2016 Actual	2017 YTD Actual	2017 Adopted Budget	2017 Amended Budget	2018 Requested Budget	2018 Adopted Budget
REVENUES							
Intergovernmental Revenues	986,711	1,004,647	560,396	1,137,015	1,137,846	986,472-	1,017,104
Interest Income	2	0	50	0	0	0	0
Other Revenues	309,855	266,236	183,824	365,000	365,000	333,330-	333,330
TOTAL REVENUES	1,296,568	1,270,883	744,270	1,502,015	1,502,846	1,319,802-	1,350,434
EXPENSES BY LINE ITEM							
Regular Salaries	64,038	69,751	77,656	97,108	97,832	95,802	95,655
Sick Pay	642	595	2,242	0	0	0	0
Vacation Pay	8,078	7,618	5,526	0	0	0	0
Fringes	17,147	19,526	26,537	26,865	26,972	26,597	26,744
Salaries & Fringe Benefits	89,905	97,490	111,961	123,973	124,804	122,399	122,399
Training & Conferences	2,340	4,937	6,147	4,570	4,570	4,570	4,570
Office Supplies	0	0	0	400	400	200	200
Memberships & Licenses	75	1,090	1,090	940	940	940	940
CDBG Expenses	629,933	618,270	341,662	841,239	841,239	661,653	661,653
Block Grant Payments	497,253	492,045	333,185	526,442	526,442	529,505	560,137
Administrative Expense	1,129,601	1,116,342	682,084	1,373,591	1,373,591	1,196,868	1,227,500
Printing & Reproduction	505	0	0	500	500	500	500
Supplies & Materials	505	0	0	500	500	500	500
Accounting/Audit	1,560	1,630	0	1,560	1,560	1,560	1,560
Consulting Services	35,565	20,685	0	3,900	3,900	3,120	3,120
Advertising	397	224	49	400	400	300	300
Other Contracts/Obligations	11,803	2,607	3,256	5,600	5,600	30,778	30,778
Purchased Services	49,325	25,146	3,305	11,460	11,460	35,758	35,758
Telephone	103	104	132	260	260	260	260
Cellular Telephone	5	20	24	0	0	0	0
Utilities	108	124	156	260	260	260	260
Repair & Maintenance	0	0	0	0	0	0	0
Capital Expenditures	0	0	0	0	0	0	0
TOTAL EXPENSES	1,269,444	1,239,102	797,506	1,509,784	1,510,615	1,355,785	1,386,417

CITY OF APPLETON 2018 BUDGET
HOUSING AND COMMUNITY DEVELOPMENT GRANTS
SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE (DEFICIT)

	2015 Actual	2016 Actual	2017 Budget	2017 Projected	2018 Budget
Revenues					
Property Taxes	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
Intergovernmental	986,711	1,004,647	1,137,015	1,137,015	1,017,104
Other	309,857	266,237	365,000	365,000	333,330
Total Revenues	<u>1,299,568</u>	<u>1,273,884</u>	<u>1,505,015</u>	<u>1,505,015</u>	<u>1,353,434</u>
Expenses					
Program Costs	1,269,444	1,239,102	1,509,784	1,510,615	1,386,417
Total Expenses	<u>1,269,444</u>	<u>1,239,102</u>	<u>1,509,784</u>	<u>1,510,615</u>	<u>1,386,417</u>
Revenues over (under) Expenses	30,124	34,782	(4,769)	(5,600)	(32,983)
Other Financing Sources (Uses)					
Operating Transfers In	-	-	-	-	-
Net Change in Equity	30,124	34,782	(4,769)	(5,600)	(32,983)
Fund Balance - Beginning	93,551	123,675	158,457	158,457	152,857
Residual Equity Transfers Out	-	-	-	-	-
Fund Balance - Ending	<u>\$ 123,675</u>	<u>\$ 158,457</u>	<u>\$ 153,688</u>	<u>\$ 152,857</u>	<u>\$ 119,874</u>

CITY OF APPLETON 2018 BUDGET SPECIAL REVENUE FUNDS

NOTES