



Third Program Year: 2012 Action Plan

The CPMP Third Annual Action Plan includes the [SF 424](#) and Narrative Responses to Action Plan questions that CDBG, HOME, HOPWA, and ESG grantees must respond to each year in order to be compliant with the Consolidated Planning Regulations. The Executive Summary narratives are optional.

Narrative Responses

GRANTEE: City of Appleton
CON PLAN PERIOD: 2010-2014

EXECUTIVE SUMMARY

Located in northeastern Wisconsin, the City of Appleton continually dedicates itself to meeting the needs of our community and enhancing the quality of life through emphasis on maintaining various urban amenities, such as reasonable costs of living, high levels of job availability and vibrant neighborhoods.

The primary goal of the City's Community Development Block Grant (CDBG) Program is the development of a viable urban community through provision of decent housing, suitable living environments and economic opportunities, namely for low and moderate income persons. Although the rehabilitation of affordable housing has traditionally been the largest single use of CDBG funds in Appleton, the program serves as a catalyst for economic development activities that expand jobs and business opportunities for lower income families and neighborhoods.



Although several objectives and outcomes are addressed, Appleton's 2012 CDBG-funded activities primarily focus on rehabilitation of both rental and homeowner housing units in the City. Funds were also awarded under public services, public facilities, commercial revitalization and administration. The following tables summarize goals for the 2012 CDBG program year by presenting:

- Each specific combination of objective and outcome
- Related annual objectives
- Activities that address annual objectives

OBJECTIVE 1: DECENT HOUSING	
<i>Outcome: Availability/Accessibility</i>	
Annual Objective:	Related Activity:
<ul style="list-style-type: none"> Increase supply of affordable housing units for LMI persons 	<ul style="list-style-type: none"> Appleton's Homeowner Rehabilitation Loan Program will provide no-interest rehabilitation loans to low-income homeowners.
<ul style="list-style-type: none"> Increase supply of housing for persons with special needs 	<ul style="list-style-type: none"> Appleton Housing Authority will make more handicapped accessible public housing available.
<i>Outcome: Affordability</i>	
Annual Objective:	Related Activity:
<ul style="list-style-type: none"> Assist LMI persons to obtain and/or maintain housing 	<ul style="list-style-type: none"> Appleton's Homeowner Rehabilitation Loan Program provides rehabilitation loans to low-income homeowners. Appleton Housing Authority will provide LMI persons with down payment assistance. A contracted provider will both assist with fair housing outreach, education, investigation and enforcement.
<i>Outcome: Sustainability</i>	
Annual Objective:	Related Activity:
<ul style="list-style-type: none"> Preserve existing units of affordable housing 	<ul style="list-style-type: none"> Appleton Housing Authority will continue to operate and update/maintain affordable housing units throughout the City.
<ul style="list-style-type: none"> Provide assistance to persons at risk of becoming homeless 	<ul style="list-style-type: none"> Appleton Housing Authority will work with residents to ensure decent safe and sanitary housing options for persons at risk of becoming homeless.

OBJECTIVE 2: SUITABLE LIVING ENVIRONMENT	
<i>Availability/Accessibility of a Suitable Living Environment</i>	
Annual Objective:	Related Activity:
<ul style="list-style-type: none"> Increase availability of quality services to LMI persons 	<ul style="list-style-type: none"> Appleton's Neighborhood Revitalization Program will facilitate services in neighborhoods serving LMI persons. Community organizations such as Habitat for Humanity and other local partners will implement programs to further these objectives.
<i>Sustainability of a Suitable Living Environment</i>	
Annual Objective:	Related Activity:
<ul style="list-style-type: none"> Improve safety and livability of local neighborhoods 	<ul style="list-style-type: none"> Appleton's Neighborhood Revitalization Program will facilitate beautification and special projects in a targeted neighborhood.

OBJECTIVE 3: ECONOMIC OPPORTUNITY	
<i>Availability/Accessibility of Economic Opportunity</i>	
Annual Objective:	Related Activity:
<ul style="list-style-type: none"> Empower low-income persons to become self-sufficient 	<ul style="list-style-type: none"> Community organizations such as FISC provide services to empower LMI persons to become self sufficient.
<i>Sustainability of Economic Opportunity</i>	
Annual Objective:	Related Activity:
<ul style="list-style-type: none"> Improve economic viability of local neighborhoods 	<ul style="list-style-type: none"> Appleton's Neighborhood Revitalization Program will facilitate business revitalization projects in a targeted neighborhood.

The focus remains on each of the activities discussed below to address high priority needs identified in the 2010-2014 Consolidated Plan.

Community Development:

- Public Facilities & Improvements
 - Neighborhood Facilities/Improvements
 - Senior Centers
 - Homeless Facilities
 - Youth Centers
 - Parks & Recreational Facilities
- Public Services
 - Health/Safety
 - Persons with Special Needs
 - Children/Youth
 - Financial Literacy
- Economic Development
 - Small Business Development
 - Small Business Expansion
 - Job Creation
 - Commercial Corridor Development
- Other
 - Neighborhood-Focused Revitalization (including needs listed in various categories)
 - Fair Housing Services
 - CDBG Administration

Homeless:

- Affordable Housing (including permanent supportive housing and transitional housing)
- Rent Payment and Security Deposit Assistance
- Supportive Services (basic needs, healthcare, employment, childcare, transportation, etc.)

Housing:

- Renter households with:
 - household income less than 50% of the median family income (MFI)
 - cost burden greater than 30% of their monthly income
- Owner households with:
 - household income less than 80% of the median family income (MFI)
 - cost burden greater than 30% of their monthly income
 - homes that do not meet building code, energy, accessibility, or lead paint standards
- First-time homebuyers with:
 - household income between 50% to 80% of the median family income (MFI)
 - inability to purchase a home

Non-Homeless/Special:

- Housing and supportive services for:
 - Elderly
 - Frail elderly
 - Severely mentally ill
 - Physically disabled
 - Developmentally disabled
 - Alcohol/other drug addicted (AODA)

Over the past ten years, the City of Appleton has primarily designated its CDBG entitlement funding toward affordable housing, revitalization and public services-related activities via a competitive subrecipient application process. The percentage of CDBG funding allocated toward each category between 2000-2009 is summarized below:

- 55% = Housing
- 18% = Neighborhood/Business Revitalization
- 15% = Public Services

- 5% = Administration
- 4% = Public Facilities
- 3% = Fair Housing

Until 2008, Appleton generally funded between 15-25 subrecipients annually, allowing for each agency to receive a small portion of the total CDBG Entitlement amount for their various community development-related request. Because the annual award began to decrease yearly, however, the City implemented a \$10,000 minimum CDBG award limit in 2009. Recently, the minimum award to subrecipients was lowered to \$8,700 due to a decrease in total entitlement dollars. This strategy tests the theory that larger monetary awards among fewer subrecipients yields greater number of strategic outputs based on the priority housing, homeless, non-homeless/ special and community development needs identified. The success of this minimum limit, in addition to other changes identified via the next several allocation processes, will continue to be measured throughout 2010-2014.

During the Consolidated Plan period of 2005-2009, the following results were achieved:

- 83 low-moderate income households became first time homeowners
- 119 low-moderate income households had their homes rehabilitated
- 14 vacant lots were acquired for construction of affordable single family homes
- 101 units of affordable housing were rehabilitated
- 30 new units of transitional housing were created
- 5 rental units were refurbished for tenants with special accessibility needs
- 45 households received accessibility improvements for their homes
- 1,425 persons received emergency shelter and services as a result of homelessness
- 1,107 persons facing domestic violence received shelter and support services
- 285 persons received emergency housing financial assistance
- 1,432 new parents were provided with education on how to care for an infant
- 3,065 persons were provided with financial counseling or education
- 8 public facilities, including those serving the homeless and seniors, were improved
- 6 beautification/ special projects were completed as part of neighborhood revitalization
- 24 businesses were assisted as part of neighborhood revitalization
- 137 at-risk youth received AODA and mental health counseling services
- 401 at-risk youth and young adults participated in vocational skills development
- 1,539 persons received literacy training and/or job development education/training
- 679 families received assistance or support in caring for their disabled child
- 5,716 persons received primary health care services at a community clinic

The following narratives describe in further detail how CDBG funds will be used in 2012 to benefit the low-moderate income households in the City of Appleton by providing decent housing, suitable living environments and enhanced economic opportunity.

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ATTACHMENTS

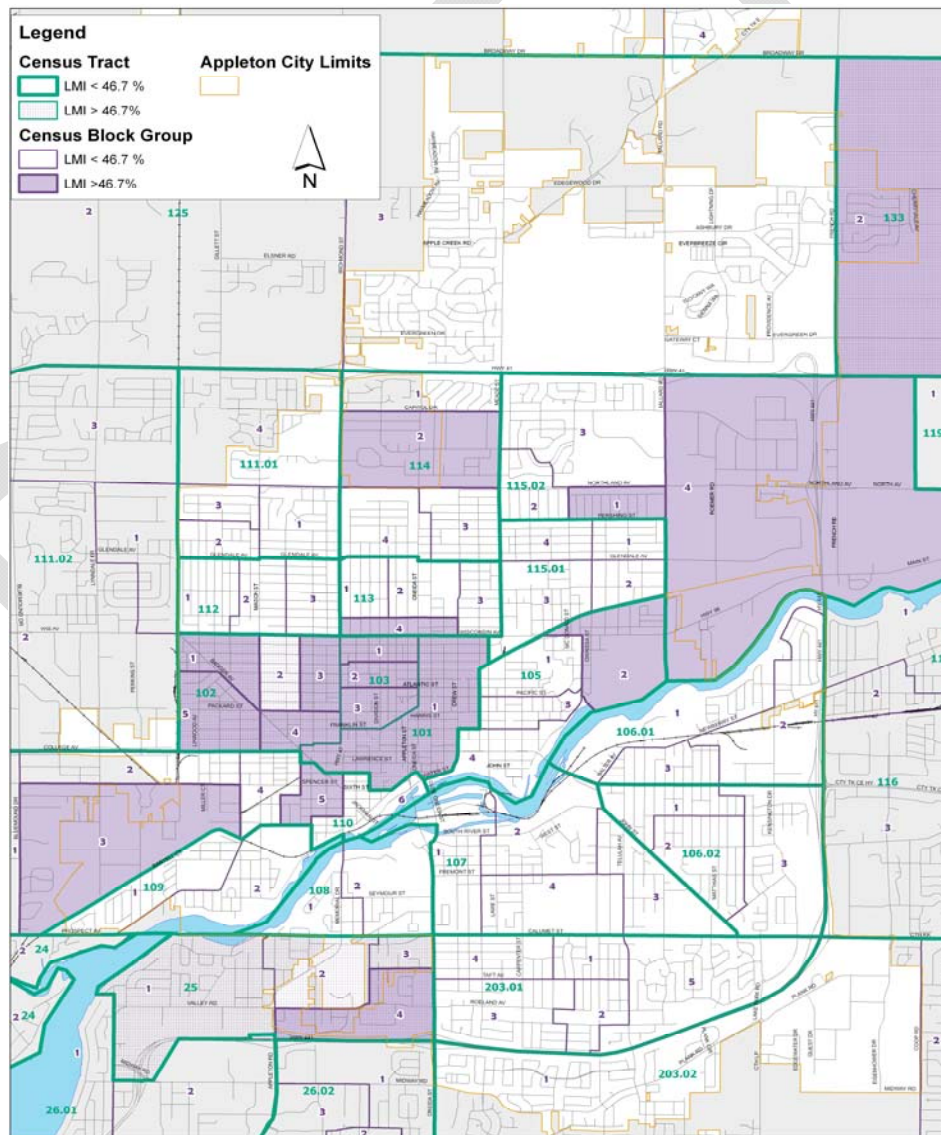
- A → Fox Cities Housing Coalition Continuum of Care Model

GENERAL QUESTIONS

Geography and Addressing Needs

Describe the geographic areas of the jurisdiction (including areas of low income families and/or racial/minority concentration) in which assistance will be directed during the next year.

In identifying low-moderate income (LMI) areas for the City of Appleton, per federal regulations, HUD has determined that the upper quartile equals 46.7 percent. More specifically, only census tracts, block groups or other designated areas where the population contains at least 46.7 percent low-moderate income persons will qualify as an LMI area; the below map depicts these block groups within the City. However, based on analysis beyond census data, it has been determined that the majority of area benefit activities will be undertaken in the central city residential neighborhoods – Census Tracts 101, 102 and 103.

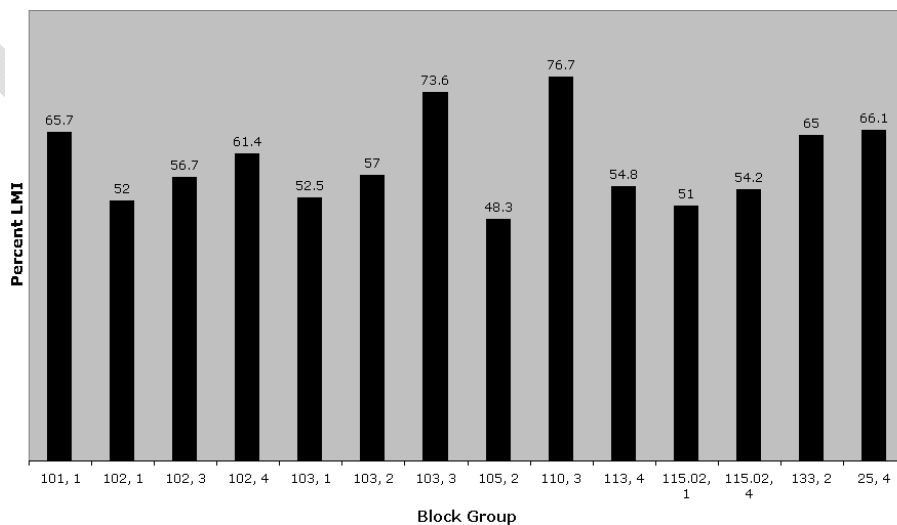


The below table summarizes LMI percentages by block group in Appleton’s qualifying areas.

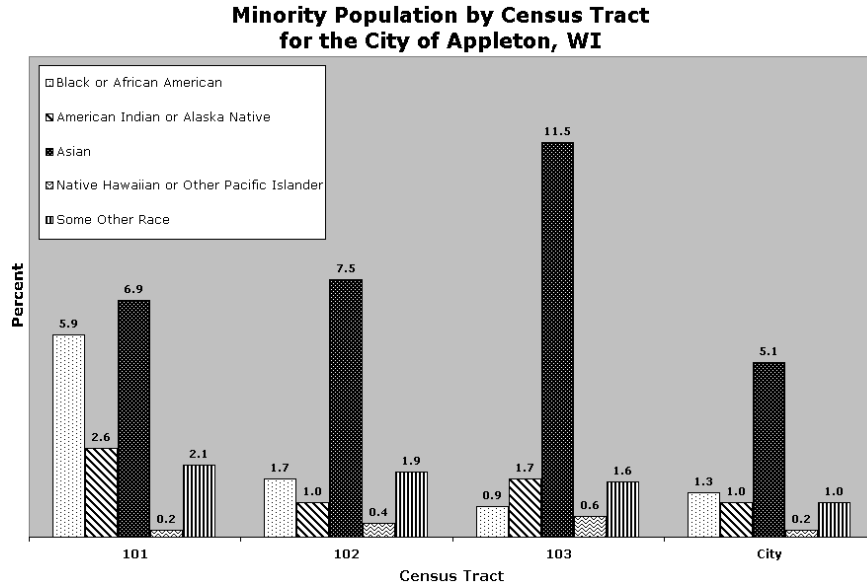
LOW-MOD CENSUS TRACTS & BLOCK GROUPS (APPLETON, WI)				
Tract	Block Group	LMI Population	Total Population	Percent LMI
011000	3	140	180	77.8
010300	3	707	928	76.2
010100	1	1574	2360	66.7
002500	4	380	575	66.1
011400	2	455	700	65.0
013300	2	26	40	65.0
010200	4	488	769	63.5
010300	2	418	721	58.0
010200	3	587	1025	57.3
011502	4	81	144	56.2
010200	1	499	903	55.3
010300	1	339	617	54.9
011300	4	348	635	54.8
011502	1	508	983	51.7
010500	2	367	747	49.1
010200	5	453	928	48.8
011000	5	392	839	46.7

Located in Appleton’s central city, the area with the greatest concentration of LMI persons, at 61.9 percent, includes: Census Tract 101, Block Group 1; Census Tract 102, Block 3 and 4; Census Tract 103, Block Groups 1, 2 and 3; and Census Tract 113, Block Group 4. The highest LMI percentage for an isolated block group, at 76.7 percent, falls in Census Tract 110, Block Group 3 – located on the southwest side of the city.

LMI Population by Block Group in the City of Appleton, WI



Also located in the central city, the area with the greatest racial/ minority concentration includes Census Tract 101. Census Tract 101 boasts a diverse population, with six percent Black or African American, seven percent Asian, and two percent American Indian and Alaska Native. Other Census Tracts containing significant minority populations include 102 and 103.



While Black or African Americans comprise only one percent of the overall Appleton population, 26 percent of the Black or African American population resides within Census Tract 101. Meanwhile, the largest Asian populations reside in Census Tracts 102 and 103.

Describe the reasons for allocating investments geographically within the jurisdiction (or within the EMSA for HOPWA) (91.215(a)(1)) during the next year and the rationale for assigning the priorities.

CDBG funds will be used to address high priority needs, which were identified via a comprehensive community needs identification and prioritization process. Efforts will not necessarily be targeted geographically. The City’s Neighborhood Revitalization Program, which operates as a low-moderate income area benefit project providing public facilities, commercial rehabilitation, and other special projects that work together to increase vitality and sustainability of at-risk, targets neighborhoods in Appleton’s central city.

Describe actions that will take place during the next year to address obstacles to meeting underserved needs.

While City staff undertook a thorough process to identify priority community needs, it remains inevitable that all needs will not be met with the limited amount of CDBG and other grant funding available in 2012. The following table outlines additional obstacles

identified in the Consolidated Plan and how they will be addressed with HUD funds in 2012.

OBSTACLES TO MEETING UNDERSERVED NEEDS	
Obstacle:	How to Address
1. CDBG is preferred to fund hard costs of innovative projects rather than operational and maintenance costs of existing programs	<ul style="list-style-type: none"> ▪ Explore various ways to work with numerous HUD and other grants to maximize efficiency and success of projects serving LMI populations; leveraging funds is key to grant success.
2. Government regulations often limit flexibility for specific use of funds, which may disallow for addressing the highest priorities	<ul style="list-style-type: none"> ▪ Enhance relationships with private and other funders to assist with grants for activities not covered under HUD grants to ultimately achieve project success as described in number one above.
3. The number of low-moderate income households increased in 2010 and 2011 due to the economic recession that continues from late 2008	<ul style="list-style-type: none"> ▪ Utilize HERA and ARRA funds specifically targeted at assisting those most directly affected by the economic recession, such as HPRP and NSP, to continue to help stabilize the number of LMI in the community
4. American Recovery and Reinvestment Act of 2009 (ARRA) may affect attitudes toward grant funding, as well as availability of historic resources	<ul style="list-style-type: none"> ▪ Maintain transparency and open communication with the public about the challenges and successes of ARRA funded projects and utilize lessons learned to avoid unsuccessful projects in the future.

Sources of Funds:

Identify the federal, state, and local resources the jurisdiction expects to receive to address the needs identified in the plan.

During 2012, the City of Appleton will directly administer several grants acquired for the purpose of addressing the priority needs identified in the Five-Year Comprehensive Plan, including:

- Community Development Block Grant (CDBG)
- Continuum of Care/ Supportive Housing Program (COC/SHP) until December 2012
- Neighborhood Stabilization Program (NSP)
- Homeless Prevention and Rapid Rehousing Program (HPRP) - ARRA Funded
- Lead Hazard Control Grant (LHC) - ARRA Funded
- Community Development Block Grant - Recovery Funds (CDBG-R) - ARRA Funded

Furthermore, non-City entities, including the Emergency Shelter of the Fox Valley and the Appleton Housing Authority, administer the following grants that also address priority needs:

- State Shelter Subsidy Grant (SSSG)
- Continuum of Care/Supportive Housing Program (COC/SHP) starting January 2013
- Projects for Assistance in the Transition from Homelessness (PATH)
- SSI/SSDI Outreach, Access, and Recovery (SOAR)

- Low Income Housing Tax Credits
- HUD VASH Voucher Program
- HUD HOME Funds
- HUD Public Housing Funds
- Tenant Based Rental Assistance (TBRA)

Community Development Block Grant

As an Entitlement Community receiving funds directly from HUD, the City of Appleton provides grant assistance for local projects through use of Community Development Block Grants (CDBG). Each year, programs may apply for funding to implement activities that meet the goals and objectives as defined in the City’s Five-Year Consolidated Plan. The following subrecipients will receive CDBG funds in 2012:

Organization/Program Name	Program Type	Award
City of Appleton <i>CDBG Administration</i>	administration	\$ 50,000
City of Appleton <i>Fair Housing Services and update to AI</i>	administration	\$ 32,000
City of Appleton <i>Homeowner Rehabilitation Loan Program</i>	housing	\$ 225,000
City of Appleton <i>Neighborhood Revitalization Program</i>	public facilities/ economic development	\$ 40,000
Appleton Housing Authority <i>Homebuyer Program</i>	housing	\$ 60,000
Community partner(s)	public service	\$ 40,000
Community partner(s)	Non-homeless special needs housing	\$ 39,281
TOTAL CDBG AWARDS:		\$ 486,281

For the purposes of 2012 Program Year planning, it is anticipated that the City of Appleton will receive a \$486,281 CDBG entitlement award. As the previous program year end approaches, additional funds resulting from carryover may also be reprogrammed. Regardless of the final amount, the funding will be distributed among 3-6 subrecipient programs, in addition to \$50,000 for CDBG Administration activities, for implementation of various programs that address the priority needs listed on page 3.

Emergency Shelter Grant/Transitional Housing Program/Homeless Prevention Program

While the City of Appleton does not receive any Emergency Shelter Grant (ESG) funds as an entitlement, the City serves as the lead fiscal and administrative agent for the State of Wisconsin’s competitive Emergency Shelter Grant/Transitional Housing Program/Homeless Prevention Program (ESG/THP/HPP) Program. The goal of this program involves:

- Improving the quality of emergency shelters for the homeless
- Making additional emergency shelters available
- Meeting the costs of operating emergency shelters

- Providing prevention programs and essential services to homeless persons

ESG/THP/HPP funds serve all homeless populations, including victims of domestic violence, runaway adolescents, and persons with disabilities. Furthermore, the funding may be used in four categories of activities: renovation, prevention, essential services, and operation costs.

Within the City of Appleton the following local agencies receive ESG/THP/HPP funding to carry out the above tasks: Salvation Army of the Fox Cities, Housing Partnership of the Fox Cities, Emergency Shelter of the Fox Valley, COTS, ADVOCAP, and Legal Action of WI.

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

Similar to the ESG/THP/HPP Program, the City of Appleton receives Continuum of Care/ Supportive Housing Program (COC/SHP) dollars through a competitive process as part of the Balance of State Continuum of Care (BOS COC), rather than an entitlement community. Emergency Shelter of the Fox Valley, Salvation Army of the Fox Cities, Housing Partnership of the Fox Cities and ADVOCAP provide the direct services associated with the three separate COC/SHP Programs. Their match sources include rental income and private donations.

Appleton's three COC/SHP Programs, (Fox Cities Transitional Housing Program, Wireworks Permanent Supportive Housing Program, and Fox Cities Housing First Program) are designed to promote the development of supportive housing and services to assist homeless persons in the transition from homelessness and to enable them to live as independently as possible. Assistance in the supportive housing program is provided to help homeless persons meet three overall goals:

1. Achieve residential stability
2. Increase skill levels and/or incomes
3. Obtain greater self-determination

Supportive services provided by partner agencies include case management, life skills education, employment assistance, health/mental health services, housing counseling, nutritional counseling, security arrangements, and guidance for other assistance.

Neighborhood Stabilization Program (NSP)

Authorized under Title III of the Housing and Economic Recovery Act (HERA) of 2008 as an adjunct to the Community Development Block Grant (CDBG) Program, the federal Neighborhood Stabilization Program (NSP) provides grants to every state and certain local communities to purchase foreclosed or abandoned homes and to rehabilitate, resell, or redevelop these homes in order to stabilize neighborhoods and stem the decline of values of neighboring homes. In Wisconsin, the City of Milwaukee received approximately \$9.2 million in direct NSP1 funding, while the State received approximately \$38.8 million to allocate via a competitive grant application process. In 2009, the City of Appleton received approximately \$1.2 million from Wisconsin's NSP1 award to fund four subrecipients carrying out NSP-eligible activities. These activities are described below and will continue in 2012.

1. *Appleton Housing Authority* – this activity involves a vacant commercial property ordered for demolition by the City of Appleton. Upon acquisition of the property with other funds, NSP funds were used to demolish the existing blighted structure and construct a no-step entrance, handicap-accessible, side-by-side duplex for households under 50 percent CMI. A similar duplex was completed on the site in late 2011.
2. *WI Partnership for Housing Development* – the activity involves acquisition of single-family foreclosed homes. These homes will be rehabilitated as necessary and eventually sold to home buyers between 80-120 percent of the CMI. Program income from the first two sales would be utilized for purchase and rehabilitation of a third home. This program is ongoing into 2012.
3. *Habitat for Humanity* – this activity will utilize NSP program income to demolish a foreclosed, blighted home that lowers property values, degrades community morale, and reduces neighborhood pride. A new home will then be built to fit the current neighborhood character, adding a new and vibrant structure in place of an abandoned property.
4. *Housing Partnership of the Fox Cities* – this activity involves NSP-funded acquisition and rehabilitation of two duplexes for additional units in a collaborative ‘Housing First’ project, as well as acquisition and rehabilitation of two single-family homes to serve low-income, disabled residents. All four properties were acquired in late 2010, but rehabilitation will continue at each in 2012.

Homeless Prevention and Rapid Re-housing Program (HPRP)

The State of Wisconsin was allocated \$17,101,862 in one-time funding for the Homelessness Prevention & Rapid Re-Housing Program (HPRP) – a Department of Housing and Urban Development (HUD) program that was funded under the American Recovery and Reinvestment Act of 2009. HPRP will provide financial assistance and services to prevent individuals and families from becoming homeless (prevention) and help those who are experiencing homelessness (rapid re-housing) as a direct result of the economic recession.

The City of Appleton received \$560,572 in HPRP funds to serve both Outagamie and Calumet County residents via three subrecipient organizations. The Housing Partnership of the Fox Cities will continue to administer remaining funds into 2012.

Community Development Block Grant – Recovery Funds (CDBG-R)

The City of Appleton received \$161,702 in entitlement funding under the CDBG-R program, which included the same federal regulations as the normal CDBG program, but encouraged funding of projects that improved public infrastructure, energy efficiency and job creation.

In 2011, the City undertook an area-benefit *L.E.D. Streetlight Upgrade Project* that involved installation of 98 L.E.D. fixtures in central city neighborhoods. The economic benefits related to costs savings derived from energy efficient L.E.D. streetlights, will be voluminous, while these streetlights also improved security by allowing people to more

easily detect potentially dangerous situations, assist people in better identifying physical hazards, and produce a cleaner light that yields higher accessibility levels for those who are physically or visually disabled.

A similar area-benefit *Urban Tree Planting Project*, which involved planting of 325 new urban street trees in central city neighborhoods continues.

Final expenditures and program completion will occur in 2012.

State Shelter Subsidy Grant (SSSG) - Emergency Shelter of the Fox Valley

In 2011, the Emergency Shelter of the Fox Valley will received \$75,922 in SSSG Program funds for operation of their facility. This program provides up to 50 percent of an emergency shelter or voucher program's annual operating budget and is available to shelters with additional funding needs due to: 1) renovation/expansion of an existing shelter facility; 2) development of an existing building into a shelter facility; 3) expansion/development of shelter services; or 4) inability of a program to obtain adequate funding to continue an existing level of service. In total, the emergency shelter programs funded by the State Shelter Subsidy Grant Program provided approximately 398,000 nights of shelter to 24,000 persons annually.

Projects for Assistance in the Transition from Homelessness (PATH)

Emergency Shelter of the Fox Valley

Created in 1991 under the McKinney-Vento Act, PATH is a federal formula grant program administered by the Substance Abuse and Mental Health Services Administration (SAMHSA). PATH funds serve individuals with serious mental illness, as well as individuals with co-occurring substance abuse disorders, who are homeless. Under the PATH grant program, SAMHSA provides a flexible stream of funding that encourages community commitment to serving individuals who are homeless and living with serious mental illness and helps fill critical gaps in services. PATH, by nature of the selective focus, draws attention to the most vulnerable of the homeless population and allows for implementation of programming to meet their needs. In 2011, the Emergency Shelter will continue their local PATH program.

SSI/SSDI Outreach, Access, and Recovery (SOAR) - Emergency Shelter of the Fox Valley

Many homeless adults, particularly those who have mental illness and are chronically homeless, do not receive Social Security Administration (SSA) benefits. While many are likely to be eligible, only 11 percent of the people who are homeless are currently estimated to receive Supplemental Security Income (SSI) or Social Security Disability Income (SSDI) benefits. Nationally, only 37 percent of SSA disability applicants are approved for benefits upon initial application. Although approvals increase to 53 percent after appeal, that process can take years. Using SSI/SSDI Outreach Access and Recovery (SOAR) methods, initial approval rates can increase to 60-90 percent of applicants, without appeals. In 2011, the Emergency Shelter will sustain the SOAR program with CDBG assistance from Outagamie County and the State of WI.

Low Income Housing Tax Credits (LIHTC) - Appleton Housing Authority

WHEDA has reserved/allocated \$15 million in LIHTC for the Eagle Flats Project. This project will include \$7 million for "The Landing," a 54-unit workforce housing complex featuring two- and three-bedroom units, and \$8 million for "Riverwalk Place," a 70 unit senior housing complex that represents preservation of project-based, Section 8, affordable housing.

HUD VASH Voucher Program - Appleton Housing Authority

Federal funding for homeless veterans under the HUD VASH Voucher Program will assist 50 families/individuals; federal funding will continue for a baseline of 547 families/individuals under the Housing Choice Voucher Program.

HUD HOME Funds - Appleton Housing Authority

Federal HOME dollars passed through the State of Wisconsin will provide continued funding for the AHA's First Time Homebuyer Program, which in return greatly aids in the local foreclosure crisis while creating new affordable housing and neighborhood revitalization.

HUD Public Housing Funds - Appleton Housing Authority

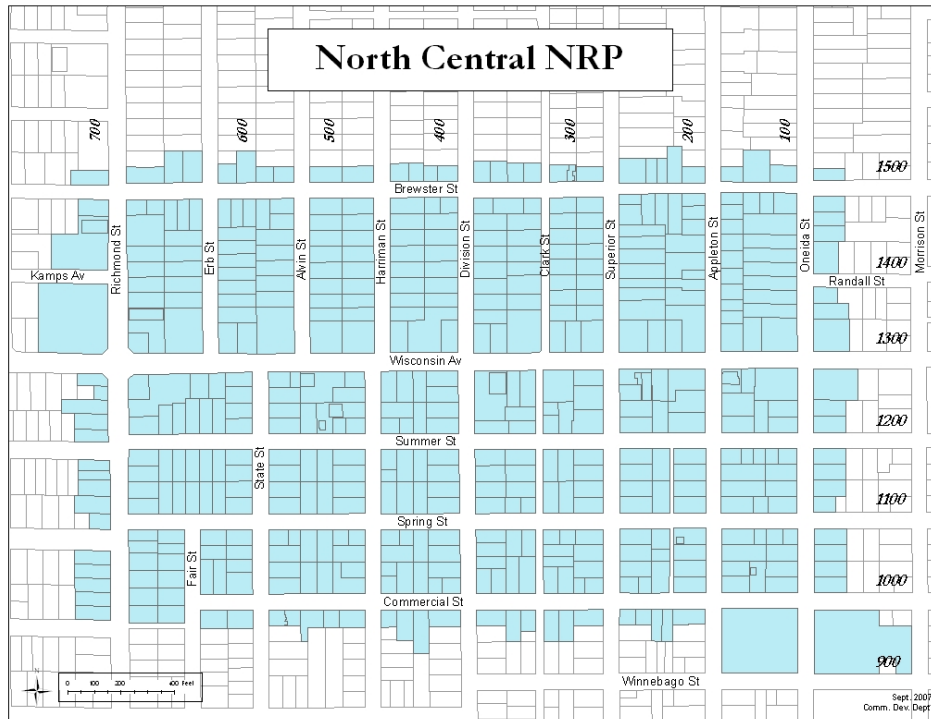
The AHA will receive \$ 280,000 in Federal Capital Funds for renovations/repairs and upgrades to public housing stock and management improvement activities.

Tenant Based Rental Assistance (TBRA) - Appleton Housing Authority

State TBRA dollars received through the State of Wisconsin will help provide rental assistance to homeless/disabled individuals living in transitional housing at Housing Partnership of the Fox Cities and through the private market landlords under Salvation Army of the Fox Cities.

If you plan to dedicate funds within a local targeted area, provide the boundaries of the targeted area and an estimate of the percentage of funds you plan to dedicate to target area(s). (91.220(f))

In 2012, the City of Appleton plans to allocate approximately eight percent (8%) of annual funds to the local-targeted area program, entitled the Neighborhood Revitalization Program (NRP). The NRP, which is operated out of the City's Community Development Department, utilizes CDBG funds for two years' worth of projects in an area identified as LMI via both quantitative and qualitative analysis. These projects include, but are not limited to business revitalization, beautification, park/recreational facilities and special initiatives. The North Central NRP for 2012 is a four by eight block neighborhood bounded by Brewster, Oneida, Commercial and Richmond Streets. The below map depicts the target neighborhood identified for 2012.



If your plan includes a Neighborhood Revitalization Strategy Area or Areas, please identify the census tracts for each NRSA and an estimate of the percentage of funds you plan to dedicate to the NRSA(s).

Appleton will not operate a Neighborhood Revitalization Strategy Area (NRSA) in 2012.

Explain how federal funds will leverage resources from private and non-federal public sources.

Private Funding Sources

Numerous local private sector entities offer additional monetary assistance and in-kind services as leverage for projects that address priority needs. Local funding/leverage for meeting priority community development needs comes from several sources, including foundations and private companies. The following list represents only a sampling of the larger local funding/resource providers:

- United Way of the Fox Cities
- Community Foundation Fox Valley
- J. J. Keller Foundation
- U.S. Oil/Schmidt Family Foundation
- Bemis Foundation
- Community First Credit Union
- Affinity Health Systems
- Kimberly Clark Corporation
- Menasha Corporation
- Thrivent Financial for Lutherans
- UW-Fox Valley
- Fox Valley Technical College

Non-Federal Public Sources

City of Appleton subrecipient agencies utilize various non-federal public sources, namely in the homeless grant funding arena. Specifically, the State's Transitional Housing Program (THP) and Homeless Prevention Program (HPP) are awarded in tandem with federal ESG funds, while the State Shelter Subsidy Grant (SSSG) is administered separately. In addition, several county health and human service grant programs – in Outagamie, Winnebago, and Calumet – complement our federal and private sources. Furthermore, grants administration staff continues to encourage all current and past subrecipients to be creative with using CDBG as a complementary funding source on a range community development projects.

Provide a description of how matching requirements of HUD's programs will be satisfied.

Of all City of Appleton HUD grants, only the Emergency Shelter Grant and Continuum of Care/Supportive Housing Program funds require a match. Both of these funding sources are received as a pass-through from the State of Wisconsin Department of Commerce. The homeless service agencies who are subrecipients of these funds receive significant private donations and volunteer work in order to meet their match requirements.

If the jurisdiction deems it appropriate, indicate publicly owned land or property located within the jurisdiction that may be used to carry out the plan.

Appleton will not use publicly owned land or property to carry out this 2012 plan.

Managing the Process

Identify the significant aspects of the process by which the plan was developed, and the agencies, groups, organizations, and others who participated.

The City of Appleton serves as the lead fiscal and administrative agent for the Community Development Block Grant (CDBG) program, in addition to several other homeless, housing and community development grants. The City's Grants Administrator (housed in the Finance Department), in collaboration with Community Development Department staff maintains responsibility for Development of the Five-Year Consolidated Plans, in addition to each respective Annual Action Plan and Consolidated Annual Performance & Evaluation Report (CAPER).

Development of the 2010-2014 Consolidated Plan

Together with community leaders, municipal government representatives and local advocates for community development, housing and homeless issues, the City worked to develop a Consolidated Plan that included a set of priority needs, in addition to specific goals and objectives, for related programming during 2010-2014. In an effort to increase public involvement in the development of the 2010-2014 Consolidated Plan, the City of Appleton contracted with the consultant firms of Urban Strategies and Community Planning & Development Advisors (CPDA), LLC to conduct two online surveys – one community wide and one for stakeholders – and two focus groups – one for practitioners and one for community leaders. In addition, CPDA staff performed various data analysis to assist in developing both the listing of high priority needs and the goals/objectives for 2010-2014.

Development of the 2012 Annual Action Plan

For Program Year 2012, the City of Appleton's Community Development Department will oversee implementation of the CDBG funding allocations. Approximately 16.3% of the entitlement for PY2012 will be distributed among community partners via a competitive application process. Categories of focus for PY2012 include public service and non-homeless special needs housing.

Describe actions that will take place during the next year to enhance coordination between public and private housing, health, and social service agencies.

Over the next year, coordination among the subrecipients and other relevant bodies will improve as the City of Appleton continues to encourage open lines of communication and discussion regarding community development needs in the area. Representatives will be asked to participate in various reporting activities to demonstrate how accurately both the Five Year Consolidated Plan and this Annual Action Plan reflect the changing needs of each respective population served. In 2012, the Housing Coordinator, Laura Roy, will maintain regular participation in the Fox Cities Housing Coalition, in addition to enhancing the analysis of outputs and spend down.

The City of Appleton greatly utilizes its membership in the Fox Cities Housing Coalition (FCHC) as a means to enhance coordination with community sectors involving housing, health and social services. Staff from the Community Development, Health and Finance Departments participates actively in the FCHC in order to monitor potential opportunities for collaborations with other agencies/programs. Over the next year, these staff members will utilize the new committee structure - housing, homeless and services - to further expand the coordination among the several players dealing with community development-related issues. Furthermore, the City's Diversity Coordinator is spearheading an effort to engage local government, shelters, faith-based organizations, and other stakeholders in addressing the need for homeless day drop-in services. This discussion may be the start to several partnerships among housing, health and social service programs, both public and non-profit.

Citizen Participation

Provide a description of the process used to allow citizens to review and submit comments on the proposed consolidated annual plan.

Annual Plan Citizen Participation

Citizens of Appleton are welcomed and encouraged to attend meetings of the Community and Economic Development Committee (CEDC) and/or Common Council, as various community development-related items arise throughout the program year. On an annual basis, however, public input is specifically sought in the following manners:

1. *Community Development Needs Hearing* → the CEDC typically holds a formal public hearing on community development needs in the summer, as the CDBG subrecipient application process commences. At this public hearing, citizens are encouraged to identify needs and suggest community development programs/projects to address those needs. The CEDC - in formulating Appleton's CDBG program for the upcoming year - utilizes both information gained from this hearing and the Consolidated Plan.
2. *Action Plan Public Hearing/Comment Period* → both a public hearing and a 30-day public comment period are held in January/February upon completion of the DRAFT Annual

Action Plan for the upcoming program year. Citizens are encouraged to review the Plan and provide comments, which are included with the Final Annual Plan.

3. *CAPER Public Hearing/Comment Period* → both a public hearing and a 30-day public comment period are held in May/June upon completion of the DRAFT Consolidated Annual Performance and Evaluation Report (CAPER), which summarizes the previous year's CDBG activities. All comments received during the public comment period will be included with the Final CAPER.
4. *As-Needed Public Hearings/Comment Periods* → appropriate forms of public comment will be sought under special circumstances, such as proposed amendments to plans/reports, significant changes in priority needs or identification of additional funding sources.

Public Notices announcing these hearings/comment periods are published in the local newspaper, the *Appleton Post Crescent*, and on the City of Appleton web page. The 2012 Annual Action Plan was released for public comment on January 15, 2012; comments were accepted via email or written letter until February 14, 2012. In addition, a public hearing on the plan was held at a regularly scheduled Community and Economic Development Committee (CEDC) meeting on Monday, January 9, 2012, beginning at 5:00 p.m. at Appleton City Hall. Despite offering services from Appleton CDBG staff, minimal TA was provided to programs seeking funding under the grant program. Specific questions posed were answered via email or phone.

Consolidated Plan Public Participation

In addition to opportunities for public input during the consolidated planning process, public input was also heavily sought upon publishing the first draft of this 2010-2014 Consolidated Plan. The DRAFT Plan Executive Summary, including the list of high priority needs and specific goals/objectives, was released on July 14, 2009, with the Executive Summary as the main point of publicity, as it summarized the two most vital components of the plan – the priority needs and the goals/objective for the next five years. On July 20, 2009, a public hearing was held in order to allow citizens to voice their community development-related concerns related to the DRAFT Plan directly to the Community Development Committee (CDC). Furthermore, a 40-day public comment period was held in order to allow all interested parties ample time for communicating their thoughts, concerns, questions and ideas regarding the DRAFT Plan to the Grants Administrator. Comments received after the public hearing were presented to the CDC before final approval of the Plan on September 21, 2009, with Common Council approval following on October 7, 2009.

Provide a summary of efforts made to broaden public participation in the development of the consolidated plan, including outreach to minorities and non-English speaking persons, as well as persons with disabilities.

Public Notices announcing the consolidated planning public hearing and comment periods were published in both the local newspaper, the *Appleton Post Crescent*, and on the City of Appleton web page. In addition, the City began specifically soliciting input from organizations representing protected classes (minorities, non-English speaking persons, persons with disabilities, etc) by sending direct email notices to the following organizations:

- AGAPE
- ARC Fox Cities
- Casa Hispana
- Fox Cities Rotary Multicultural Center
- Hmong American Partnership
- Cultural Diversity (City of Appleton)

- Metropolitan Milwaukee Fair Housing
- NAMI Fox Valley

This plan, as well as subsequent Annual Plans and CAPERs, will be released for public comment using the same strategies to broaden public participation.

City of Appleton CDBG Web Site

To further facilitate citizen participation in its CDBG process, the City of Appleton also established a CDBG web site to provide easy access to a wealth of information. The site contains the following information: application information (forms, schedules, etc.); related plans, reports and documents; general and local policy information; and fair housing information. The web site (www.appleton.org) also encourages citizens to contact the Grants Administrator for technical assistance involving program policies, project eligibility, and applications.

Citizen Comments:

One citizen made a comment at the public hearing on Monday January 9th: A public housing resident was concerned about funding to the Appleton Housing Authority, and the effect it would have on him if the funding was cut. It was stated by City staff that funding to the Appleton Housing Authority was planned to remain at the same level as the previous year so no changes were anticipated.

Comments not accepted:

All citizen comments were accepted and included.

Institutional Structure

Describe actions that will take place next year to develop institutional structure.

Lead Agency: City of Appleton – Department of Finance

The Community and Economic Development Committee (CEDC) – composed of five aldermen appointed by the Mayor – serves as the jurisdiction for Common Council oversight of Appleton's Community Development Block Grant (CDBG) Program. Local financial, administrative oversight lies with the City of Appleton Finance Department, who also serves as the lead fiscal and administrative agent for the Continuum of Care/Supportive Housing Program (COC/SHP), and the Emergency Shelter Grant/Transitional Housing Program/Homeless Prevention Program (ESG/THP/HPP). In addition, the City will serve as lead agency for the Neighborhood Stabilization Program (NSP), Lead Hazard Control (LHC), Homeless Prevention and Rapid Rehousing Program (HPRP) and Community Development Block Grant – Recovery (CDBG-R) funds over the next few years. Monies from these grants are provided to the City, who in turn passes them on to the various non-profit agencies or City Department programs for their programming.

City of Appleton Departments/Programs

While the Finance Department administers funds, the Community Development Department will oversee implementation of funds, and several other City Departments will be involved in the delivery of CDBG and other grant programs, both directly and indirectly. They include:

1. *Community Development Department* will administer the City's Homeowner Rehabilitation Loan Program, Rental Rehabilitation Program and Neighborhood Revitalization Program, along with managing planning services and three industrial parks.
2. *Park & Recreation Department* will collaborate with the City of Appleton's Neighborhood Revitalization Program to coordinate beautification efforts in target neighborhoods and improvement of neighborhood parks.
3. *Public Works Department* will collaborate with the Neighborhood Revitalization Program to coordinate street improvements, sidewalks installation/repair and other infrastructure.
4. *Police Department* will work with a variety of local, community development programs, including committees, agencies, and providers, by serving as liaisons and advisors.

Other Public Sector

Additional governmental and quasi-governmental entities will also play a role in implementation of grant funding for the benefit of Appleton residents. They include:

1. *Appleton Housing Authority (AHA)* is a component of the City of Appleton, although legally a separate organization. The mission of the AHA involves providing low-rent housing and other housing opportunities in accordance with HUD regulations.
2. *Appleton Redevelopment Authority (ARA)* is a quasi-governmental organization operated by the City's Community Development staff with Mayor-appointed members. ARA assists in commencing various redevelopment initiatives, namely in old industrial areas.
3. *Outagamie County Department of Health & Human Services* is committed to assisting County residents in achieving health, safety, and self-sufficiency. Services include: aging & disability, family, economic, mental health, and AODA support.

Private Sector

Many CDBG-funded programs, including the Neighborhood Revitalization Program, the Homeowner Rehabilitation Loan Program, the Housing Partnership's Rental Rehabilitation Program and the Appleton Housing Authority's Homebuyer Program, utilize private sector businesses to complete residential or commercial rehabilitation that benefits LMI households. In addition, numerous private companies provide assistance to CDBG subrecipients and related programs through grants, program development, discounts, donations and/or in-kind services. In fact, without the support of local business, many of the aforementioned programs would not be able to serve their target populations to the great extent they do.

Non-Profit Organizations/Program Delivery Agencies

A substantial portion of Appleton's CDBG and other grant funds are distributed to local non-profit agencies for delivery of community development, housing and homeless services. The City intends to maintain its strong relationship with these providers, by serving as lead agent for their state and federal grants whenever possible and appropriate.

Other Funders

Local funders are also part of the institutional structure, as they provide the additional funds often required by some federal- and state-grant funded community development, housing and homeless programs (i.e. match and/or leverage). Other funders in the Appleton area include:

1. *United Way of the Fox Cities* disburses its proceeds by three methods: focused funding, community initiatives and long-term support to partner agencies. First, focused funding supports programs designed to address emerging or unmet needs through support for innovative programs/projects, general program expansion, emergency needs, and/or capacity building. Second, United Way funds projects related to four large community initiatives – The Connector (public transit for second and third shift workers), Family Mentoring Program, Early Language/Literacy Initiative, and School-Based Mental Health Access Project – in addition to convening and/or funding many smaller community initiatives. Third, volunteers related to the four Impact Areas of Providing Basic Needs/Self-Sufficiency, Developing Children/Youth, Strengthening Families, and Promoting Health/Healing/Crisis Intervention review funding requests from partner agencies every two years before making investment recommendations.
2. *Community Foundation of the Fox Valley Region* is a charitable vehicle that helps individuals, families, businesses, private foundations and others accomplish their charitable giving objectives. The Community Foundation awards grants from charitable funds that donors establish to give back to the community in a permanent way. Donors choose the level of involvement they prefer, ranging from directly recommending grants to charitable organizations they select, to allowing the Foundation's volunteer grants committees to make grant recommendations following application review processes.
3. *J.J. Keller Foundation* provides funding to organizations, projects and programs that will positively impact lives in the greater Fox Valley community. Specifically, funding is targeted toward needs that would otherwise remain unmet. The focus population for foundation giving is: homeless/ disadvantaged; elderly; and children/youth. Furthermore, the focus giving areas include: physical and mental health and healing; human services; education; preventative programming; and critical community needs.
4. *U.S. Oil/J.J. Keller Basic Needs Partnership* provides support to prevent people in episodic crisis from becoming people in chronic need. This joint initiative involves two family-owned companies in Northeast Wisconsin who shared a desire to help people struggling to secure basic life needs such as food, housing and health care. U.S. Oil Co. fully funds the expenses of its annual golf outing, ensuring that all of the contributions raised from the U.S. Oil Open are available to reach people in need. Then, the J.J. Keller Foundation matches the grant-making budget in each of these funds, doubling the grant dollars available for basic needs. Appleton-area applicants apply for these funds via the Community Foundation of the Fox Valley Region.

Fox Cities Housing Coalition (FCHC)

The local housing coalition involves over 25 agencies that meet monthly with a mission “to promote the most efficient and cooperative use of resources, both fiscal and human, by non-profits, businesses and local units of government, and to enhance housing stability and opportunities for all persons in the Fox Cities Community.” In 2011, the FCHC undertook a

strategic planning process in order to establish a blueprint for the future of the group. See Attachment A for a diagram of the FCHC Continuum of Care, including member agency roles.

Monitoring

In order to ensure that CDBG-funded activities are: 1) meeting a national objective; 2) addressing priority needs described in the Five-Year Consolidated Plan; and 3) complying with federal program standards, several forms of monitoring are undertaken.

Describe actions that will take place during the next year to monitor your performance in meeting goals and objectives set forth in your Consolidated Plan.

1. Quarterly Reports: subrecipients will be required to submit quarterly program progress reports addressing outputs, demographic data, and program funding specifics, as well as HUD-defined Performance Measures & Indicators.
2. Support Documentation: subrecipients will be required to submit supporting documentation (invoices, time sheets, etc) with reimbursement requests; this information is reviewed thoroughly to ensure compliance.
3. Alteration Requests: proposed alterations to CDBG-funded programs must be submitted to the Grants Administrator and/or for review; further expenditures may not be processed until approval.
4. Fox Cities Housing Coalition (FCHC) Involvement: participation by the Grants Administrator in the FCHC allows the City to keep abreast of activities carried out by many CDBG-funded agencies/programs.
5. HUD/CDBG Training: prior to the start of the 2012 program year, the Grants Administrator will hold a meeting for new subrecipients to discuss record-keeping and accounting requirements.

Describe steps/actions to be taken during the next year to ensure compliance with program requirements, including the timeliness of expenditures.

All subrecipients will be provided with an analysis of their current CDBG grant status at the end of each quarter throughout the 2012 Program Year. This will ensure that City of Appleton records match those of the subrecipient, thus avoiding any major lack of spend down. Moreover, subrecipients who anticipate being unable to expend their total award amount by the end of the 2012 year (March 31, 2013) will need to file a formal request for an extension. The Grants Administrator will then work with the Community and Economic Development Committee (CEDC) to resolve any timeliness issues that negatively affect the citywide ratio.

Compliance with CDBG program requirements is monitored mainly via quarterly reports and requests for payment. First, the quarterly reports require an accomplishments narrative. If this description appears vague or unrelated to approved activities, the Grants Administrator will do a follow-up call with program representatives. Similarly, if the numbers are not appearing to relate back to the original proposal, a follow-up call will be made. Second, payment request documentation is thoroughly analyzed by the Grants Administrator before any reimbursement requests are granted. Thus, if this documentation raises any red flags, a follow-up call is made

and proper documentation is requested. If an agency struggles to provide said information, the Grants Administrator may perform a site visit to address concerns and work out a plan with program representatives.

Describe steps/action you will use to ensure long-term compliance with housing codes, including actions or on-site inspections to undertake during the year.

All 2012 projects that are completed through the City of Appleton Homeowner Rehabilitation Loan Program and the Appleton Housing Authority First Time Homebuyer Program must meet HUD's HQS and local codes. These items are completed as part of the rehabilitation work and final inspections are done upon completion of work. Project managers of both programs perform the inspections, and verify/confirm all repair work to ensure it meets HQS and local code. In 2012, it is anticipated that inspections will occur at 44 homes, including 24 under the City's Homeowner Rehabilitation Program and 20 under the Appleton Housing Authority Homebuyer Program.

Describe actions to monitor subrecipients during the next program year.

During the 2012 Program Year, on-site monitoring will occur for 2-4 CDBG subrecipients, who will be selected based on a risk assessment process. The Grants Administrator will utilize these on-site visits to ensure that each subrecipient is:

- carrying out its funded activities as described in the application for CDBG assistance
- carrying out its activities in a timely manner
- charging costs to projects which are eligible and reasonable
- conducting its activities with adequate control over financial performance
- gauging its capacity to carry out the approved project
- complying with applicable laws and regulations relevant to their funded activity
- maintaining the required records to demonstrate compliance with applicable regulations

Description of Activities

Provide a summary of the eligible activities that will take place during the year to address the priority needs and specific objectives identified in the strategic plan.

Please refer to the *Projects* and *Summaries* documents for detailed descriptions of Appleton's CDBG Activities for the 2012 Program Year. In addition, a list of projects can be found in the *Sources of Funds* section of this document (page 9).

Summary of Specific Annual Objectives and Outcome Measures

Provide a summary of Specific Annual Objectives and Outcome Measures

Please refer to the *Projects* and *Summaries* documents for detailed descriptions of Appleton's CDBG Activities for the 2012 Program Year.

Describe the Federal Resources, and private and non-Federal public resources expected to be available to address priority needs and specific objectives.

Please see the *Sources of Funds* section (page 9) of this document for information on additional funding sources available to meet priority needs specific objectives.

Describe the outcome measures for activities in accordance with general objective category (decent housing, suitable living environment, economic opportunity) and general outcome category (availability/accessibility, affordability, sustainability).

Each of Appleton's 2012 CDBG activities fall under one of these outcome-objective combinations:

- Affordability of decent housing
- Availability/ Accessibility of decent housing
- Availability/ Accessibility of economic opportunity
- Availability/ Accessibility of a suitable living environment
- Sustainability of decent housing
- Sustainability of economic opportunity
- Sustainability of a suitable living environment

Please see the *Projects* and *Summaries* documents for a detailed description of specific annual objectives and outcome measures.

HOUSING

Annual Affordable Housing Goals (91.220(g))

Goals for 2012 Annual Affordable Housing in Appleton are presented in the following table:

CDBG ACTIVITY	# OF UNITS
Rental Housing Goals	
<i>Rehabilitation of existing units:</i>	20
<i>Rental Assistance:</i>	150
Owner Housing Goals	
<i>Production of new units:</i>	3
<i>Rehabilitation of existing units:</i>	40
<i>Homebuyer Assistance</i>	10
Annual Affordable Housing Goals - ALL	
Annual Rental Housing Goal	170
Annual Owner Housing Goal	53
TOTAL:	223
Housing Goals by Population Served	
<i>Special Needs:</i>	5
TOTAL:	5

Please also see the *Annual Housing Completion Goals* document.

Needs of Public Housing

Describe the manner in which the plan will help address the needs of public housing and activities it will undertake during the next year to encourage public housing residents to become more involved in management and homeownership.

While CDBG entitlement funds have historically only funded the Appleton Housing Authority's First Time Homebuyer Program, the City of Appleton Mayor's Office, Community Development, Health and Finance Departments also work closely with the Appleton Housing Authority to address issues related to public housing. The strong working relationship between AHA and City staff allow for housing authority opportunities and issues to be explored in a timely and efficient manner.

First Time Homebuyer Program

Since 1993, the Appleton Housing Authority has successfully implemented an award-winning First Time Home Buyer Program. The program combines several funding sources, including:

- federal HUD HOME grant administered by the WI Department of Commerce
- federal CDBG entitlement funds awarded by the City of Appleton
- federal HUD Lead Hazard Control (LHC) grant administered by the City of Appleton
- state HCRI funds from the State of WI General Purpose Revenue fund
- other private and nonprofit foundation grants

These funding sources combine to provide down payment assistance and rehabilitation loans to low-moderate income families wishing to purchase their first home. In fact, the Appleton Housing Authority has entered into agreements with both the Outagamie County and Kaukauna Housing Authorities to offer the First Time Homebuyer Program within their respective PHA jurisdictions. While some of the clients have come from the Section 8 Housing Choice Voucher Program and the Public Housing Family units, no Section 8 funds were used in assisting these families with homeownership. In some cases, the families utilize their FSS Program Escrows to increase their down payment dollars and/or cover moving costs.

If the public housing agency is designated as "troubled" by HUD or otherwise is performing poorly, the jurisdiction shall describe the manner in which it will provide financial or other assistance in improving its operations.

The Appleton Housing Authority is not designated as "troubled" by HUD.

Antipoverty Strategy

Briefly describe the actions that will take place during the next year to reduce the number of poverty level families taking into consideration factors over which the jurisdiction has control.

In 2012, the City of Appleton will use CDBG, ESG/THP/HPP, and/or COC/SHP dollars to help support anti-poverty activity with the following subrecipients:

- *Emergency Shelter of the Fox Valley* provides residents with on-site financial literacy training, life skills training, parenting training, tenant education, GED/HSED education, and mental health/AODA counseling, in addition to vocational case management.

These services help build the basic skills that allow one to leave a life of poverty and thrive in a stable home environment.

- *FISC* provides one-on-one financial counseling for low-income clients, in addition to offering classes at the Emergency Shelter on budgeting, credit, income, taxes and general money management. Certified financial counselors provide both counseling and financial education workshops, addressing home financing and other money management issues.
- *Harbor House* staff provides economic advocacy to victims of domestic abuse, including assistance with subsidized housing applications, connection with food programs, and provision of life skills education. Through the Women Obtaining Work Program, clients can do a paid work experience program with Goodwill Industries or receive computer training, job skills training, help with resume writing and a paid receptionist internship with Employability. The program also assists with bus passes and help with fees for ID's, tests or certifications that will lead to job placement.
- *Housing Partnership of the Fox Cities* utilizes supportive service programs that help families complete transitional or affordable rental programs and move on to obtain permanent housing. In addition, this organization targets the teenage parent population to assist them in completing high school and furthering their education.
- *LEAVEN* works through volunteers to assist people in crisis who have basic needs that cannot be met elsewhere. While it is not within the organization's means to provide for all of their needs, LEAVEN does provide emergency monetary assistance with the essentials such as shelter, utilities, and transportation assistance.
- *Salvation Army of the Fox Cities* provides its transitional housing residents with opportunities to set personal goals with a case manager. Attending regularly scheduled meetings with both case management and life skills support staff are vital to achieving goals related to increasing income and maintaining affordable housing.

Other programs within our community that work towards eliminating poverty include:

- *Projects for Assistance in Transition from Homelessness (PATH)* is a program for adults who are homeless that, like *SSI/SSDI Outreach, Access, and Recovery (SOAR)*, is administered by the Substance Abuse and Mental Health Services Administration (SAMHSA). The Emergency Shelter of the Fox Valley locally operates both programs, which serve people who have serious mental illnesses and/or co-occurring substance use disorders who are homeless or at risk for homelessness. PATH funds provide for community-based outreach, mental health and substance abuse services, case management, and limited housing services for people experiencing serious mental illnesses, while SOAR is an initiative designed to expedite SSI/SSDI for people with physical and/or serious mental illness who are experiencing homelessness or at risk of becoming homeless.
- *Project Promise: A Fox Cities Poverty Coalition* - The mission of Project Promise - a cooperative effort of providers, supporters of social services, businesses, community members and all others who seek to advocate for the needs of people living in poverty - involves engaging the Fox Cities community in the elimination of poverty. Project Promise continues to work toward elimination of poverty by building awareness of the

causes and conditions of poverty in the Fox Cities, educating the community about the impact and complexity of poverty, and facilitating collaborative action.

During 2012, the Project Promise group will focus on various goals, including:

1. Maintaining a long-term focus on poverty in the community
2. Establishing priorities based on community needs and consistency with existing plans
3. Facilitating connectivity between all involved in service to those in poverty
4. Document and build awareness of the continuum of care of poverty services
5. Educate the community on poverty and existing services available to address basic needs
 - Create and disseminate a Poverty Pledge in the community
 - Purposefully engage the media to enhance awareness of poverty
 - Maintain and enhance the web site and social networking capacity
 - Build awareness of the United Way's 2-1-1 service
6. Help educate the electorate about public policy and its impact to those living in poverty
7. Act as an entity organized and run by volunteers that engages existing agencies, business and the community at large in activities that work to eliminate poverty
 - Build coalition membership
 - Encourage collaborations and other efficiencies in service delivery

Barriers to Affordable Housing

Describe the actions that will take place to remove barriers to affordable housing.

The *Blueprint to Affordable Housing*, published by the Appleton Housing Authority in 2004, identified eleven key affordable housing issues, one of which involves the "appropriate public role in affordable housing development." One of the action steps identified under this issue is for the City to develop policies that address proposed affordable housing programs, projects, and activities. A sub-committee was formed to champion this issue by identifying barriers and potential solutions in order to help communities and organizations reduce those barriers.

In addition, at the same time, the East Central Wisconsin Regional Planning Commission (ECWRPC) began its regional plan update. ECWRPC expanded its' committee's mission to include learning what methods local urban communities have used to reduce barriers to affordable housing in their communities. Thus, these two groups worked together to identify consistent barriers to affordable housing, which include:

- *Political Barriers*: those that result from public opposition, lack of awareness, disinterest in quality of life issues or inadequate resources
- *Regulatory Barriers*: legal barriers to affordable housing that exist in zoning, subdivision, health/safety codes, and environmental codes.

- *Economic Barriers*: monetary barriers, including the costs associated with project development, maintenance and management.

Several recommendations for improvement of affordable housing were clearly identified in ECWRPC's 2004 publication, *Overcoming Barriers to Affordable Housing in the East Central Region*. Along with building upon these recommendations, the City of Appleton continues to address barriers to affordable housing through its grant making, policymaking, collaborative grant applications, funding, and involvement in the Fox Cities Housing Coalition.

Fair Housing Practices

The City of Appleton is committed to furthering fair housing opportunities for its residents. In 2012, the City will award \$25,000 of CDBG Funds to a qualified agency (identified through and RFP process) as a means to provide fair housing services, such as outreach, education, investigation and enforcement, when necessary. Educational programs are also provided to assist current and future renters in developing and maintaining their qualifications as prospective tenants. The programs cover such topics as the fair housing laws, landlord-tenant law, conflict management, and basic housing finance.

In 2006, the Fair Housing Council also assisted the City of Appleton in updating its' *Analysis of Impediments to Fair Housing Choice*, which identifies issues and make recommendations to address those issues. In 2010, the Metropolitan Milwaukee Fair Housing Council assisted the City with a Phase 1 update of the *Analysis of Impediments*. The following recommendations were undertaken and/or explored throughout 2011:

- Facilitate the production of affordable housing
- Advocate for changes in state/federal programs to expand housing options
- Facilitate the production and modification of accessible units
- Encourage/require community reinvestment by banks and lending
- Fund post-purchase counseling services
- Advocate for open and inclusive real estate and rental markets
- Promote integrated neighborhoods through inclusionary zoning
- Perform outreach to linguistically isolated and bilingual communities

The Phase 2 update of the Analysis of Impediments will be completed in 2012, utilizing the newly released 2010 Census data.

Outreach/Education to Protected Classes

The City of Appleton will again utilize an RFP process to select a qualified organization to provide fair housing services to the residents of Appleton. The organization's scope of services must include both outreach/education to protected classes and investigation/enforcement of fair housing laws.

While attempting to reach a cross-section of housing market participants, the selected agency will be asked to make efforts to provide fair housing information to groups that are particularly vulnerable to illegal housing discrimination, including but not limited to:

- Persons of color
- Households with children
- Persons with disabilities
- Immigrants/Refugees
- Persons with limited English proficiency
- Households with low to moderate incomes

Specifically, the City and selected agency will undertake the following activities in 2012:

1. Development of written fair housing educational materials for housing providers and consumers. All materials will be available in English, Hmong and Spanish and distributed, among others, at the following locations:

– Appleton City Hall/Public Library	– Harbor House
– Appleton Housing Authority	– Housing Partnership of the Fox Cities
– Emergency Shelter of the Fox Valley	– LEAVEN, Inc.
– Fox Cities Chamber of Commerce	– Salvation Army of the Fox Cities
– Fox Cities Rotary Multicultural Center	– United Way of the Fox Cities
2. Presentations to community based organizations, social service agencies, civic/ neighborhood organizations, faith-based organizations, and/or academic groups.
3. Informational/training session for CDBG subrecipients, local government staff, alderpersons and other interested parties; these may be done in collaboration with the Cities of Neenah and Oshkosh – two other CDBG entitlement communities.
4. Participation in the Fox Cities Housing Coalition to which they will provide expertise and advice on both general and case-specific fair housing issues.
5. Analysis/Implementation of the Phase 2 Update to the City's *Analysis of Impediments to Fair Housing Choice*, which involves quantitative analysis of impediments to fair housing, based on 2010 Census data and further review of existing conditions.

Finally, the City of Appleton's Grants Administrator, who oversees the fair housing portion of the CDBG Program, will work with the selected agency to ensure that fair housing educational materials, presentations and training sessions are appropriately publicized to relevant City staff and alderpersons. City representation at fair housing presentations will allow for decision-makers to better understand the housing struggles of persons within protected classes.

Describe the actions that will take place to foster and maintain affordable housing.

In 2012, the City of Appleton will continue to explore ways to work with local funders to develop the most efficient grant-making policies that ultimately result in positive affordable housing preservation and development. Specifically, as noted in the City's Consolidated Plan:

It became evident that many opportunities exist for the City CDBG to collaborate with other funding organizations, including, but not limited to the Community Foundation of the Fox Valley Region, United Way of the Fox Cities, J.J. Keller Foundation, and the U.S. Oil/J.J. Keller Basic Needs Partnership...Thus, the City Finance Department intends to arrange exploratory meetings with representatives from each of the aforementioned organizations to research potential partnerships for funding multi-faceted projects that benefit LMI residents.

Furthermore, the City will continue to utilize various sources of ARRA funds – including NSP and LHC – to develop/preserve units of affordable housing within the city limits. In addition, City staff will continue to keep abreast of new grant opportunities that might fill a community need for development of more affordable housing.

CDBG-funded actions to be undertaken in 2012 that foster/maintain affordable housing include:

- City of Appleton Homeowner Rehabilitation Loan Program = provide 24 low-moderate income homeowners with no-interest and no down payment loans to perform necessary rehabilitation, including control of lead hazards, at their single-family home or duplex.
- Appleton Housing Authority Homebuyer Program = provide 20 low-moderate income families purchasing their first home with down payment assistance and/or rehabilitation loans (including necessary lead testing) to bring their homes into compliance
- Greater Fox Cities Habitat for Humanity = acquire land, demolish any existing structures and install necessary infrastructure on that land to facilitate construction of five green-built, single-family homes for low-moderate income residents.

Additional projects that will occur in 2012 include:

- NSP funds will facilitate development of six units of affordable housing, including two for the “workforce” population, two units of public housing and two units dedicated for persons with special needs (physical, cognitive and developmental disabilities)
- WHEDA has reserved/allocated \$15 million in LIHTC for the Eagle Flats Project. This project will include a 54-unit workforce housing complex featuring two- and three-bedroom units, and a 70-unit senior housing complex that represents preservation of project-based, Section 8, affordable housing.
- Fox Cities Habitat for Humanity was chosen as one of 55 affiliates throughout the U.S. to participate in Habitat for Humanity International’s Neighborhood Revitalization Initiative, which encourages affiliates to serve more families and create more sustainable communities by offering a variety of services in addition to new home construction. Habitat will partner with the City’s Neighborhood Revitalization program on this effort.

Lead-Based Paint

Describe the actions that will take place during the next year to evaluate and reduce the number of housing units containing lead-based paint hazards in order to increase the inventory of lead-safe housing available for low income families.

Of Appleton’s 29,690 total housing units, nearly 19,400, or 65 percent, were built prior to 1978, implying a presence of lead-based paint in each of these units. Utilizing this housing unit data and the City percentages of LMI population, it can be estimated that approximately 7,000 housing units containing lead based paint hazards are occupied by persons earning 80 percent or below the area median income. Thus, specific actions will be taken during the 2012 program year – via multiple programs – to address these potential lead paint hazards, including:

- *City of Appleton (two programs):* the Homeowner and Rental Rehabilitation Loan Programs, which are federally assisted, have regulations and requirements to deal with lead based paint hazards. Specifically, all lead hazards are addressed – and clearance achieved – for each project.
- *Housing Partnership of the Fox Cities:* HPFC acquires older, neglected homes in the Appleton area and renovates the properties for use as affordable housing. In doing so, the agency works to ensure that all lead based paint hazards are eliminated and a lead safe clearance is achieved.
- *Appleton Housing Authority:* the AHA Homebuyer Program abides by both HOME and CDBG standards in addressing lead-based paint hazards in each home purchased by a client. Clearance tests are administered after all rehabilitation projects are completed in homes built before 1978.

City of Appleton Health Department

The City's Childhood Lead Poisoning Prevention Program, includes two components:

1. *Assessment/Intervention* involves testing for elevated blood levels (EBL). The Health Department contacts the family to schedule an appointment to get their child tested; interpreter services are utilized when working with non-English speaking families. The majority of referrals are received from the City Home Rehabilitation Programs, Housing Partnership of the Fox Cities, Emergency Shelter of the Fox Valley and WIC. After testing, intervention efforts range from provision of lead information, to home visits to perform joint environmental-nursing inspections.
2. *Education/Outreach* efforts of the lead prevention program include: presentation of lead information at public events, posting of lead-related articles/web site links on the Health Department web page, translation of lead outreach documents to Spanish and Hmong, and participation in the Fox Valley Lead Task Force, Fox Cities Housing Coalition and Hmong/Hispanic Interagency Coalition.

City of Appleton Lead GIS Tool

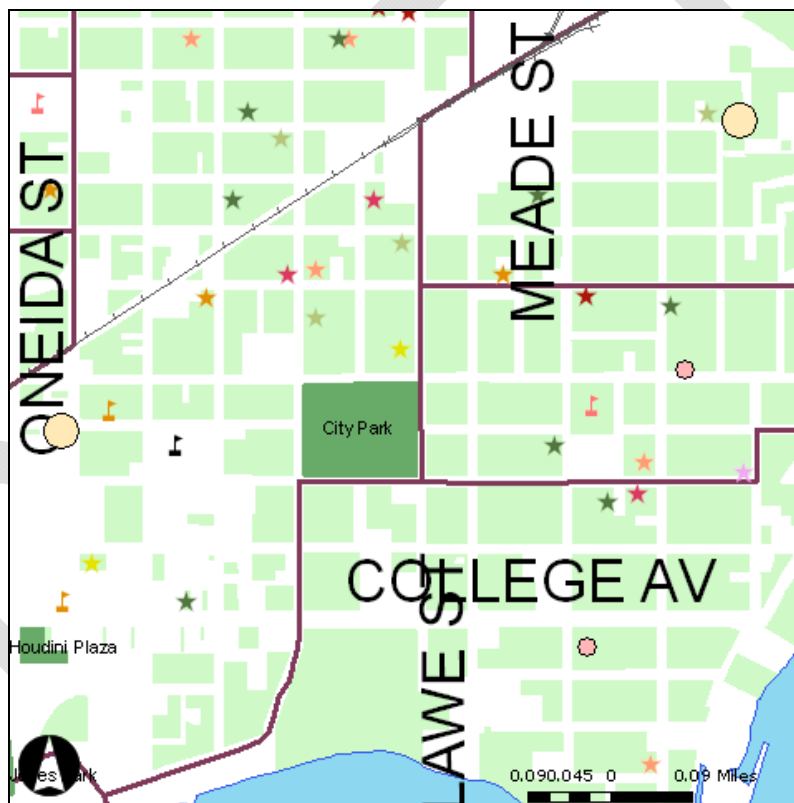
The City of Appleton Departments of Health, Community Development and Technology Services worked together to create a web-based GIS tool that will allow lead-based paint data to be plotted in various ways that assist programs in identifying potential lead-related projects.

Data presented includes:

- sites of City housing rehab (2000-10)
- low-moderate income block groups
- households below poverty level
- number of children under 6 years
- number of children below poverty level
- houses built before 1978
- building age by block group
- total households
- total population
- aldermanic districts/population density

The image below is a sample of data that can be plotted with the Lead-Based Paint GIS tool.

- the stars represent locations of previously completed City housing rehab projects
- the circles represent the number of children under the age of six by block group
- the shaded parcels represent housing units/structures built prior to 1978



In 2012, the City and Appleton Housing Authority housing rehabilitation programs will together eliminate lead hazards from approximately 45 units, namely owner-occupied. Furthermore, the Appleton Health Department anticipates testing 40 children for Elevated Blood Levels in 2012, before linking lead-poisoned children and families to appropriate medical, housing, and support services. Educational material related to lead based paint will also be distributed at shot clinics, as well as via the home rehabilitation programs.

HOMELESS

Specific Homeless Prevention Elements

Please see the *Homeless Needs* document for more details on the below activities.

Describe, briefly, the plan for the investment and use of available resources and describe the planned action steps it will take aimed at eliminating chronic homelessness by 2012. Again, please identify barriers to achieving this.

As the lead fiscal and administrative agent for the Balance of State Emergency Shelter Grant (ESG)/Transitional Housing Program (THP), and the Continuum of Care (COC)/ Supportive Housing Program (SHP), the City of Appleton continually coordinates efforts to reduce chronic homelessness. Strategies include supporting programs that: provide rental assistance, such as monthly payments and security deposits; offer case management specific to the needs of each homeless household; aid in development of personal financial management skills; and encourage developers to build attractive and accessible, yet affordable, properties.

A major step toward eliminating chronic homelessness in Appleton and the surrounding area occurred when the Emergency Shelter of the Fox Valley, in partnership with the Housing Partnership of the Fox Cities, implemented a pilot Housing First Program. The goal of Housing First is to end chronic homelessness by providing a stable base (housing) where consumers can begin the process of holistic (mind/body/soul) healing from the trauma of homelessness. Together participants and staff work to maintain permanent housing and end the cycle of homelessness. Following the conditions of a lease can be challenging but, ultimately, is what allows one to sustain housing. Housing First staff will visit, initially, once each week to assist program participants in those efforts and in becoming more independent overall. Case Management will supply and connect participants with a variety of tools and resources within the community to improve quality of life. Participants can also choose not to engage in any services at all, other than seeing the case manager once per week and abiding by the lease agreement, without losing their housing. By 2013, there will be 50 Housing First units in Appleton and the Fox Valley funded by a new Permanent Housing COC-SHP grant from HUD.

The most significant barriers to eliminating chronic homelessness stem from the scarce availability of living wage employment opportunities, as well as the potential for diminished funds and services available to sustain current and develop additional housing and support programs for the chronically homeless. That said, the City of Appleton and local non-profit agencies remain committed to overcoming these barriers to address issues of chronic homelessness over the next several years.

Describe its planned action steps over the next year to address the individual and families with children at imminent risk of becoming homeless.

Prevention activities that will occur in 2012 with various funds (CDBG, HPRP, COC) include:

- *Emergency Shelter of the Fox Valley* will provide both security deposit and rental assistance in order to prevent eviction and ultimately homelessness.
- *Legal Action of WI* will provide free legal services to low-income households threatened with homelessness due to eviction, foreclosure, loss of income, or other situations.

- *LEAVEN* will provide emergency housing assistance in order to ensure that families do not lose their homes in times of special need or crisis.
- *Salvation Army of the Fox Cities* will provide both utility payment assistance and housing counseling to clients so they become good tenants and maintain the housing they obtain.

Certify that a policy for discharge of persons from publicly funded institutions or systems of care (such as health care facilities, foster care, or other youth facilities, or correction programs and institutions) in order to prevent such discharge from immediately resulting in homelessness for such persons has been established.

The Fox Cities Housing Coalition (FCHC) continually works with the Department of Corrections (DOC) to ensure that the residents in the probation and parole system are collaboratively planning with their case managers so the maximum opportunity for self-sufficiency can be realized. In too many cases, however, agencies have had persons discharged from corrections to shelter for various reasons. Thus, FCHC members began meeting formally with probation/parole staff every other week to review/update working policies. The working procedure established with DOC for case management includes coordination between DOC staff, probation/parole staff, and the Emergency Shelter.

While a coordination effort is in place to deal with persons being discharged from healthcare facilities, foster care, and corrections programming, the official policy has yet to be adopted. Members of the Fox Cities Housing Coalition will work with the City in the coming months to develop and adopt such a policy.

Emergency Shelter Grants (ESG)

The City of Appleton does not receive any Emergency Shelter Grant funds as an entitlement.

NON-HOMELESS SPECIAL NEEDS HOUSING

Non-Homeless Special Needs

Please see the *Non-Homeless/Special Needs* document for more details on the below activities.

Please describe any supportive housing activities being undertaken to address the priority housing needs of persons who are not homeless.

The non-homeless/special priority needs, as identified in the Five-Year Consolidated Plan for Appleton, include housing and supportive services for:

- elderly
- frail elderly
- severely mentally ill
- developmentally disabled
- physically disabled
- alcohol/other drug addicted

In 2012, approximately \$39,000 has been identified to address the needs of the non-homeless/special priority needs residents.

COMMUNITY DEVELOPMENT

Community Development Block Grant

Please see the *Community Development Needs, Projects and Summaries* documents for more information on Appleton's CDBG-funded activities, along with objectives and outcomes.

Identify the estimated amount of CDBG funds that will be used for activities that benefit persons of low- and moderate-income.

Approximately 83.3 percent, or \$405,000 of the City's estimated 2012 CDBG entitlement award of \$486,281, will be used to fund activities that benefit low-moderate income individuals and families. These activities range from provision of emergency shelter for domestic abuse victims to rehabilitation of affordable housing units to implementation of neighborhood-targeted revitalization. The remaining funds will support Program Administration and Fair Housing.

Program income expected to be received during the program year.

- The City of Appleton's Homeowner Rehabilitation Loan Program (HRLP) expects to receive \$120,000 in program income during the 2012 Program Year; this money will be spent on various, non-administrative project costs associated with the program.
- The City of Appleton's Rental Rehabilitation Loan Program (RRLP) expects to receive \$10,000 in program income during the 2012 Program Year; this money will be spent on various, non-administrative project costs associated with the program.

- The Appleton Housing Authority First Time Homebuyer Program will receive an estimated \$8,000 in CDBG program income. Similar to the HRLP and RRLP, the amount received must be used for project costs and not administrative costs.

Amount of program income expected to be generated by/deposited to revolving loan funds.

All funds generated from the City of Appleton's Homeowner Rehabilitation Loan Program (HRLP) will be deposited into a revolving loan fund. Program income generated from the City of Appleton Rental Rehabilitation Loan Program (RRLP) and the AHA Homebuyer Program will not be deposited into a revolving loan fund, but instead be spent before grant funds.

Amount of program income expected to be received during the current program year from a float-funded activity described in a prior statement or plan.

No program income will be received from a float-funded activity described in a prior plan.

Amount of program income received in the preceding program year that has not been included in a statement or plan.

All program income received in the preceding program year was utilized and accounted for as discussed in the previous Annual Action Plan.

Proceeds from Section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives in its strategic plan.

No program income will be received from Section 108 loan guarantees.

Surplus funds from any urban renewal settlement for community development and housing activities.

No surplus funds from urban renewal settlement will be available.

Grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan.

No grant funds were returned to the line of credit upon forfeiture of funds by a planned activity. In some cases, a small amount of funds were left unspent under an activity, but all such funds will be reprogrammed and reallocated with the 2012 awards.

NA If a jurisdiction intends to carry out a new CDBG float-funded activity, the jurisdiction's plan must include specific information.

The City of Appleton does not intend to carry out a new CDBG float-funded activity in 2012.

Identify the jurisdiction's priority non-housing community development needs eligible for assistance by CDBG eligibility category specified in the Community Development Needs, public facilities, public improvements, public services and economic development.

Please see the *Community Development Needs* document for specific eligibility categories.

For activity for which the jurisdiction has not yet decided on a specific location, such as when a jurisdiction is allocating an amount of funds to be used for making loans or grants to businesses or for residential rehabilitation, provide a description of who may apply for the assistance, the process by which the grantee expects to select who will receive the assistance (including selection criteria), and how much and under what terms the assistance will be provided.

1. The City of Appleton's Homeowner Rehabilitation Loan Program (HRLP) provides low to moderate-income households in the City of Appleton with financial and technical assistance for the rehabilitation of their owner-occupied homes or duplexes. The Program offers an opportunity to protect a resident's investment in their house by providing rehabilitation loan funds at no interest with no monthly payments. In order to qualify for a loan, the following requirements must be met:
 - Applicant must be City of Appleton resident
 - Property must be an owner-occupied, single-family home or duplex
 - Applicant must reside at the premises for at least 90 days prior to application
 - Property must be physically and financially qualified for rehabilitation
 - Applicant must meet the Gross Income limits as defined by HUD

When the loan application form is completed, applicants are asked to discuss potential home improvements with the City of Appleton's Housing Coordinator. Improvements will be prioritized, as federal and municipal regulations require that all items not meeting code, including lead paint hazards, be rehabilitated as part of the loan funds.

Priority will be given to the following work:

- Lead-Paint Hazards
- Electrical
- Plumbing
- Heating
- Roofing
- Foundation
- Windows
- Exterior Doors/Insulation
- Interior Walls/Ceilings (lead hazards)
- Exterior Surface

Unless items include lead hazards, affect the structure of the home, or have a significant impact on the quality of life for the occupant, the following activities are ineligible:

- Concrete Work
- Foundation Repairs
- Central Air
- Flooring Replacement
- Kitchen/Bathroom Remodeling
- Porch Repairs (except structural/lead hazards)
- New Construction
- Acquisition of Property
- Garages (except lead hazards)
- Other "Cosmetic" Work

Loan amounts are based on the lower of the following:

- \$25,000;
- The actual cost of the rehabilitation work; or
- An amount, which when added to the amount owed on the property, does not exceed 100 percent of the home's current value.

The loan amount is placed as a lien against the rehabilitated property and recorded with the Register of Deeds. It is expected to be repaid in full when the applicant sells, transfers, leases or vacates the home.

2. The City of Appleton's Neighborhood Revitalization Program (NRP) provides matching grants to local businesses in low-income neighborhoods for improvement of their façade. All commercial business properties located within the geographic boundaries of the NRP's targeted neighborhood are identified. Next, a Business Revitalization Grant Program Survey of Interest is mailed to these property owners. The respondents who indicate the highest level of interest are provided with the full grant application. Applications are received on a first-come, first-serve basis until all project slots are filled. An internal review is then conducted by staff and a grant agreement is then co-signed by the property owner and the NRP Coordinator for selected projects. If all project slots are not filled, it is the job of the NRP Coordinator to seek out other projects in the neighborhood; blighted properties are targeted at this juncture. The Program provides 70 percent of actual project costs, or up to a maximum of \$5,000 per property address, to commercial property owners for exterior building and site improvements.
3. The Appleton Housing Authority First Time Homebuyer Program is designed to assist with the purchase of quality, affordable homes by providing funds for down payment and closing costs, as well as money for necessary repairs and

rehabilitation of the home. Funds are given as a zero percent interest, deferred payment loan with reduced interest rates on mortgages from participating banks. The program also provides support and guidance throughout the entire homebuying process. The following eligibility requirements exist for the program:

- Household income must be at or below 80 percent of the county median income
 - Applicants must complete the homebuyer education course offered by the AHA
 - Applicants must occupy the home they purchase
4. Fox Cities Habitat for Humanity builds homes in partnership with qualifying partner families and the community, and then sells the homes at no profit with zero percent interest mortgages to partnering families. Fox Cities Habitat also prepares partner families to be successful homeowners. There are three major requirements that all Habitat Applicant Families must fulfill: Need for Housing, Ability to Pay, and Willingness to Partner with Habitat.

The following steps describe the process of becoming a Habitat Homeowner:

- Attend a Homeowner Applicant Orientation Meeting to receive an application
 - Staff review of applicant documents and interview with head of household(s)
 - Staff home visit to meet family, tour current residence, and review family budget
 - Approval from the Fox Cities Habitat for Humanity's Board of Directors
 - Completion of 300-500 hours of sweat equity on their home and other homes
5. Rebuilding Together Fox Valley (RTFV) organizes volunteers to work side-by-side with skilled trades people who donate their time and talents to make a lasting impact in our community and improve the quality of life for our neighbors by removing the barriers that restrict mobility and accessibility for homeowners who otherwise do not have the financial resources to make repairs or necessary home modifications. Qualified applicants must: own their home, have homeowner's insurance, qualify as low-moderate income based on county/federal guidelines, and be 60 years of age or older and/or disabled. Responsibility for selection of homes lies with the RTFV Board and is based on providing safe and habitable conditions, along with the availability of volunteers and funds. Repairs on selected homes will be completed within 12 months of application.

Identify specific long-term and short-term community development objectives (including economic development activities that create jobs) and the primary objective of the CDBG program to provide decent housing and a suitable living environment and expand economic opportunities, principally for low- and moderate-income persons.

Please see the *Community Development Needs and Summaries* documents for specific primary objectives.

An “urgent need” activity may be included in the action plan only if the jurisdiction certifies that the activity is designed to meet other community development needs having a particular urgency because existing conditions pose a serious and imminent threat to the health or welfare of the community and other financial resources are not available.

The City of Appleton will not fund any “urgent need” activities with 2012 HUD funds.

HOME/American Dream Down Payment Initiative (ADDI)

Describe other forms of investment not described in § 92.205(b).

Not Applicable

Describe how HOME matching requirements will be satisfied?

Not Applicable

If the jurisdiction (PJ) will use HOME or ADDI funds for homebuyers, it must state the guidelines for resale or recapture, as required in § 92.254 of the HOME rule.

Not Applicable

Describe the policy and procedures the PJ will follow to affirmatively market housing containing five or more HOME-assisted units.

Not Applicable

Describe actions to be taken to establish and oversee a minority outreach program within the jurisdiction to ensure inclusion, to the maximum extent possible, of minority and women, and entities owned by minorities and women.

Not Applicable

NA If you intend to use HOME funds for Tenant-Based Rental Assistance, describe the local market conditions that led to the use of the HOME funds for a tenant-based rental assistance program.

NA If the TBRA program will target or provide preference for a special needs group, identify that group from the Consolidated Plan as having an

unmet need and show that the preference is needed to narrow the gap in benefits and services received by that population?

NA *If the PJ will use HOME funds to refinance existing debt secured by multifamily housing that is that is being rehabilitated with HOME funds, it must state its refinancing guidelines required under § 92.206(b). The guidelines shall describe the conditions under which the PJ will refinance existing debt.*

NA *If the PJ is going to receive American Dream Down payment Initiative (ADDI) funds, please complete the following narratives:*

Housing Opportunities for People with AIDS **NA**

Provide a Brief description of the organization, the area of service, the name of the program contacts, and a broad overview of the range/ type of housing activities to be done during the next year.

Not Applicable

Specify the one-year goals for the number of low-income households to be provided affordable housing using HOPWA funds for short-term rent, mortgage, and utility payments to prevent homelessness; tenant-based rental assistance, units provided in housing facilities that are being developed, leased, or operated.

Not Applicable

Please describe the expected trends facing the community in meeting the needs of persons living with HIV/AIDS and provide additional information regarding the administration of services to people with HIV/AIDS.

Not Applicable

Identify the method for selecting project sponsors (including providing full access to grassroots, faith-based and other community organizations).

Not Applicable

Please note any evaluations, studies or other assessments that will be conducted on the local HOPWA program during the next year.

Not Applicable

OTHER NARRATIVE

Not Applicable