



# City of Appleton

100 North Appleton Street  
Appleton, WI 54911-4799  
www.appleton.org

## Meeting Agenda - Final Community & Economic Development Committee

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Wednesday, September 14, 2022

4:30 PM

Council Chambers, 6th Floor

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1. Call meeting to order
2. Roll call of membership
3. Approval of minutes from previous meeting

[22-1116](#) CEDC Minutes from 7-27-22

**Attachments:** [CEDC Minutes 7-27-22.pdf](#)

#### 4. Public Hearings/Apearances

[22-1117](#) Community Development Block Grant (CDBG) Notice of Funding Available and Community Needs for the 2023 Program Year (4/1/23 - 3/31/24) (Associated with Action Item #22-1118)

**Attachments:** [Funding Available Community Needs - Public Hearing Notice 2022.pdf](#)

[22-1119](#) Community Development Block Grant (CDBG) Notice of Funding Progress for 2020 CDBG Coronavirus Aid, Relief, and Economic Security (CARES Act) Awards

**Attachments:** [CDBG-CV Funding Progress Report-Notice of Public Hearing 2022.pdf](#)  
[CDBG-CV Memo on Progress to CEDC 9-14-22.pdf](#)

[22-1120](#) Fourth Substantial Amendment to the Community Development Block Grant (CDBG) 2020 Annual Action Plan (AAP) awarding \$287,607 of CDBG Coronavirus Aid, Relief, and Economic Security (CARES Act) funding to community partner organizations (Associated with Action Item #22-1121)

**Attachments:** [CV3 Fourth Substantial Amendment - Public Comment Period Notice 9-6-22.pdf](#)  
[AAP Fourth Substantial Amendment - Notice of Public Hearing 9-6-22.pdf](#)

#### 5. Action Items

[22-1118](#) Request to approve City Program Funding for 2023 Community Development Block Grant (CDBG) Funding as specified in the attached document

**Attachments:** [City Proposals Memo to CEDC 9-14-22.pdf](#)

- [22-1121](#) Request to approve Fourth Substantial Amendment to the Community Development Block Grant (CDBG) 2020 Annual Action Plan (AAP) awarding \$287,607 of CDBG Coronavirus Aid, Relief, and Economic Security (CARES Act) funding to community partner organizations as specified in the attached documents

**Attachments:** [2020 AAP Fourth Substantial Amendment Memo to CEDC 9-14-22.pdf](#)  
[Appleton 2020 CDBG CV3 Award Letter.pdf](#)  
[2020 AAP Fourth Substantial Amendment Draft 8-15-22.pdf](#)  
[0652 - MOU - City and Pillars - REVISED-CLEAN 09-02-2022.pdf](#)

- [22-1122](#) Request to enter into a Memorandum of Understanding with Pillars, Inc. as specified in the attached documents (Associated with Action Item #22-1121)

**Attachments:** [2020 AAP Fourth Substantial Amendment Memo to CEDC 9-14-22.pdf](#)  
[Appleton 2020 CDBG CV3 Award Letter.pdf](#)  
[2020 AAP Fourth Substantial Amendment Draft 8-15-22.pdf](#)  
[0652 - MOU - City and Pillars - REVISED-CLEAN 09-02-2022.pdf](#)

**6. Information Items**

**7. Adjournment**

*Notice is hereby given that a quorum of the Common Council may be present during this meeting, although no Council action will be taken.*

*Any questions about items on this meeting are to be directed to Karen Harkness, Director, Community and Economic Development Department at 920-832-6468.*

*Reasonable Accommodations for Persons with Disabilities will be made upon Request and if Feasible.*



# City of Appleton

100 North Appleton Street  
Appleton, WI 54911-4799  
www.appleton.org

## Meeting Minutes - Final Community & Economic Development Committee

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Wednesday, July 27, 2022

4:30 PM

Council Chambers, 6th Floor

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1. Call meeting to order

Chair Alfheim called the meeting to order at 4:30 p.m.

2. Roll call of membership

**Present:** 4 - Alfheim, Wolff, Del Toro and Jones

**Excused:** 1 - Thao

*Others present:*

*Aldersperson Brad Firkus, District #3*

*Grant E. Vollrath, 103 S. Fidelis Street*

*Cory Scott, RDG Planning & Design (participated virtually via Zoom, presentation ended early due to technical difficulties)*

3. Approval of minutes from previous meeting

[22-0937](#)

CEDC Minutes from 6-22-22

**Attachments:** [CEDC Minutes 6-22-22.pdf](#)

**Jones moved, seconded by Wolff, that the Minutes be approved. Roll Call.**

**Motion carried by the following vote:**

**Aye:** 4 - Alfheim, Wolff, Del Toro and Jones

**Excused:** 1 - Thao

4. Public Hearings/Appearances

5. Action Items

[22-0938](#)

Request to approve the attached College North Neighborhood Plan prepared by RDG Planning & Design

**Attachments:** [College North Neighborhood Plan Memo to CEDC + Plan 7-27-22.pdf](#)  
[ExecSummary\\_CollegeNorthNeighborhoodPlan\\_July2022.pdf](#)  
[CollegeNorthNeighborhoodPlan\\_July2022.pdf](#)

**Wolff moved, seconded by Jones, that the Report Action Item be recommended for approval. Roll Call. Motion carried by the following vote:**

**Aye:** 4 - Alfheim, Wolff, Del Toro and Jones

**Excused:** 1 - Thao

## 6. Information Items

[22-0939](#)

Community & Economic Development Department Mid-Year 2022 Budget Report

**Attachments:** [2022 Mid Year Report Comm Econ Dev Dept.pdf](#)

**This item was presented and discussed.**

## 7. Adjournment

**Wolff moved, seconded by Del Toro, that the meeting be adjourned at 5:01 p.m. Roll Call. Motion carried by the following vote:**

**Aye:** 4 - Alfheim, Wolff, Del Toro and Jones

**Excused:** 1 - Thao

**CITY OF APPLETON**  
**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (CDBG)**  
**NOTICE OF FUNDING AVAILABLE AND COMMUNITY NEEDS PUBLIC HEARING**

A public hearing will be held at a regularly scheduled Community and Economic Development Committee meeting on Wednesday, September 14, 2022, beginning at 4:30 p.m. in Council Chambers on the Sixth Floor of Appleton City Hall, 100 N. Appleton Street, Appleton, WI. The primary function of this hearing is to obtain citizen views on priority community needs and the use of the City's CDBG funds for the 2023 program year.

The federal CDBG Program aims to develop viable urban communities through provision of decent housing, suitable living environments and economic opportunities, namely for low- and moderate-income persons. For more information on Appleton's CDBG Program, please visit the web site at <https://www.appleton.org/government/community-and-economic-development/grants-administration>, or for questions about project/program eligibility, contact Nikki Gerhard at 920-832-6469 or email at [nikki.gerhard@appleton.org](mailto:nikki.gerhard@appleton.org).

Run: September 6, 2022

**CITY OF APPLETON  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (CDBG)  
NOTICE OF FUNDING PROGRESS FOR 2020 CDBG CARES ACT AWARDS  
PUBLIC HEARING**

A public hearing will be held at a regularly scheduled Community and Economic Development Committee meeting on Wednesday, September 14, 2022, beginning at 4:30 p.m. in Council Chambers on the Sixth Floor of Appleton City Hall, 100 N. Appleton Street, Appleton, WI. The primary function of this hearing is to obtain citizen views on the progress of CDBG CARES Act funding to community partner organizations.

The CDBG-CV I, II, and III funding has been allocated to activities that prevent, prepare for, or respond to COVID-19. For more information on Appleton's CDBG Program, please visit the web site at <https://www.appleton.org/government/community-and-economic-development/grants-administration>, or for questions about project/program eligibility, contact Nikki Gerhard at 920-832-6469 or email at [nikki.gerhard@appleton.org](mailto:nikki.gerhard@appleton.org).

Run: September 6, 2022



# MEMORANDUM

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

TO: Community and Economic Development Committee  
FROM: Nikki Gerhard, Community Development Specialist  
DATE: September 14, 2022  
RE: Community Development Block Grant CARES Act Funding Progress Update

In October 2020, CEDC approved receipt of the CDBG-CV1 allocation, incorporating an additional \$348,255 to the 2020 CDBG Annual Action Plan. In January 2021, CEDC approved receipt of the CDBG-CV2 allocation from the Wisconsin Department of Administration, incorporating \$148,007.80, as well as receipt of the CDBG-CV3 allocation, incorporating an additional \$343,268 to the 2020 CDBG Annual Action Plan.

Each allocation was administered in a slightly different manner. CDBG-CV1 was subawarded to various community partners utilizing a competitive application process. CDBG-CV2 was a direct contract with the State of Wisconsin and subawarded with the Boys & Girls Club of the Fox Valley for street outreach efforts specifically for at-risk youth. CDBG-CV3 was originally subawarded with ADVOCAP, Inc. for street outreach efforts for literally homeless households and motel vouchers.

The below charts break down the specific detail of the three funding allocations, progress achieved over the last 12 months, and any barriers to success.

## CDBG-CV1 (November 1, 2020 - October 31, 2021)

<u>Subrecipient/Subaward</u>	<u>Allocation</u>	<u>Outcomes</u>
Wisconsin Women's Business Initiative Corporation (WWBIC)	\$40,000	4 businesses received \$10,000 grants to financially support their recovery from the COVID pandemic
Building for Kids	\$34,923	1,208 households were impacted by the provision of nonvirtual engagement toolkits addressing educational and social needs
LEAVEN, Inc.	\$50,000	97 households received emergency financial assistance payments, including utilities, rent, and mortgage payments
Apricity, Inc (DBA The Mooring Programs)	\$10,000	81 treatment facility participants were directly impacted by the purchase of additional laptops and technology to allow for the continuation of virtual recovery services during the pandemic

Pillars Adult Shelter	\$30,000	Through the purchase and installation of 25 bunk beds (50 beds), 176 adults were able to maintain social distancing during the pandemic, and the shelter was able to maintain capacity served
Pillars, Inc.	\$50,000	417 emergency shelter clients received case management services through the hiring of an additional case manager
Salvation Army of the Fox Cities	\$30,000	38 individuals received financial assistance to prevent eviction for nonpayment of rent
Fox Valley Lutheran Homes	\$24,946	35 elderly tenants were able to maintain virtual connection to society through the provision of WiFi and iPad devices
Appleton Area School District	\$35,000	32 households (133 individuals) with school aged children received motel voucher assistance
City of Appleton Motel Voucher Program	\$43,386	16 households (27 individuals) received motel voucher assistance

**CDBG-CV2 (February 1, 2021 - January 31, 2023)**

<b><u>Subrecipient/Subaward</u></b>	<b><u>Allocation</u></b>	<b><u>Outcomes</u></b>	<b><u>Barriers</u></b>
Boys & Girls Club of the Fox Valley	\$148,007.80	8 youth households (25 individuals) were engaged in street outreach efforts & case management programming	In January 2022, the street outreach employee resigned. The position remained vacant until June 2022.

*\*\*Staff will be seeking an amendment extending the expenditure date through April 30, 2023 and expanding street outreach efforts.*

**CDBG-CV3 (February 1, 2021- December 10, 2021)**

<b><u>Subrecipient/Subaward</u></b>	<b><u>Allocation</u></b>	<b><u>Outcomes</u></b>	<b><u>Barriers</u></b>
ADVOCAP, Inc.	\$343,268	11 households (15 individuals) were engaged in street outreach efforts & case management programming	In October 2021, the street outreach employee resigned. The subaward was terminated by ADVOCAP, effective December 10, 2021.

*\*\*Staff is seeking a fourth substantial amendment expanding programming to include Pillars Winter Shelter Overflow and Pillars Seven Days Service. If approved, these additional programs will expire on January 11, 2027.*

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



**NOTICE TO THE PUBLIC  
CONCERNING THE CITY OF APPLETON  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
CARES ACT FUNDING ROUND 3**

When substantial amendments to the Consolidated Plan and/or Annual Action Plan are proposed, the City is required to hold a public comment period. The general public has a period of 5 days – September 6, 2022 through September 13, 2022 – to offer comments on the proposed amendment. Written comments may be submitted via email to [nikki.gerhard@appleton.org](mailto:nikki.gerhard@appleton.org) or via U.S. Mail to: City of Appleton – Community and Economic Development Department; 100 North Appleton Street; Appleton, WI 54911. A summary of all comments received in writing during this period will be attached to the substantial amendment when presented to Common Council for approval.

The primary function of this notice is to obtain citizen views on the proposed 2020 Annual Action Plan substantial amendment, awarding \$287,607 of CDBG CARES Act funding to community partner organizations. The CDBG-CV Round 3 funding has been allocated to activities that prevent, prepare for, or respond to COVID-19.

A copy of the proposed amendment is available on the CDBG website at <https://www.appleton.org/government/community-and-economic-development/grants-administration/news-announcements-6880>, or at the City of Appleton Customer Service area on the 1<sup>st</sup> floor of City Hall, starting September 6, 2022. For more information on Appleton’s CDBG Program, please visit the web site at <https://www.appleton.org/government/community-and-economic-development/grants-administration>, or for questions about project/program eligibility, contact Nikki Gerhard at 920-832-6469 or email at [nikki.gerhard@appleton.org](mailto:nikki.gerhard@appleton.org).

Run: September 6, 2022

**CITY OF APPLETON  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (CDBG)  
NOTICE OF FOURTH SUBSTANTIAL AMENDMENT TO THE  
2020 ANNUAL ACTION PLAN  
PUBLIC HEARING**

A public hearing will be held at a regularly scheduled Community and Economic Development Committee meeting on Wednesday, September 14, 2022, beginning at 4:30 p.m. in Council Chambers on the Sixth Floor of Appleton City Hall, 100 N. Appleton Street, Appleton, WI. The primary function of this hearing is to obtain citizen views on the proposed 2020 Annual Action Plan substantial amendment (fourth version), awarding \$287,607 of CDBG CARES Act funding to community partner organizations.

The CDBG-CV funding has been allocated to activities that prevent, prepare for, or respond to COVID-19. For more information on Appleton's CDBG Program, please visit the web site at <https://www.appleton.org/government/community-and-economic-development/grants-administration>, or for questions about project/program eligibility, contact Nikki Gerhard at 920-832-6469 or email at [nikki.gerhard@appleton.org](mailto:nikki.gerhard@appleton.org).

Run: September 6, 2022



# MEMORANDUM

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

TO: Community and Economic Development Committee  
FROM: Nikki Gerhard, Community Development Specialist  
DATE: September 14, 2022  
RE: City Program Funding Approval and City Proposals for 2023 Community Development Block Grant (CDBG) Funding

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Per City of Appleton CDBG Policy, the process of allocating 2023 CDBG funds has begun. An award estimate of \$589,453 was budgeted for the 2023 Program Year. \$589,453 is only an estimate and is subject to change upon adoption of the Federal budget. Also, according to City CDBG Policy, the CEDC must approve allocations for City Programs. Those proposed amounts total \$128,829 and are listed in the 2023 Budget as follows:

Housing Rehabilitation Loan Program - **\$45,000**

\*CDBG Administrative Costs for the Community and Economic Development Department - **\$83,829**

\*includes funding for provision of HUD required Fair Housing Services

The Appleton Housing Authority is not seeking additional funds for the 2023-2024 program year. Per an email communication dated August 25, 2022, “due to the large amount of program income on hand, along with current contracts, the AHA is not seeking funding but would appreciate being notified of the 2024-2025 program year grant application process.”

The balance of funds, \$460,624, is first made available to City departments and then community partners. Proposals from City departments were due August 31, 2022. No applications were submitted.

CEDC is asked to make a recommendation to Common Council for the proposed allocations for City programs. Following CEDC and Council approval of City program funding, the next step in the CDBG allocation process are applications from community partners. Per the Community Development Block Grant Policy, after all community partner applications have been received (due September 30, 2022) and determined eligible, CEDD staff will supply the CDBG Advisory Board with the applications and all appropriate guidelines along with a summary of each proposal and an explanation of the proposal score sheet.

These packets of information are expected to be distributed to the Advisory Board members on Monday, October 3, 2022. Board members are asked to allocate funding among the applicants and return their allocations to CEDD staff who will compile all results and will present allocation recommendations at an Advisory Board meeting on October 25, 2022, during which allocation amounts will be finalized based on the anticipated projected award. Funding recommendations from this Board will be presented as an action item to the CEDC on November 9, 2022. CEDC’s recommendation will then be presented to the Common Council for final approval.

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



# MEMORANDUM

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

TO: Community and Economic Development Committee

FROM: Nikki Gerhard, Community Development Specialist

DATE: September 14, 2022

RE: 2020 Community Development Block Grant CARES Act Funding (CDBG-CV3)

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In January 2021, the City of Appleton sought approval of allocations to community partners interested in administering CDBG-CV funding for the purposes of performing street outreach efforts. These funds were authorized by the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) to respond to the growing effects of the public health crisis.

Due to instability with staffing of the originally contracted street outreach program, staff reassessed impending needs in the community. As a result of various conversations and meetings, staff makes the following recommendations, as they manage the short and long-term needs as a result of this public health crisis. These recommendations will be considered by CEDC on September 14<sup>th</sup> and Common Council on September 21<sup>st</sup> and will be incorporated into the CDBG 2020 Annual Action Plan as a substantial amendment.

**1. Pillars, Inc: Winter Shelter Overflow Program (\$221,712)**

Through an executed MOU, Pillars, Inc. will provide a Winter Shelter Overflow Program, as well as motel vouchers, to the those in the community who are experiencing homelessness. Pillars Street Outreach team will be actively engaged in the program, conducting daily check-ins, physical health observations, and mental health observations. This project aims to prevent individuals and families experiencing homelessness from sleeping in places not meant for human habitation while waiting to enter a local shelter during the cold winter months.

**2. Pillars, Inc: Seven Days Service (\$65,895)**

Pillars will better serve individuals experiencing homelessness when hours of operation are expanded to include Saturdays and Sundays. This project will allow Pillars Adult Shelter and Street Outreach clients a safe place to respite seven days per week, which may also reduce negative interactions with law enforcement. Trained advocates will be on staff to schedule intakes for the shelters, add clients to wait lists, refer to the winter Shelter Overflow Program (above), and engage with clients to make forward progress on their goals.

The following attachments are provided for additional information for this action item.

**Attached Documents:**

- 1.) September 16, 2020 CARES Act CDBG-CV3 award letter
- 2.) 2020PY Annual Action Plan Substantial Amendment request
- 3.) MOU between the City of Appleton and Pillars, Inc

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



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
WASHINGTON, DC 20410-7000

ASSISTANT SECRETARY FOR  
COMMUNITY PLANNING AND DEVELOPMENT

September 11, 2020

The Honorable Jake Woodford  
Mayor of Appleton  
100 N Appleton Street  
City Hall  
Appleton, WI 54911-4799

Dear Mayor Woodford:

I am pleased to inform you of a special allocation to your jurisdiction of Community Development Block Grant funds to be used to prevent, prepare for, and respond to the coronavirus (COVID-19). This allocation was authorized by the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136, which was signed by President Trump on March 27, 2020, to respond to the growing effects of this historic public health crisis.

The CARES Act made available \$5 billion in Community Development Block Grant Coronavirus (CDBG-CV) funds. Of this amount, the Department immediately allocated \$2 billion on March 27, 2020, the same day President Trump signed the Act, based on the fiscal year 2020 CDBG formula; this constituted the first round of CDBG-CV funds. Next, \$1 billion was required by the Act to be allocated to States and insular areas within 45 days of enactment of the Act; HUD accomplished this on May 11, 2020, and this constituted the second round of CDBG-CV funds. Finally, the remaining \$2 billion in CDBG-CV funds was required by the Act to be allocated to states and local governments at the discretion of the Secretary on a rolling basis; HUD accomplished this on September 11, 2020, and this constituted the third round of CDBG-CV funds. Additionally, up to \$10 million will be set aside for technical assistance.

Accordingly, this letter informs you that your jurisdiction's allocation for the third round is \$343,268. Your cumulative amount for all allocation rounds is \$691,523.

The CARES Act adds additional flexibility for both the CDBG-CV grant and, in some cases, for the annual FY2019 and FY2020 CDBG grants in these unprecedented times. The public comment period is reduced to not less than 5 days, grantees may use virtual public hearings when necessary for public health reasons, the public services cap is suspended during the emergency, and States and local governments may reimburse costs of eligible activities incurred for pandemic response regardless of the date.

In addition, the CARES Act authorizes the HUD Secretary to grant waivers and alternative requirements of statutes and regulations the HUD Secretary administers in connection with the use of CDBG-CV funds and fiscal year 2019 and 2020 CDBG funds (except for requirements related to fair housing, nondiscrimination, labor standards, and the environment). Waivers and alternative

requirements can be granted when necessary to expedite and facilitate the use of funds to prevent, prepare for, and respond to coronavirus.

The CDBG CARES Act Federal Register Notice (FR-6218-N-01) was released on August 10, 2020. The notice describes the allocations and grant procedures applicable to the CDBG-CV grants. It also describes the program flexibilities, waivers, and alternative requirements that apply to the CDBG-CV grants as well as the fiscal year 2019 and 2020 CDBG grants. As further such flexibilities become available, they will be posted on HUD's website and distributed to grantees. The Department will also support grantees with technical assistance.

As you develop your plan for the use of these grant funds, we encourage you to consider approaches that prioritize the unique needs of low- and moderate-income persons and the development of partnerships between all levels of government and the private for-profit and non-profit sectors. You should coordinate with state and local health authorities before undertaking any activity to support state or local pandemic response. CDBG-CV grants will be subject to oversight, reporting, and the requirement that each grantee have adequate procedures to prevent the duplication of benefits (DOB). HUD will provide guidance and technical assistance on DOB, the prevention of fraud, waste, and abuse, and on documenting the impact of this program for beneficiaries.

Reminder, all CPD Grantees must ensure they maintain active Dun and Bradstreet Numbering System (DUNS) numbers in the System for Award Management (SAM) system. Entities must have an active and unexpired DUNS before execution of grant agreements to avoid delays in the obligation of funds- which will delay your ability to drawdown funds in the Integrated Disbursement & Information System (IDIS). Grantees are required to maintain an active SAMs registration by re-activating their DUNS number annually in the SAM system for the entire drawdown period of their grants. DUNS numbers can be registered and renewed each year at the following website: <https://www.sam.gov/SAM/>.

The Office of Community Planning and Development (CPD) is looking forward to working with you to successfully meet the urgent and complex challenges faced by our communities. If you or any member of your staff has questions, please contact your local CPD Field Office Director or [CPDQuestionsAnswered@hud.gov](mailto:CPDQuestionsAnswered@hud.gov).

Sincerely,

A handwritten signature in black ink, appearing to read "John Gibbs", written in a cursive style.

John Gibbs  
Acting Assistant Secretary  
for Community Planning and Development  
U.S. Department of Housing and Urban Development



## **FOURTH SUBSTANTIAL AMENDMENT TO THE CITY OF APPLETON'S 2020 ANNUAL ACTION PLAN**

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### **A. EXECUTIVE SUMMARY**

The U.S. Department of Housing and Urban Development (HUD) requires all entitlement communities receiving Community Development Block Grant (CDBG) funds, such as the City of Appleton, to prepare and submit a Consolidated Plan every five years to establish a unified, strategic vision for economic development, housing and community development actions. The Consolidated Plan encompasses the analysis of local community needs and coordinates appropriate responses to those needs and priorities. The City of Appleton City Council adopted the 2020-2024 Five Year Consolidated Plan ("Consolidated Plan") on December 18, 2019.

The Consolidated Plan is carried out through Annual Action Plans, which provide a concise summary of the actions, activities, and the specific federal and non-federal resources that will be used each year to address the priority needs and specific goals identified in the Consolidated Plan. The City must submit an Annual Action Plan to HUD by no later than February 15 of each year during the five-year period (unless otherwise specified by HUD). The City of Appleton Council adopted the 2020 Annual Action Plan on March 18, 2020, and it was submitted to HUD on March 19, 2020.

Per the City's Citizen Participation Plan (CPP), a substantial amendment to a Consolidated Plan and Annual Action Plan is required when a "substantial" change is proposed as it relates to funding priorities, proposed activities, goals and objectives.

The first substantial amendment to the 2020-2024 Consolidated Plan, and subsequently the 2020 Annual Action Plan, was approved by City Council on October 21, 2020, incorporating the use of the CARES Act CDBG-CV1 funding of \$348,255. The second substantial amendment to the 2020-2024 Consolidated Plan, and the 2020 Annual Action Plan, was approved by City Council on December 16, 2020, updated the use of \$78,386 of the CDBG-CV1 award. The third substantial amendment, approved by City Council on February 3, 2021, incorporated the use of the CARES Act CDBG-CV3 funding of \$343,268.

### **B. CITIZEN PARTICIPATION**

A Notice of Public Hearing was published in the Appleton Post Crescent on September 6, 2022, and a 5-day public review period was published on September 6, 2022, informing the public of the proposed Substantial Amendment and inviting comments at the public hearing, during a regularly scheduled Community & Economic Development Committee meeting. The public review period began on September 6, 2022 and ended on September 13, 2022. Citizens are able to review copies of the Substantial Amendment at the City's CDBG website and the Customer Service desk on the first floor of City Hall.

### **C. PROPOSED FOURTH SUBSTANTIAL AMENDMENT TO THE 2020 ANNUAL ACTION PLAN**

The City is proposing to reallocate \$287,607 to street outreach and case management efforts, specifically with Pillars, Inc. The following table outlines the proposed activities described in this Substantial Amendment:



**Table 1: Proposed Activity Budget**

<b>Agency/Program</b>	<b>CDBG-CV Allocation</b>
Pillars, Inc- Winter Shelter Overflow Program	\$221,712
Pillars, Inc- Seven Days Service	\$65,895
<b>TOTAL</b>	<b>\$287,607</b>

**D. 2020 PROPOSED ACTIVITY DETAIL**

The following narrative provides activity descriptions, national objectives, and other required information for the proposed activity.

Pillars Adult Shelter and Pillars Resource Center serve approximately 550 clients annually. These clients are among the community’s most vulnerable adults. Forty-eight percent struggle with chronic mental illness; 22 percent report alcohol or drug dependency; and 19 percent live with a physical disability. Accessing resources to address these barriers is challenging. Pillars provides shelter, support, and solutions to address the housing needs of the community, primarily for these vulnerable individuals. These additional funds will fill known gaps in the current service model, including a lack of access to homeless services and resources during daytime hours on the weekends, and access to emergency temporary shelter during the cold winter months.

**Pillars, Inc: Winter Shelter Overflow Program (\$221,712)**

Through an executed MOU, Pillars, Inc will provide a Winter Shelter Overflow Program, as well as motel vouchers to the those in the community who are experiencing homelessness. Pillars Street Outreach team will be actively engaged in the program, conducting daily check-ins, physical health observations and mental health observations. This project aims to prevent individuals and families experiencing homelessness from sleeping in places not meant for human habitation while waiting to enter a local shelter during the cold winter months.

**Pillars, Inc: Seven Days Service (\$65,895)**

Pillars will better serve individuals experiencing homelessness when hours of operation are expanded to include Saturdays and Sundays. This project will allow Pillars Adult Shelter and Street Outreach clients a safe place to respite seven days per week, which may also reduce negative interactions with law enforcement. Trained advocates will be on staff to schedule intakes for the shelters, add clients to wait lists, refer to the winter Shelter Overflow Program (above), and engage with clients to make forward progress on their goals.

**E. PUBLIC COMMENTS**

All public comments received during the 5-day public review period or at the public hearing will be incorporated into the overall Substantial Amendment submitted to HUD.

# MEMORANDUM OF UNDERSTANDING CITY OF APPLETON AND PILLARS, INC.

## I. THE PARTIES

- 1.01 The City of Appleton, a Wisconsin municipal corporation, doing business at 100 North Appleton Street, Appleton, Wisconsin 54911 (“City”).
- 1.02 Pillars, Inc., a Wisconsin nonprofit corporation, doing business at 605 East Hancock Street, Appleton, Wisconsin 54911 (“Pillars”).
- 1.03 Collectively the City and Pillars shall be known as “the Parties”.

## II. THE RECITALS

### **WHEREAS,**

- 2.01 Pillars provides shelter, support, and solutions to address the housing needs in the community.
- 2.02 The City desires to provide Pillars with financial support to address housing needs within the community.
- 2.03 The Parties desire to memorialize the terms and conditions of their anticipated collaboration.
- 2.04 The Parties desire to enter into an agreement to assist in funding Pillars’ Winter Shelter Overflow Program (“Project A”).
- 2.05 The Parties desire to enter into an agreement to assist in funding Pillars’ Seven Days Service (“Project B”).
- 2.06 The City will financially support Pillars in an amount not to exceed \$287,606.88 for eligible activities herein described (“objectives”).

## III. THE AGREEMENT

***NOW, THEREFORE, in consideration of the mutual promises and covenants contained here, the Parties agree as follows:***

- 3.01 **Project A.** The City shall provide funding, up to \$221,712 for eligible expenses, to Pillars to administer Project A.

3.01.01 **Scope of Project A.** Project A shall be structured as a Winter Shelter Overflow Program from October 15th through April 15th (same seasonal hours as regional warming shelters).

3.01.02 **General Operation.** The general operation of Project A is set forth below: Pillars will offer motel vouchers to those in the community that are experiencing homelessness who are eligible for shelter but cannot immediately get into shelter due to capacity issues. To start the program, Pillars will first review active wait lists at both shelters and then offer vouchers to those currently living in a place not meant for human habitation. Based on staffing limitations and space limitations in hotels in the area, Pillars will only offer up to six vouchers at a time (one voucher = one household). As the program continues and vouchers become available, Pillars will use vouchers with people who present to one of the Crisis Housing sites to be added to the wait list who are currently living in a place not meant for human habitation and are eligible to stay in shelter. In addition, the Pillars' Street Outreach team may refer people to open vouchers if the household is willing to actively engage on the wait list and they are eligible to stay in shelter. Pillars' goal for those being offered a voucher is to provide the household a safe place while the household is actively engaging in the wait list process so that they can eventually enter one of its two emergency shelters. All shelter rules will be in place for those staying in the motel, including any additional rules that the motel enforces. Pillars will use the Street Outreach staff to do daily check-ins (including periodic check-ins on the weekends), on those staying at the motel. Check-ins are expected to include room checks, physical health observations and mental health observations. This project aims to prevent individuals and families experiencing homelessness from sleeping in places not meant for human habitation while waiting to enter one of the shelters during the cold winter months. Once in Pillars' Shelter Programs, individuals and families receive case management services to help with securing safe, affordable, and sustainable housing, thus ending their homeless episode.

3.02 **Project B.** The City shall provide funding, up to \$65,895 for eligible expenses, to Pillars to administer Project B.

3.02.01 **Scope of Project B.** Project B will be structured as a Seven Days Service, thereby expanding hours of operations.

3.02.02 **General Operation.** The general operation of Project B is set forth below: Pillars will better serve individuals experiencing homelessness when hours of operation and access to resources are expanded to include weekends, Saturdays, and Sundays, from 8:30AM-4:00PM. This project will allow Pillars clients a safe place for respite seven days per week, which may also reduce negative interactions with law enforcement. Trained advocates will be on staff to schedule intakes for the shelters, add clients to the wait lists, refer to the Winter

Shelter Overflow Program, and engage with clients to make forward progress on their goals. In addition, Advocates will plan activities with other community organizations to keep clients engaged while also providing social interaction. Lastly, the Street Outreach Case Managers and/or the AODA Recovery Coach will be allowed to flex their weekly hours to occasionally be available for clients during these weekend hours, as appropriate. Pillars will work to coordinate volunteers to transport to the Salvation Army for lunch as often as possible.

**3.03 Eligible Uses of Funding.** The Parties agree that the following categories expense are eligible for funding:

- 3.03.01 Street Outreach/Case Management (previously approved activity)  
Provision of street outreach, information and referrals, completed assessments, intakes, short-term case management, and services to people living in unsheltered locations, such as cars, parks, abandoned buildings, and on the streets and that are not already working with a Fox Cities Housing Coalition members for services. The Street Outreach and Case Management role will reach people who might not otherwise seek assistance or come to the attention of the homelessness service system and ensure that people’s basic needs are met while supporting them along pathways toward housing stability.
- 3.03.02 Motel Vouchers (previously approved activity)  
Ensuring that individuals and families experiencing homelessness have a safe, temporary place to stay until a more permanent housing solution is identified. With colder weather upon us, City staff is working collaboratively with local agencies to ensure additional access to shelter options.
- 3.03.03 Community Development Block Grant (“CDBG”) Coronavirus U.S. Department of Housing and Urban Development-approved Annual Action Plan included the above activities (street outreach/case management and motel vouchers) as the primary use of these funds. However, related and supportive activities may also be considered for this funding, contingent on City approval. All proposed activities must reach people who might not otherwise seek assistance or come to the attention of the homelessness service system and ensure that people’s basic needs are met while supporting them along pathways toward housing stability.
- 3.03.04 The Parties acknowledge that CDBG funding has a City of Appleton residency requirement. To be eligible for funding, the Parties agree that either the household is a resident of the City of Appleton, or they are receiving services in the City of Appleton (ex. motel voucher or emergency shelter).

**3.04 Funding Deadlines.** The Parties agree that no later than January 11, 2024, 80% of the funding (\$230,085.50) must be spent and drawn down. The Parties further agree that no later than January 11, 2027, 100% (\$287,606.88) must be spent and drawn down.

- 3.05 **Reimbursement Deadline.** All eligible expenses are paid on a reimbursement basis only by the City of Appleton. Along with a CDBG payment request template, all reimbursement requests must submit supporting documentation for every dollar spent. For example, if funding is used to offset case manager salaries and fringe, then supporting documentation must include copies of timecards with hourly tracking.
- 3.06 **Reporting Requirements.** Pillars agrees that as a recipient of funding, they must submit an accomplishment report. This report gathers general demographic and income information on the households served during the period of time reimbursement is being sought.
- 3.07 **Publicity.** It is expected that there will be publicity regarding this project, and all publicity regarding this project must identify the City of Appleton as the sponsoring agency and must not be released without prior written approval from the City's and Pillars' authorized representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Sub-Grantee individually or jointly with others, or any subcontractor, with respect to the program, publications, or services provided resulting from this grant agreement. Use of the City logo should comply with the branding kit that is available upon request from the Community & Economic Development Department.
- 3.08 **TERM.** This Agreement shall terminate on January 11, 2027 unless otherwise agreed to in writing by the parties.
- 3.09 **Termination.** This MOU may be terminated at any time by either the City or Pillars upon 45 days written notice to the other Party.

#### IV. SEVERABILITY CLAUSE

- 4.01 In the event that any part of this agreement is found to be unenforceable for any reason, it shall be stricken from the Agreement and the Agreement interpreted as if that clause did not exist.

#### V. INDEMNIFICATION

- 5.01 **For good and valuable consideration described and bargained for within this agreement, Pillars agrees to indemnify, defend and hold harmless the City and its officers, officials, employees and agents from and against any and all liability, loss, damage expense, costs (including attorney fees) arising out of this agreement, caused in whole or in part by Pillars, its officers, officials, employees, agents, invitees or anyone for whose acts they may be liable, except where caused by the sole negligence or willful misconduct of the City.**

## **VI. AMENDMENTS**

- 6.01 This agreement may only be amended in writing and any amendment shall only be effective after it is signed by both parties to the original agreement.

[SIGNATURES BEGIN ON THE FOLLOWING PAGE]

**IN WITNESS WHEREOF**, the parties have caused this instrument to be executed on the day and year of the last signature below.

**Pillars, Inc.**

By: \_\_\_\_\_  
Lisa Strandberg, Executive Director

By: \_\_\_\_\_  
Kathy Dean, Crisis Housing Director

**City of Appleton**

By: \_\_\_\_\_  
Jacob A. Woodford, Mayor

By: \_\_\_\_\_  
Kami Lynch, City Clerk

Approved as to form:

Provision has been made to pay the liability that will accrue under this contract.

\_\_\_\_\_  
Christopher R. Behrens, City Attorney

CL: A22-0652.aka

\_\_\_\_\_  
Jeri A. Ohman, Finance Director



# MEMORANDUM

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

TO: Community and Economic Development Committee

FROM: Nikki Gerhard, Community Development Specialist

DATE: September 14, 2022

RE: 2020 Community Development Block Grant CARES Act Funding (CDBG-CV3)

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In January 2021, the City of Appleton sought approval of allocations to community partners interested in administering CDBG-CV funding for the purposes of performing street outreach efforts. These funds were authorized by the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) to respond to the growing effects of the public health crisis.

Due to instability with staffing of the originally contracted street outreach program, staff reassessed impending needs in the community. As a result of various conversations and meetings, staff makes the following recommendations, as they manage the short and long-term needs as a result of this public health crisis. These recommendations will be considered by CEDC on September 14<sup>th</sup> and Common Council on September 21<sup>st</sup> and will be incorporated into the CDBG 2020 Annual Action Plan as a substantial amendment.

**1. Pillars, Inc: Winter Shelter Overflow Program (\$221,712)**

Through an executed MOU, Pillars, Inc. will provide a Winter Shelter Overflow Program, as well as motel vouchers, to the those in the community who are experiencing homelessness. Pillars Street Outreach team will be actively engaged in the program, conducting daily check-ins, physical health observations, and mental health observations. This project aims to prevent individuals and families experiencing homelessness from sleeping in places not meant for human habitation while waiting to enter a local shelter during the cold winter months.

**2. Pillars, Inc: Seven Days Service (\$65,895)**

Pillars will better serve individuals experiencing homelessness when hours of operation are expanded to include Saturdays and Sundays. This project will allow Pillars Adult Shelter and Street Outreach clients a safe place to respite seven days per week, which may also reduce negative interactions with law enforcement. Trained advocates will be on staff to schedule intakes for the shelters, add clients to wait lists, refer to the winter Shelter Overflow Program (above), and engage with clients to make forward progress on their goals.



The following attachments are provided for additional information for this action item.

**Attached Documents:**

- 1.) September 16, 2020 CARES Act CDBG-CV3 award letter
- 2.) 2020PY Annual Action Plan Substantial Amendment request
- 3.) MOU between the City of Appleton and Pillars, Inc

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



U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT  
WASHINGTON, DC 20410-7000

ASSISTANT SECRETARY FOR  
COMMUNITY PLANNING AND DEVELOPMENT

September 11, 2020

The Honorable Jake Woodford  
Mayor of Appleton  
100 N Appleton Street  
City Hall  
Appleton, WI 54911-4799

Dear Mayor Woodford:

I am pleased to inform you of a special allocation to your jurisdiction of Community Development Block Grant funds to be used to prevent, prepare for, and respond to the coronavirus (COVID-19). This allocation was authorized by the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136, which was signed by President Trump on March 27, 2020, to respond to the growing effects of this historic public health crisis.

The CARES Act made available \$5 billion in Community Development Block Grant Coronavirus (CDBG-CV) funds. Of this amount, the Department immediately allocated \$2 billion on March 27, 2020, the same day President Trump signed the Act, based on the fiscal year 2020 CDBG formula; this constituted the first round of CDBG-CV funds. Next, \$1 billion was required by the Act to be allocated to States and insular areas within 45 days of enactment of the Act; HUD accomplished this on May 11, 2020, and this constituted the second round of CDBG-CV funds. Finally, the remaining \$2 billion in CDBG-CV funds was required by the Act to be allocated to states and local governments at the discretion of the Secretary on a rolling basis; HUD accomplished this on September 11, 2020, and this constituted the third round of CDBG-CV funds. Additionally, up to \$10 million will be set aside for technical assistance.

Accordingly, this letter informs you that your jurisdiction's allocation for the third round is \$343,268. Your cumulative amount for all allocation rounds is \$691,523.

The CARES Act adds additional flexibility for both the CDBG-CV grant and, in some cases, for the annual FY2019 and FY2020 CDBG grants in these unprecedented times. The public comment period is reduced to not less than 5 days, grantees may use virtual public hearings when necessary for public health reasons, the public services cap is suspended during the emergency, and States and local governments may reimburse costs of eligible activities incurred for pandemic response regardless of the date.

In addition, the CARES Act authorizes the HUD Secretary to grant waivers and alternative requirements of statutes and regulations the HUD Secretary administers in connection with the use of CDBG-CV funds and fiscal year 2019 and 2020 CDBG funds (except for requirements related to fair housing, nondiscrimination, labor standards, and the environment). Waivers and alternative

requirements can be granted when necessary to expedite and facilitate the use of funds to prevent, prepare for, and respond to coronavirus.

The CDBG CARES Act Federal Register Notice (FR-6218-N-01) was released on August 10, 2020. The notice describes the allocations and grant procedures applicable to the CDBG-CV grants. It also describes the program flexibilities, waivers, and alternative requirements that apply to the CDBG-CV grants as well as the fiscal year 2019 and 2020 CDBG grants. As further such flexibilities become available, they will be posted on HUD's website and distributed to grantees. The Department will also support grantees with technical assistance.

As you develop your plan for the use of these grant funds, we encourage you to consider approaches that prioritize the unique needs of low- and moderate-income persons and the development of partnerships between all levels of government and the private for-profit and non-profit sectors. You should coordinate with state and local health authorities before undertaking any activity to support state or local pandemic response. CDBG-CV grants will be subject to oversight, reporting, and the requirement that each grantee have adequate procedures to prevent the duplication of benefits (DOB). HUD will provide guidance and technical assistance on DOB, the prevention of fraud, waste, and abuse, and on documenting the impact of this program for beneficiaries.

Reminder, all CPD Grantees must ensure they maintain active Dun and Bradstreet Numbering System (DUNS) numbers in the System for Award Management (SAM) system. Entities must have an active and unexpired DUNS before execution of grant agreements to avoid delays in the obligation of funds- which will delay your ability to drawdown funds in the Integrated Disbursement & Information System (IDIS). Grantees are required to maintain an active SAMs registration by re-activating their DUNS number annually in the SAM system for the entire drawdown period of their grants. DUNS numbers can be registered and renewed each year at the following website: <https://www.sam.gov/SAM/>.

The Office of Community Planning and Development (CPD) is looking forward to working with you to successfully meet the urgent and complex challenges faced by our communities. If you or any member of your staff has questions, please contact your local CPD Field Office Director or [CPDQuestionsAnswered@hud.gov](mailto:CPDQuestionsAnswered@hud.gov).

Sincerely,

A handwritten signature in black ink, appearing to read "John Gibbs", written in a cursive style.

John Gibbs  
Acting Assistant Secretary  
for Community Planning and Development  
U.S. Department of Housing and Urban Development



## **FOURTH SUBSTANTIAL AMENDMENT TO THE CITY OF APPLETON'S 2020 ANNUAL ACTION PLAN**

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### **A. EXECUTIVE SUMMARY**

The U.S. Department of Housing and Urban Development (HUD) requires all entitlement communities receiving Community Development Block Grant (CDBG) funds, such as the City of Appleton, to prepare and submit a Consolidated Plan every five years to establish a unified, strategic vision for economic development, housing and community development actions. The Consolidated Plan encompasses the analysis of local community needs and coordinates appropriate responses to those needs and priorities. The City of Appleton City Council adopted the 2020-2024 Five Year Consolidated Plan ("Consolidated Plan") on December 18, 2019.

The Consolidated Plan is carried out through Annual Action Plans, which provide a concise summary of the actions, activities, and the specific federal and non-federal resources that will be used each year to address the priority needs and specific goals identified in the Consolidated Plan. The City must submit an Annual Action Plan to HUD by no later than February 15 of each year during the five-year period (unless otherwise specified by HUD). The City of Appleton Council adopted the 2020 Annual Action Plan on March 18, 2020, and it was submitted to HUD on March 19, 2020.

Per the City's Citizen Participation Plan (CPP), a substantial amendment to a Consolidated Plan and Annual Action Plan is required when a "substantial" change is proposed as it relates to funding priorities, proposed activities, goals and objectives.

The first substantial amendment to the 2020-2024 Consolidated Plan, and subsequently the 2020 Annual Action Plan, was approved by City Council on October 21, 2020, incorporating the use of the CARES Act CDBG-CV1 funding of \$348,255. The second substantial amendment to the 2020-2024 Consolidated Plan, and the 2020 Annual Action Plan, was approved by City Council on December 16, 2020, updated the use of \$78,386 of the CDBG-CV1 award. The third substantial amendment, approved by City Council on February 3, 2021, incorporated the use of the CARES Act CDBG-CV3 funding of \$343,268.

### **B. CITIZEN PARTICIPATION**

A Notice of Public Hearing was published in the Appleton Post Crescent on September 6, 2022, and a 5-day public review period was published on September 6, 2022, informing the public of the proposed Substantial Amendment and inviting comments at the public hearing, during a regularly scheduled Community & Economic Development Committee meeting. The public review period began on September 6, 2022 and ended on September 13, 2022. Citizens are able to review copies of the Substantial Amendment at the City's CDBG website and the Customer Service desk on the first floor of City Hall.

### **C. PROPOSED FOURTH SUBSTANTIAL AMENDMENT TO THE 2020 ANNUAL ACTION PLAN**

The City is proposing to reallocate \$287,607 to street outreach and case management efforts, specifically with Pillars, Inc. The following table outlines the proposed activities described in this Substantial Amendment:

**Table 1: Proposed Activity Budget**

<b>Agency/Program</b>	<b>CDBG-CV Allocation</b>
Pillars, Inc- Winter Shelter Overflow Program	\$221,712
Pillars, Inc- Seven Days Service	\$65,895
<b>TOTAL</b>	<b>\$287,607</b>

**D. 2020 PROPOSED ACTIVITY DETAIL**

The following narrative provides activity descriptions, national objectives, and other required information for the proposed activity.

Pillars Adult Shelter and Pillars Resource Center serve approximately 550 clients annually. These clients are among the community’s most vulnerable adults. Forty-eight percent struggle with chronic mental illness; 22 percent report alcohol or drug dependency; and 19 percent live with a physical disability. Accessing resources to address these barriers is challenging. Pillars provides shelter, support, and solutions to address the housing needs of the community, primarily for these vulnerable individuals. These additional funds will fill known gaps in the current service model, including a lack of access to homeless services and resources during daytime hours on the weekends, and access to emergency temporary shelter during the cold winter months.

**Pillars, Inc: Winter Shelter Overflow Program (\$221,712)**

Through an executed MOU, Pillars, Inc will provide a Winter Shelter Overflow Program, as well as motel vouchers to the those in the community who are experiencing homelessness. Pillars Street Outreach team will be actively engaged in the program, conducting daily check-ins, physical health observations and mental health observations. This project aims to prevent individuals and families experiencing homelessness from sleeping in places not meant for human habitation while waiting to enter a local shelter during the cold winter months.

**Pillars, Inc: Seven Days Service (\$65,895)**

Pillars will better serve individuals experiencing homelessness when hours of operation are expanded to include Saturdays and Sundays. This project will allow Pillars Adult Shelter and Street Outreach clients a safe place to respite seven days per week, which may also reduce negative interactions with law enforcement. Trained advocates will be on staff to schedule intakes for the shelters, add clients to wait lists, refer to the winter Shelter Overflow Program (above), and engage with clients to make forward progress on their goals.

**E. PUBLIC COMMENTS**

All public comments received during the 5-day public review period or at the public hearing will be incorporated into the overall Substantial Amendment submitted to HUD.

# MEMORANDUM OF UNDERSTANDING CITY OF APPLETON AND PILLARS, INC.

## I. THE PARTIES

- 1.01 The City of Appleton, a Wisconsin municipal corporation, doing business at 100 North Appleton Street, Appleton, Wisconsin 54911 (“City”).
- 1.02 Pillars, Inc., a Wisconsin nonprofit corporation, doing business at 605 East Hancock Street, Appleton, Wisconsin 54911 (“Pillars”).
- 1.03 Collectively the City and Pillars shall be known as “the Parties”.

## II. THE RECITALS

### **WHEREAS,**

- 2.01 Pillars provides shelter, support, and solutions to address the housing needs in the community.
- 2.02 The City desires to provide Pillars with financial support to address housing needs within the community.
- 2.03 The Parties desire to memorialize the terms and conditions of their anticipated collaboration.
- 2.04 The Parties desire to enter into an agreement to assist in funding Pillars’ Winter Shelter Overflow Program (“Project A”).
- 2.05 The Parties desire to enter into an agreement to assist in funding Pillars’ Seven Days Service (“Project B”).
- 2.06 The City will financially support Pillars in an amount not to exceed \$287,606.88 for eligible activities herein described (“objectives”).

## III. THE AGREEMENT

***NOW, THEREFORE, in consideration of the mutual promises and covenants contained here, the Parties agree as follows:***

- 3.01 **Project A.** The City shall provide funding, up to \$221,712 for eligible expenses, to Pillars to administer Project A.

3.01.01 **Scope of Project A.** Project A shall be structured as a Winter Shelter Overflow Program from October 15th through April 15th (same seasonal hours as regional warming shelters).

3.01.02 **General Operation.** The general operation of Project A is set forth below: Pillars will offer motel vouchers to those in the community that are experiencing homelessness who are eligible for shelter but cannot immediately get into shelter due to capacity issues. To start the program, Pillars will first review active wait lists at both shelters and then offer vouchers to those currently living in a place not meant for human habitation. Based on staffing limitations and space limitations in hotels in the area, Pillars will only offer up to six vouchers at a time (one voucher = one household). As the program continues and vouchers become available, Pillars will use vouchers with people who present to one of the Crisis Housing sites to be added to the wait list who are currently living in a place not meant for human habitation and are eligible to stay in shelter. In addition, the Pillars' Street Outreach team may refer people to open vouchers if the household is willing to actively engage on the wait list and they are eligible to stay in shelter. Pillars' goal for those being offered a voucher is to provide the household a safe place while the household is actively engaging in the wait list process so that they can eventually enter one of its two emergency shelters. All shelter rules will be in place for those staying in the motel, including any additional rules that the motel enforces. Pillars will use the Street Outreach staff to do daily check-ins (including periodic check-ins on the weekends), on those staying at the motel. Check-ins are expected to include room checks, physical health observations and mental health observations. This project aims to prevent individuals and families experiencing homelessness from sleeping in places not meant for human habitation while waiting to enter one of the shelters during the cold winter months. Once in Pillars' Shelter Programs, individuals and families receive case management services to help with securing safe, affordable, and sustainable housing, thus ending their homeless episode.

3.02 **Project B.** The City shall provide funding, up to \$65,895 for eligible expenses, to Pillars to administer Project B.

3.02.01 **Scope of Project B.** Project B will be structured as a Seven Days Service, thereby expanding hours of operations.

3.02.02 **General Operation.** The general operation of Project B is set forth below: Pillars will better serve individuals experiencing homelessness when hours of operation and access to resources are expanded to include weekends, Saturdays, and Sundays, from 8:30AM-4:00PM. This project will allow Pillars clients a safe place for respite seven days per week, which may also reduce negative interactions with law enforcement. Trained advocates will be on staff to schedule intakes for the shelters, add clients to the wait lists, refer to the Winter

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Provision of street outreach, information and referrals, completed assessments, intakes, short-term case management, and services to people living in unsheltered locations, such as cars, parks, abandoned buildings, and on the streets and that are not already working with a Fox Cities Housing Coalition members for services. The Street Outreach and Case Management role will reach people who might not otherwise seek assistance or come to the attention of the homelessness service system and ensure that people’s basic needs are met while supporting them along pathways toward housing stability.
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[SIGNATURES BEGIN ON THE FOLLOWING PAGE]

**IN WITNESS WHEREOF**, the parties have caused this instrument to be executed on the day and year of the last signature below.

**Pillars, Inc.**

By: \_\_\_\_\_  
Lisa Strandberg, Executive Director

By: \_\_\_\_\_  
Kathy Dean, Crisis Housing Director

**City of Appleton**

By: \_\_\_\_\_  
Jacob A. Woodford, Mayor

By: \_\_\_\_\_  
Kami Lynch, City Clerk

Approved as to form:

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\_\_\_\_\_  
Christopher R. Behrens, City Attorney

CL: A22-0652.aka

\_\_\_\_\_  
Jeri A. Ohman, Finance Director