



# CITY OF APPLETON

## MEMORANDUM

**Date:** June 11, 2025  
**To:** Community Development Committee  
**From:** Olivia Galyon, Community Development Specialist  
**Subject:** CDBG 2025PY Revised Allocation Recommendations

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The City of Appleton's Community Development Block Grant (CDBG) award for the 2025 program year was announced by the U.S. Department of Housing and Urban Development (HUD). The City of Appleton was awarded \$575,860 for the 2025 program year, which is \$12,372 lower than the anticipated 2025PY allocation of \$588,232.

The 2025 preliminary awards for City projects were approved in January 2025 and preliminary awards for external partners were approved in February 2025 by the Community Development Committee. The CDBG Advisory Board was responsible for the preliminary recommendations regarding external applications. Their recommendations were carried forward to the Community Development Committee and Common Council for approval.

As a result of the lower total award than anticipated, staff recommends decreasing the final award allocation for one City project and four of the external applicants. There is a cap on the total amount of the award that can be spent on public services each year, so the allocation for Appleton's Community Resource Navigator position will need to be reduced from \$88,232 to \$86,379 to meet the 15% public services cap. The remaining reduction should be split between the external partners. The following staff recommendations are based on the decisions made by the CDBG Advisory Board and their approval of a percentage-based adjustment to grant funds once the official allocation was received from HUD.

Staff recommends the following decreases in allocations:

- 1. Decrease the Public Service Allocation by \$1,853 to a total award of \$86,379 for the Community Resource Navigator position.**

The Public Services category cannot exceed 15% of the total allocation. This decrease to \$86,379 will keep the total public service allocation below the 15% cap.

- 2. Decrease the final award allocations to four external partners on a proportional basis to their preliminary award, to address the remaining \$10,519 reduction.**

After the public service decrease, an additional \$10,519 will need to be reduced from the external applicants. CDBG Advisory Board members gave staff approval to adjust allocations on a proportional basis without needing to bring the item back through the CDBG Advisory Board. Staff propose that this reduction in funding be split between First Five Fox Valley, Habitat for Humanity, Pillars, and Rebuilding Together. A decrease of 7.3% per applicant was applied to each project. The results are noted below:

- \$1,814 reduction to First Five Fox Valley's preliminary allocation
- \$3,627 reduction to Habitat for Humanity
- \$2,648 reduction to Pillars
- \$2,430 reduction to Rebuilding Together Fox Valley

The final award recommendations are as follows:

Project	Original Request	Preliminary Award	Proposed Final Award	% Decrease	\$ Decrease
City Projects					
Fair Housing Services	\$25,000	\$25,000	\$25,000	--	--
The Neighborhood Grant Program	\$40,000	\$40,000	\$40,000	--	--
CDBG Program Admin	\$65,000	\$65,000	\$65,000	--	--
Appleton Housing Authority	\$25,000	\$25,000	\$25,000	--	--
Homeowner Rehab Loan Program	\$200,000	\$200,000	\$200,000	--	--
Public Service Projects					
Community Resource Navigator – PD/Health	\$88,232	\$88,232	\$86,379	-2.1%	\$1,853
City Project Total:		\$443,232	\$441,379		
External Projects					
First Five Fox Valley	\$75,000	\$25,000	\$23,186	7.3%	\$1,814
Habitat for Humanity	\$240,000	\$50,000	\$46,373	7.3%	\$3,627
Pillars	\$36,500	\$36,500	\$33,852	7.3%	\$2,648
Rebuilding Together	\$100,000	\$33,500	\$31,070	7.3%	\$2,430
WWBIC	\$30,000	\$0	\$0	--	--
External Project Total:		\$145,000	\$134,481		
Full Allocation Total:			\$575,860		