



# CITY OF APPLETON

## MEMORANDUM

**Date:** September 10, 2025  
**To:** Community Development Committee  
**From:** Olivia Galyon, Community Development Specialist  
**Subject:** CDBG 2026 Program Year Public Hearing Information Item

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The City of Appleton receives funding yearly from the U.S. Department of Housing and Urban Development (HUD) for the Community Development Block Grant (CDBG) program. Appleton is an entitlement community, which means this funding is received yearly without going through a competitive federal application process. Seeking public input on the programming of these funds is critical in order to receive CDBG funds each year. The public hearing held at this Community Development Committee meeting is the first of multiple hearings that will be held to seek public input on the allocation of CDBG 2026 program year funds available to projects carried out by the City of Appleton and other public partners.

While City projects do not go through a competitive formal application process, the City does hold its own internal application process to allocate CDBG funds we expect to receive between core City programs, eligible City department projects, and external non-profit organizations. The process starts with a determination of the expected funding, based on the average funding provided in the last 3 years. Once an expected allocation is determined, Com Dev staff assess the funding need of the core City CDBG projects, including:

- Appleton's Housing Rehab Loan Program
- Neighborhood Grant Program
- Administration and Fair Housing
- Appleton Housing Authority
- Community Resource Navigator Position

Once the expected requests for these allocations are determined, the process moves on to City Department requests. The remaining funds are available for City Departments to apply for, with an internal Community Development staff review of projects and confirmation of eligibility under CDBG program requirements. This application process will be about 4 weeks for the 2026 program year. Once eligibility is determined and funding amounts are determined, the combined City core project and City Department project recommendations are taken forward to Community Development Committee and Common Council for preliminary approval.

Next, any remaining funding is available to community partner organizations through a competitive application process. Community partner organizations are required to complete a pre-application training to ensure they understand the various requirements and restrictions of the CDBG funding, and then the competitive application process provides about one month for them to complete and

submit applications. Once the application period closes, projects are reviewed by Com Dev staff for eligibility and conformance to CDBG program requirements, and all eligible projects are passed onto the CDBG Advisory Board members for individual review and recommendations. At the end of this review, the Advisory Board convenes in-person to determine a consensus on allocation recommendations. These recommendations are then passed onto Community Development Committee and Common Council for final approval of the preliminary allocations.

These allocations are preliminary, as the amount of funding from HUD varies from year to year, and there is a possibility that the final funding amounts may need to be adjusted slightly upward or downward. Once HUD releases the program year's federal allocation, final allocation recommendations are completed and presented to Community Development Committee and Common Council for final approval.