



# MEMORANDUM

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

TO: Community and Economic Development Committee  
FROM: Olivia Galyon, Community Development Specialist  
DATE: January 24, 2024  
RE: Approval of the Reallocation of 2023 Community Development Block Grant (CDBG) Funding for Public Service Activities

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The City of Appleton has routinely granted a portion of our annual CDBG funding to external subrecipients to complete independent projects that comply with federal CDBG regulations. One subrecipient organization that received funding for CDBG PY2023 is ending their project due to staffing issues and remitting the remaining project funding back to the City. The available balance from this project is \$28,981.24. This funding was originally allocated as public services category and should be reallocated to a project within the public services activity category. The Advisory Board recommended reallocation of the remaining 2023PY funding during their meeting on January 15, 2024.

CDBG programs have restrictions on the amount of funding that can go to public services each program year. Spending on public services has a 15% cap, meaning that no more than 15% of the yearly allocation can go to public services. The estimated 2024PY CDBG allocation is \$576,900 with a public service cap amount of \$86,550, all of which has been allocated to a joint program between the Appleton Health Department and Police Department to fund a community resource navigator position. While the 2024 allocation for public service has maxed out, the Advisory Board was tasked with reallocating the remaining \$28,981.24 from the 2023 CDBG program year. All three public service activity projects that submitted applications for the 2024PY are eligible to receive this reallocation of funding.

Advisory Board members have reviewed and scored the 2024 CDBG Public Service requests. City staff has reviewed each CDBG application thoroughly and determined that each project is an eligible CDBG activity. City Staff identified two applications recommended for further consideration by the Advisory Board, based on organizational capacity, alignment with City goals, and potential for project success. Additionally, CDBG policy states that awards must be in the amount of \$10,000 or more, meaning that at most two projects could be funded with the remaining 2023 CDBG allocation. These recommendations are in line with the scores received from the Advisory Board members. Following discussion of the applications and the available funding, the Advisory Board agreed with the staff's assessment and recommended funding for LEAVEN and Building for Kids. The Advisory Board's preliminary recommendations for funding are as follows:

## 2023 CDBG Public Service Reallocation PUBLIC SERVICES

Applicant	Requested Amount	Advisory Board Preliminary Recommendations
LEAVEN	\$15,000	<b>\$15,000.00</b>
Building for Kids	\$45,000	<b>\$13,981.24</b>
B.A.B.E.S	\$38,679	<b>\$-</b>
<b>PUBLIC SERVICES TOTAL:</b>	<b>\$98,679</b>	<b>\$28,981.24</b>

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

*Community and Economic Development Department, 100 North Appleton Street, Appleton, WI 54911 (920) 832-6468*