



# CITY OF APPLETON

## MEMORANDUM

**Date:** February 12, 2025  
**To:** Community Development Committee  
**From:** Olivia Galyon, Community Development Specialist  
**Subject:** Approval of Preliminary CDBG Advisory Board Recommendations for External Applications for Community Development Block Grants (CDBG) for the 2025 Program Year

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Per City of Appleton Community Development Block Grant (CDBG) Policy, the CDBG Advisory Board creates funding recommendations for external CDBG applicants. The 2025 CDBG allocation process began in August 2024 with an initial phase of City core program allocations and a period for City Departments to apply for funding. Following those phases, the application process opened up to external applicants, with six (6) organizations requesting CDBG funding for 2025. One project was not eligible due to U.S. Department of Housing and Urban Development (HUD) restrictions on funding for certain categories of eligible CDBG activities.

An award estimate of \$588,232 was budgeted for the 2025 program year, based on allocation amounts in recent years. \$588,232 is only an estimate and is subject to change upon adoption of the Federal budget. The Advisory Board met in an open public meeting with opportunity for public comment on January 28, 2025. During this meeting, Advisory Board members discussed the applications and determined preliminary funding recommendations for each external applicant. Final award amounts may need to be adjusted and approved through a final approval process once the official CDBG allocation is received.

Community Development Committee is responsible for voting on City Department allocations and for voting on the external funding recommendations created by the CDBG Advisory Board. Prior to the convening of the Advisory Board, Community Development Committee approved allocations to six (6) City projects for a total amount allocated to City programs of \$443,232. The Advisory Board was responsible for reviewing external applications and recommending the allocation of the remaining \$145,000 for external projects. Community Development Committee is now responsible for discussion and voting on the preliminary funding recommendations.

Please note that funding for public services is capped at 15% of the municipality's annual CDBG allocation amount, estimated at \$88,232 for the 2025 program year. This amount was allocated to the City's Community Resource Navigator position, a staff position shared between the Health Department and Police Department. Additional funds for public service projects are unavailable for external applications. One received application was not eligible due to the public service cap.

Staff reviewed the applications for eligibility and compliance with CDBG regulations, and Advisory Board members reviewed and scored each eligible external application and provided a funding

recommendation. During the Advisory Board meeting, members discussed the aggregated funding recommendations and considered staff input and made adjustments as they saw fit. The Advisory Board's preliminary funding recommendations are as follows:

<b>2025 CDBG Advisory Board Preliminary Award Recommendations</b>		
<b>Applicant</b>	<b>Requested Amount</b>	<b>CDBG Advisory Board Preliminary Recommendation</b>
First 5 Fox Valley	\$75,000	<b>\$25,000</b>
Greater Fox Cities Area Habitat for Humanity	\$240,000	<b>\$50,000</b>
Pillars	\$36,500	<b>\$36,500</b>
Rebuilding Together Fox Valley	\$100,000	<b>\$33,500</b>
Wisconsin Women's Business Initiative Corporation (WWBIC)	\$30,000	<b>\$0</b>
<b>TOTALS:</b>	<b>\$481,500.00</b>	<b>\$145,000.00</b>

These are preliminary recommendations for funding. Once the official allocation is received from HUD, external allocations will be adjusted as needed on a proportional percentage basis, as approved by the Advisory Board members during their meeting. Final allocation amounts for all CDBG projects will be brought to Community Development Committee and Common Council for final approval.