



# CITY OF APPLETON

## MEMORANDUM

**Date:** February 25, 2026  
**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 2026 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 2026 CDBG allocation process began in July 2025 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 2026. 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 \$576,096 was budgeted for the 2026 program year, based on allocation amounts in recent years. \$576,096 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 February 17, 2026. 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 Core and 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 seven (7) City projects for a total amount allocated to City programs of \$480,717. The Advisory Board was responsible for reviewing external applications and recommending the allocation of the remaining \$95,379 for external projects. Community Development Committee is now responsible for reviewing the preliminary funding recommendations from the CDBG Advisory Board.

Please note that funding for public services is capped at 15% of the municipality's annual CDBG allocation amount, estimated at \$86,250 for the 2026 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>2026 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	\$26,600	<b>\$0</b>
COTS	\$50,000	<b>\$25,000</b>
Pillars	\$35,000	<b>\$35,000</b>
Greater Fox Cities Area Habitat for Humanity	\$240,000	<b>\$10,379</b>
Rebuilding Together Fox Valley	\$50,000	<b>\$25,000</b>
<b>TOTALS:</b>	<b>\$401,600</b>	<b>\$95,379</b>

These are preliminary recommendations for funding. Once the official allocation is received from HUD, CDBG Advisory Board members have approved an allocation adjustment plan that will first adjust the Community Resource Navigator funding based on the final award, keep Pillars funding at \$35,000, ensure Habitat's funding does not go below \$10,000 in the event the award is lower than expected, and adjust the allocations to COTS and Rebuilding Together on a proportional basis. Final allocation amounts for all CDBG projects will be brought to Community Development Committee and Common Council for final approval.