



**BROWARD COUNTY HOUSING FINANCE & COMMUNITY DEVELOPMENT
DIVISION
THIRTY-FIFTH YEAR
CDBG
APPLICATION PROCESS
NON-PROFIT ORGANIZATIONS
APPLICATION WITH INSTRUCTIONS**

**Broward County Housing Finance & Community Development Division
Broward County Governmental Center
110 NE 3rd Street, 3rd Floor
Fort Lauderdale, FL 33301**

Please Note:

Technical assistance is available upon request and should be considered prior to selection of a format for your project or program

APPLICATION - Community Development Block Grant Program (CDBG)

The Community Development Block Grant Program (CDBG) provides funds to serve low and very low income households or neighborhoods.

Program funding areas: Public services, capital projects, economic development initiatives and affordable housing projects, including projects for existing homes, or new construction for single family/multifamily units. Community Development Block Grant regulations provide more detailed information regarding eligible activities. **All applicants structuring housing projects are encouraged to consult with staff thirty (30) days prior to the application submission deadline.**

Eligible entities: Non-Profit Organizations.

Organizations that include Community Development Corporations (CDC's), non-profits, and community based organizations can be defined by the U.S. HUD regulations as community based development organizations and may receive funding for community development activities. These organizations are encouraged to submit applications directly to their respective municipality if that municipality has set-aside funds for that purpose.



**BROWARD COUNTY BOARD OF COUNTY COMMISSIONERS
NON-PROFIT ORGANIZATIONS CDBG APPLICATION**

Complete the following sections. **Submit one form for each project.** Attach additional pages as needed

COMMUNITY DEVELOPMENT GRANT PROJECT SUMMARY		
Category	Budget	
Cash		
In-Kind		
Other Grants		
CDBG		
TOTAL		
PROGRAM ACTIVITIES:		NATIONAL OBJECTIVE
Only one activity per application		Area Benefit ()
Public Service ()		Limited Clientele ()
Capital Improvement ()		Low/Mod Housing (LMH) ()
Economic Development ()		Low/Mod Jobs (LMJ) ()
Housing ()		

Applicant completes the following items.

1. Applicant Organization Name: _____

Address: _____

Telephone #: _____ FAX #: _____

Contact Person: _____

Title: _____

Street Address: _____

E-MAIL Address: _____

Telephone #: _____ FAX: _____

3. Project Name:

4. CDBG Funds Requested (\$15,000 Minimum Request): \$ _____

6. **Applicant's Management Capability:** Briefly describe the capacity of your organization to undertake the proposed project. Discuss prior experience in the administration of Federal funds and list existing funding agreements.

a. Discuss experience in the administration of Federal funds and general management capacity, include other Broward County funded programs.

b. Provide a list of current CDBG projects.

First Grant

Project Name		Funding Amount	
Contract Period		Balance of funds unspent	

Second Grant

Project Name		Funding Amount	
Contract Period		Balance of funds unspent	

Third Grant

Project Name		Funding Amount	
Contract Period		Balance of funds unspent	

7. **Description:** Describe the outcome(s) of the project. Description is to include timeframe for start-up and completion, street location of the service and census tract(s). Describe the service area.
- a. Project Description: Capital improvements should state anticipated linear feet of project or number and description of public facilities. Public service projects should specifically state number of clients per year. Housing development or rehabilitation should state number of housing units. Economic development projects, should state number of businesses to be assisted, jobs created and describe loans available. New Housing Construction should comply with Energy Star Requirements.

 - b. Time Frame: What is the time frame for start-up and completion after notification of funding award? Indicate what funding commitment is required to provide for timely project start-up.

 - c. Street address / Location: Attach map identifying project location. Also provide a street address or a description of the location when site acquisition is involved. Provide evidence of Phase 1 – Environmental Assessment for Capital, New Construction and Economic Development activities.

 - d. Census Tract(s) and Block Groups: Consult census maps for the census tract location of this project. (Area benefit projects must serve 51% low and very low income persons.)

8. **Budget Table Instructions:** Complete the following Budget Table and provide the requested information on the matching share of resources committed to the project.

a. Budget Table: For each expenditure category in the left hand column enter the proposed amount necessary to complete this project under the column for the source of funding. Enter the source of funding in the appropriate cell. Administrative expenses are not eligible. Items listed below are only eligible as direct services.

Category	CDBG	Non CDBG	Non CDBG	TOTAL All Sources
Personnel				
Benefits				
Travel				
Training				
Equipment				
Supplies				
Contractual With Outside Agencies or Vendors				
Construction				
Other				
Totals				

9. **Budget Narrative Instructions:** The budget narrative statement should provide a detailed explanation justification for each cost category space shown in the Budget Table on page 16. The budget narrative should identify non-CDBG resources to be utilized in financing including mortgages or construction financing for the project. Also, specify the costs for which CDBG funding is being requested and the costs to be covered by non-CDBG resources. Additional pages can be added, if necessary.

10. **Describe and calculate Leveraging:** Describe and attach supporting documentation including letter of commitment, resolutions, minutes of meetings, etc. providing the specific resources the applicant will commit to the project identified in columns 2 and 3 of the Budget Table above. Include and identify in-kind contributions, sweat equity and other resources.

- a. Provide documentation as an attachment and summarize below.
 - 1. For economic development projects, the value of the jobs produced in the previous year can be used as leverage. Documentation must be provided showing name of business, title of job and salary.
 - 2. For housing development projects, anticipated mortgage financing will be considered as in-kind contribution.
- b. Instructions on calculating leveraging

Leveraging will be computed by taking into account the total dollar cost of the entire project including in-kind contribution.

$$\text{Percent Leveraging} = \frac{\text{Total Non-CDBG Funds \$ X 100}}{\text{Total CDBG \$}}$$

In computing Total Cost of the project, funding from all sources for the project must be added. This includes Federal funds, State funds, contributions, private sector financing, in-kind contributions, etc.

In-Kind Contributions are non-cash items. Non-cash items are contributions to the project, e.g., labor, office space, use of equipment, etc that do not involve cash payments by the entity. However, a dollar value must be given to in-kind and it must be added to the cost of the project. In-kind contributions must be accounted for and included in the financial audit of the funded entity.

Calculations:

11. **The project generally reflects adopted plans, goals, objectives and policies.**

- a. Project consistent with Broward County Consolidated Plan: Project should explain which Consolidated Plan priority it will address.

- b. Project Consistent with Local Government Plans and Zoning: Project letters from municipality or County government in which the project will occur, stating consistency with county or municipal adopted comprehensive plans.

- c. Is project a permitted use in the zoning text regulations for the zoning district designated for the project site?
Yes [] Attach municipal or County verification of zoning and adopted future land use plan designation for the site
No [] plan of action to achieve zoning district change.

- d. Plat Approval: Does your project require platting or a plat note amendment?
Yes [] Attach platting requirements and time table for completion.
No [] Provide Plat Name, Plat Book No. and Plat Page No.

12. **Real Property and Relocation Policy:**

- a. Real property: Does the proposed project require the acquisition, subordinated or leasing of real property?

Yes [] Provide a legal description, street address and the property owner's name. *Consult with Housing Finance and Community Development Division staff before acquiring real property in order to follow the Uniform Acquisition Procedures.*

No [] No property is to be acquired

- b. Relocation: Does the proposed project necessitate the relocation of homeowners, tenants or commercial establishments.

Yes [] Outline the proposed relocation plan and show source of funds on the budget table and narrative above.

No []

13. **Citizen Participation:** Complete this section for citizen participation documentation. How did the citizens in your jurisdiction participate in the selection of this project?

14. **Certification: Please complete the certification below:**

If this application is approved for funding, the organization agrees to comply with all required Federal, state and local laws and regulations. The organization confirms that it is fully capable of fulfilling the obligations as stated in this proposal and in any attachments or documents included with this application.

As a duly authorized representative of this organization, I submit this application to the Broward County Housing Finance and Community Development Division and verify that the information herein is true, accurate and complete.

PENALTY FOR FALSE OR FRAUDULENT STATEMENT: U.S. Code Title 18, Section 1001, provides that a fine up to \$10,000 or imprisonment for a period not to exceed 5 years, or both, shall be the penalty for willful misrepresentation and the making of false fictitious statement, knowing same to be false.

Name of Organization:

Type of Organization: [] Non-profit

(Signature)

(Title)

(Date)

