



**BROWARD COUNTY HOUSING & COMMUNITY DEVELOPMENT DIVISION
THIRTY-FOURTH YEAR
CDBG
UNINCORPORATED AREA CIVIC ASSOCIATIONS
PROPOSAL APPLICATION AND INSTRUCTIONS**

**Broward County Housing & Community Development Division
Broward County Governmental Center
115 South Andrews Avenue, Room 311, 3rd Floor
Fort Lauderdale, FL 33301**

**APPLICATION – Community Development Block Grant Program (CDBG)
Unincorporated Area Civic Associations**

CDBG: The Community Development Block Grant (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 for existing or new construction single family/multifamily. **All applicants structuring housing projects are encouraged to consult staff thirty (30) days prior to the application submission deadline.**

Eligible entities: All Applicants that are located in unincorporated Broward and meet the test of a civic association will use this application. This would be a Broward County unincorporated area homeowner or civic association that is certified by Planning Services Division.

Submit a separate application for each proposed project with a priority provided for each project submitted.

Each proposed project must be within the boundaries served by the entity.

**BROWARD COUNTY HOUSING AND COMMUNITY DEVELOPMENT DIVISION
CDBG CERTIFICATION OF REQUIREMENTS APPLICANT Community Groups
(Civic or Homeowner Associations)**

1. Charter - A copy of the charter as submitted and on file with the Secretary of the State of Florida, certifying the organization as a nonprofit corporation, if unavailable, provide explanation and/or indicate efforts to secure name.
2. Annual Report - Copy of the annual report filed with Secretary of State of Florida, if unavailable, provide explanation and/or indicate efforts to secure same.
3. By-Laws - The by-laws of the community group and its activities insure compliance with the groups adopted rules. The by-laws along with the minutes of the meeting(s) reflecting their adoption and any subsequent amendments must be on file with the division. The aforementioned documents will establish a group as a legal entity under of the laws of the State of Florida.
4. Minutes - Minutes reflecting approval by the general body of any proposal(s) to be submitted for funding to the CDBG Program. Roster with addresses of persons in attendance are to be attached to the minutes.
5. Current roster of the Board of Directors or officers.
6. Minutes of election meeting(s) for the Board of Directors with legible attendance roster/addresses.

**BROWARD COUNTY BOARD OF
COUNTY COMMISSIONERS**

**UNINCORPORATED AREA CIVIC ASSOCIATION
CDBG APPLICATION**

Submit one form for each project. If the Association submits more than one application, then the association shall prioritize each project. Attach additional pages as needed.

PROJECT SUMMARY		
<u>Category</u> Cash In-Kind Other Grants	<u>Budget</u>	Civic Association Name: Service Area:
BROWARD COUNTY COMMISSION DISTRICTS SERVED District 1 Ilene Lieberman District 2 Kristin D. Jacobs District 3 Stacey Ritter District 4 Ken Keechl District 5 Lori Wexler District 6 Suzanne N. Gunzburger District 7 John E. Rodstrom District 8 Diana Wasserman-Rubin District 9 Joseph Eggelletion, Jr.		PROGRAM ACTIVITIES: Public Service Facility Economic Development Housing Infrastructure

NAME OF PROJECT: _____ PRIORITY#: _____

Civic Association Name:	
Civic Association Contact Person: E Mail Address:	
Street Address:	
City:	
Zip Code:	
Daytime Telephone Number:	
Evening Telephone Number:	
Authorized Person and Title:	
Signature:	
Date of Signature:	
CDBG Funds Requested	(\$15,000 Minimum Request): \$

1. Provide specific project or activity description, including the number of clients to be served.
2. What is the expected outcome?
3. What is the location of proposed project (use mailing address, street name, or other type of description)?
4. What assistance will the civic association provide to the county in order to implement this project, (marketing, dissemination or information, sweat equity, organizational assistance, etc)? Calculate volunteer hours and include here and on the first page in the Summary box.
5. What are your civic association's service area boundaries? (Identify street boundaries, i.e., northern, southern, eastern and western boundary streets).
6. What is the estimated project cost?
7. What is the estimated time frame for completion of this project?
8. Has the association membership participated in the selection of this project?
Explain below showing dates of association meetings. Provide official minutes documenting approval of minutes when the vote took place.
9. What Consolidated Plan priority does the project support?
10. If your project is being proposed with the support of another County agency (e.g. Parks & Recreation Division), please submit documentation.
11. Is this project included in the County's Capital Plan? (Documentation is required).
12. If your organization is collaborating with a non-profit agency, what is the

role of the non-profit agency?

13. Is this a joint application with another civic association?
14. Is this a phased project?