



November 9, 2009

**Re: 36th Year Community Development Block Grant (CDBG)
Public Service Applications --- Program Year 2010-2011**

Dear Applicant:

The City of Lakeland is currently accepting applications from **non-profit** organizations seeking funds to provide public service programs for the program year 2010-2011 Community Development Block Grant (CDBG) program.

The CDBG program year begins on June 1, 2010 and ends on May 31, 2011. CDBG eligible activities must be located within the Lakeland city limits and must meet all applicable U.S. Department of Housing and Urban Development (HUD) grant requirements. **This is a reimbursement grant. The agency must have incurred and paid for the program expenses during the applicable program year before the City reimburses the agency.** To be eligible for consideration to receive CDBG funds, the proposed activity must be either a new service or a quantifiable increase in the level of an existing service above that which has been provided. The beneficiaries of the service must be low to moderate-income persons who reside in the city limits of the City of Lakeland.

The following guidelines have been adopted by the Citizens Advisory Committee (CAC) to better serve the citizens of our community:

- Limit each agency to one application and one category.
- Set minimum (\$5,000) and maximum (\$15,000) limits of funds to each agency.
- Utilize HUD classifications for funding categories. (See application)
- Reserve the right to refuse an award based on current policy criteria.
- The following is a list of **ineligible** items. These requests will disqualify your grant application from consideration:
 - funds for any public school program
 - vehicle purchases – cars, buses, vans, or trucks
 - leases, insurance, or rental of vehicles
 - sports related items, equipment, or uniforms
 - band uniforms
 - cash incentives or stipends
 - administrative salaries

These same guidelines are applied to the City of Lakeland General Fund Grants. However, one additional category is established under General Fund only:

- Grants may be set from \$1,000 to \$5,000 for start-up/grass roots organizations -
a set-aside will be made available for such grants.

Applications for General Fund Grants should be available in early March of 2010 for funds available after October 1, 2010. Please keep in mind that General Fund availability is dependent upon Commission approval of the City's budget on a year-to-year basis.

Attached is the application form to be used by agencies applying for funding through the CDBG program. To compete for funding, have this application completed by your organization and returned to the City of Lakeland, Neighborhood Services Division, Housing Section, Attention: Annie Gibson, 1140 Martin Luther King Jr. Avenue, Lakeland Florida 33805 by 4:00 p.m. on **Friday, December 18, 2009**. The deadline will be strictly enforced. The application form is now available online by accessing the City's website at <http://www.lakelandgov.net/commdev/housing/>.

A schedule of Community Development Block Grant public meetings and hearings is attached. Residents of the community will be informed of all CDBG funding requests and asked to provide comments.

The requests for CDBG funds will be reviewed by the City's Citizens Advisory Committee (CAC) and a recommendation for funding will be prepared for City Commission approval.

If you have any questions about the application or whether a proposed activity is eligible for CDBG funds, please contact Annie Gibson, Community Development Department, Neighborhood Services Division, Housing Section at 834-3360.

Sincerely,



R. Brian Rewis
Neighborhood Services Manager

Enclosed: calendar, application form

CITY OF LAKELAND
CDBG/HOME CALENDAR 36th YEAR
June 1, 2010 – May 31, 2011

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| Monday, January 25, 2010 | Public meeting to obtain citizen input on the Five Year Consolidated Plan and One Year Action Plan and Projected Use of Funds ("Action Plan"). Larry R. Jackson Branch Library at 7:00 p.m. |
| Monday, February 1, 2010 | Regular meeting of the Citizens Advisory Committee. Obtain input from CAC members and the general public on the Five Year Consolidated Plan and One Year Action Plan. City Hall, 3rd Floor, City Commission Conference Room, at 6:00 p.m. |
| Monday, March 1, 2010 | Public hearing before the City Commission on the Five Year Consolidated Plan and One Action Plan. City Hall, Commission Chambers, at time of regular City Commission meeting. |
| Monday, April 5, 2010 | Public hearing before the City Commission to finalize the Consolidated Plan and Action Plan. City Hall, Commission Chambers, at time of regular City Commission meeting. |
| Friday, April 15, 2010 | 2010-2015 Five Year Consolidated Plan and 36 th Year CDBG and 16 th HOME Programs One Year Action Plan due at HUD area office in Jacksonville. |