



Community Development

Neighborhood Services Division

Housing Section

1104 Martin Luther King Jr. Ave

Lakeland, FL 33805

Phone (863) 834-3360 Fax (863) 834-6266

February 13, 2017

**Re: 43rd Year Community Development Block Grant (CDBG)
Public Service Applications --- Program Year 2017-2018**

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 2017-2018. Note: The application cycles for the Community Development Block Grant (CDBG) and General Fund have been consolidated into one cycle.

The CDBG and General Fund fiscal year begins on October 1, 2017 and ends on September 30, 2018. **This is a reimbursement grant. The agency must have incurred and paid for the program expenses during the applicable fiscal year before the City reimburses the agency.**

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. 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.
- CDBG - Set minimum (\$5,000) and maximum (\$30,000) limits of funds to each agency.
- General Fund – Set minimum (\$1,000) and maximum (\$5,000) for start-up/grass roots organizations – a set-aside will be made available for such grants.
- 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



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- sports related items, equipment, or uniforms
- band uniforms
- cash incentives or stipends
- administrative salaries

Attached is the application form to be used by agencies applying for funding. 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, March 31, 2017**. 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.aspx>.

A schedule of 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 funds will be reviewed by the City's Affordable Housing Advisory Committee (AHAC) and a recommendation for funding will be prepared for City Commission approval. Your agency will be informed of the Committee's recommendations for funding after the City Commission's approval in April for both CDBG and General Fund grants. Please keep in mind that General Fund availability is dependent upon City Commission approval of the annual General Fund budget.

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

Sincerely,

Annie L. Gibson
Housing Programs Supervisor

Enclosed: Calendar of meetings

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**CITY OF LAKELAND
CDBG/HOME CALENDAR 43rd YEAR
October 1, 2017 – September 30, 2018**

- Monday, May 15, 2017** Public meeting to solicit citizen input on the One Year Action Plan & Projected Use of Funds. Coleman Bush Building, 6:30 p.m.
- Thursday, June 1, 2017** Regular meeting of the Affordable Housing Advisory Committee (AHAC) to solicit committee and citizen input on the Action Plan. City Hall, Building Inspection Conference Room, 4:00 p.m.
- Monday, June 19, 2017** Public Hearing before the City Commission to solicit input on the Action Plan. Lakeland Electric, Room 1A-1B, 9:00 a.m. (Location subject to change)
- Monday, July 17, 2017** Public Hearing before the City Commission to solicit input on and receive final approval of the Action Plan Lakeland Electric, Room 1A-1B, 9:00 a.m. (Location subject to change)
- Monday, August 15, 2017** One Year Action Plan due to U.S. Department of Housing and Urban Development, Jacksonville Field Office.