February 12, 2024

## Re: 50th Year Community Development Block Grant (CDBG) Public Service Applications ‐‐‐ Program Year 2024‐2025

The City of Lakeland is currently accepting applications from non-profit organizations seeking funds to provide public service programs for the program year 2024-2025. 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, 2024, and ends on September 30, 2025.

NOTE: 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 (see income chart) persons who reside in the city limits of the City of Lakeland.

## The following guidelines have been adopted 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 ($3,000) 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 ineligibleitems. 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/director salaries

To complete for funding, the application form is now available online by accessing the City's website at: <https://portal.neighborlysoftware.com/LAKELANDFL/Participant.>

**The deadline for submission is Friday, March 29, 2024. The deadline will be strictly enforced.**
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 for both CDBG and General Fund grants before the plan year starts. Please keep in mind that General Fund availability is dependent upon City Commission approval of the annual General Fund budget in September.

If you have any questions about the application or whether a proposed activity is eligible, please contact Adena Kniss at 863-834-3366 or Michael Smith at 863-834-3367.