

CITY OF FORT WALTON BEACH GUIDELINES FOR CDBG FUNDING APPLICATIONS (FY 2018-2019)

INTRODUCTION:

The City of Fort Walton Beach is considered an entitlement community under the U.S. Department of Housing and Urban Development's (HUD) Community Development Block Grant (CDBG) Program. This funding is used for community development projects which reduce or reverse evidence of physical, social, or economic decline in low-income neighborhoods.

ELIGIBILITY REQUIREMENTS:

A. Applicant Eligibility-

1. Applicant organizations must be either: (1) a public agency (e.g., a City department) or (2) a nonprofit entity with current 501(c)(3) tax exempt status. Individuals and for-profit organizations are not eligible to apply.
2. Predominantly religious entities (churches, faith-based organizations, etc.) may apply for CDBG assistance to support "CDBG-eligible" projects, which benefit low- and moderate income persons without regard to religion. Such entities may receive CDBG funds to acquire or improve property or buildings, including housing, only to the extent that they are used for eligible activities under the CDBG Program and not for inherently religious activities. Applicants are encouraged to seek clarification about eligibility before applying for CDBG funds.
3. Applications must be approved by the applicant/agency's board of directors (if applicable) and signed by an authorized representative who can commit the applicant to carrying out a CDBG project.

B. Project Eligibility and Funding Priorities-

Applications for Community Development Block Grant (CDBG) funds must meet the following project eligibility guidelines:

1. Proposed projects must address specific housing or community development needs in the community. Community development needs may include acquisition of property, disposition of property, public facilities and improvement, clearance, public services, housing rehabilitation, economic development, historic preservation, and removal of architectural barriers. The majority of each project's beneficiaries must be low- and moderate income.
2. CDBG projects must be designed to benefit low- and moderate income persons, aid in the prevention or elimination of slums and blight or address an urgent community development need.
3. Projects that include construction may be subject to the requirements of the Davis-Bacon Act and related laws and regulations. The Davis-Bacon Act applied to all contracts for construction, alteration and/or repairs in excess of \$2,000.00 that involve CDBG funds. Cost estimates for the proposed project should reflect compliance with these requirements.



**Public Works
Department
Development Services Division
Planning~Building~Inspections**

105 Miracle Strip Pkwy. SW
Fort Walton Beach, FL 32548
P: (850) 833-9598
F: (850) 833-9926

**REQUEST FOR PROPOSAL APPLICATION- CDBG ENTITLEMENT YEAR 38
FISCAL YEAR 2018-2019**

PROJECT NAME:	
PROJECT ADDRESS:	

ORGANIZATION NAME:	
ADDRESS:	
PHONE:	
EMAIL:	
PROJECT REPRESENTATIVE:	

Project Description: (use additional pages if necessary)	
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Organization Background: (To include proof of nonprofit status)	
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Amount Requested:	
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Organization Employer (IRS) I.D. Number:	
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Is your organization a religious organization or affiliated with one?

Yes _____ No _____ (If yes, please refer to Item 2 of "eligibility requirements")

Which CDBG national objective will be met by the proposed project?

_____ A. Principally benefits low and moderate income persons.

() Area Benefit Activity- Benefits are available to all the residents of the area, where at least 51% are low and moderate income persons.

() Limited Clientele Benefit Activity- Specific groups presumed by HUD to be low/moderate income to include: abused children, battered spouses, elderly persons, handicapped persons, homeless persons, illiterate persons, migrant farm workers.

() Low/Moderate Income Housing Benefit Activity.

() Job Creation or Retention Benefit Activity

_____ B. Aids in the prevention or elimination of slums or blight.

_____ C. Qualifies as a certified urgent need having an urgency because conditions pose a serious and immediate threat to the health or welfare of the community where other financial resources are not available.

Number of persons to be served or number of employees to be hired:

Racial and ethnic composition of persons to be served or employees to be hired:	Number of persons or employees
White	
Black or African American	
Asian	
American Indian or American Native	
Native Hawaiian or Other Pacific Islander	
Total	
Hispanic	
Not Hispanic	

Estimate of the percentage of funds requested that will be used to benefit low and moderate income persons

Will a fee be charged for services provided? Yes _____ No _____

If so, how much? _____

PROJECT NARRATIVE:
A. Description
B. Projection of Accomplishments:
C. Program Implementation (tasks to be accomplished and dates to be accomplished)
D. Detailed Project Budget:
E. List all funding sources anticipated for this project, including program income, grants federal/state funding, funding by other agencies/organizations etc.

If you are applying for an economic development project, please contact staff for additional information.

Environmental impact considerations:

(Please check the appropriate items to the best of your knowledge as it applies to your project)

A. Property is located

Yes No

___ ___ on a historic or archeological site

___ ___ in a 100 year flood plain

___ ___ in a wetland area

B. Will the proposed project impact the environment in any negative way as a hazard or nuisance? Yes _____ No _____

C. Will the proposed project impact endangered or threatened species located on the site? Yes _____ No _____

D. Do you know of any other environmental impediments to the successful completion of your project? Yes _____ No _____

If you answered yes to any of the questions above, please explain.

AUTHORIZED REPRESENTATIVE:	
NAME:	
TITLE:	
STREET ADDRESS:	
MAILING ADDRESS:	
PHONE NUMBER:	
EMAIL ADDRESS:	
Signature:	Date: