

## **FY 2012 APPLICATION INSTRUCTIONS CDBG PUBLIC SERVICE GRANTS**

### **WHO IS ELIGIBLE?**

Nonprofit organizations are eligible for public service grants, made possible through funds Gaithersburg receives through the U.S. Department of Housing and Urban Development's (HUD) Community Development Block Grant (CDBG) program. Organizations that are religious or faith based are eligible to participate in the CDBG program on the same basis as other organizations, without regard to their religious character or affiliation. For-profit entities are not eligible to receive public service grants.

### **HOW MUCH PUBLIC SERVICE FUNDING IS AVAILABLE?**

Under HUD regulations, the City may allocate up to 15 percent of its total CDBG award to nonprofit organizations for public service activities. Last year, the City allocated the full 15 percent of its award to nonprofits for public service grants. In the upcoming year, approximately \$68,000 will be available for public service funding.

### **WHAT ARE THE SUBMISSION REQUIREMENTS?**

1. Submit the application in **hard copy**, and, if possible, by email as well. Application materials are available on the Housing and Community Development page of the City's Web site at [www.gaithersburgmd.gov](http://www.gaithersburgmd.gov)
2. Provide all information requested in the space provided using a 12 point font or larger. Use the same sequence and format as the application.
3. Only complete applications received before **5:00 p.m., March 11, 2011** will be considered for funding. Use the checklists in this packet to ensure the completeness of your application.

### **WHERE DO I SUBMIT MY APPLICATION?**

Submit **one original** and **three copies** of the application to:

Louise M. Kauffmann, Housing and Community Development Director  
City of Gaithersburg  
31 South Summit Avenue  
Gaithersburg, MD 20877-2098

### **WHEN WILL I BE NOTIFIED OF FUNDING?**

If approved for funding, you will be notified in May 2011 and funds will be available after July 1, 2010. NOTE: No charges can be incurred and no funds will be disbursed until a contract with the City has been finalized.

## **MAJOR MILESTONES / TENTATIVE SCHEDULE**

- Wednesday, February 9, and Thursday, February 10, 2011: Public meetings at 7:00 p.m. at Bohrer Park, Summit Hall Farm, 506 South Frederick Avenue, at which the City will provide information on anticipated level of FY12 CDBG funds and range of eligible activities. Residents and interested organizations are also encouraged to attend and to provide input on community needs, ways to address the needs of low- and moderate-income City residents, and use of CDBG funds in FY12.
- Friday, February 11, 2011: Public meeting at 11:30 a.m. at City Hall, 31 South Summit Avenue.
- March 11, 2011: Application deadline for public service grant proposals.
- March 21, 2011: Public hearing before the Mayor and City Council. Interested applicants may present proposals for CDBG-funded public service projects.
- April 4, 2011: Draft Action Plan and Analysis of Impediments to Fair Housing available for 30-day public comment period.
- May 9, 2011: Following 30-day comment period, City staff presents Annual Action Plan for approval.
- May 13, 2011: Approved Action Plan submitted to HUD. Applicants are notified of funding decisions (pending HUD approval).
- July 1, 2011: FY 2012 CDBG program year begins.

## **INCOME LIMITS**

Any CDBG-funded public service activity must serve at least 70 percent low- and moderate-income (LMI) persons. The most recent income levels for these two categories are shown on the CDBG Public Service Grant Fact Sheet and Funding Policy.

## **WHAT IF I HAVE QUESTIONS?**

City staff members are available to answer questions and provide technical assistance. You may contact us by calling (301) 258-6320.

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