

For Office Use: (BBB)  
C.D. # \_\_\_\_\_  
Date Submitted \_\_\_\_\_

**BROCKTON, MASSACHUSETTS**

**APPLICATION FOR FEDERAL COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS**

**FY 2010 - (July 1, 2010 - June 30, 2011)**

**INSTRUCTIONS:** This application contains the minimum amount of information necessary for proposal review. Additional information should be included as necessary. Use extra sheets, if needed. Building A Better Brockton, Inc. (BBB) may request more information from the sponsor. If you have any questions or need assistance, please contact Building A Better Brockton, Inc., 50 School Street, Brockton, MA, 02301, telephone 508-586-0021.

In accordance to new Department of Housing & Urban Development (HUD) Regulations and Amendments to 24 CFR, Part 570, all activities to be funded utilizing Community Development Block Grant Funds must serve in excess of seventy percent (70%) low and moderate income people. Applications that are accepted for funding will be approved subject to submission of certified acceptable documentation relative to the HUD 70% Benefit Rule.

1. Sponsoring Agency or Individual \_\_\_\_\_  
Address \_\_\_\_\_  
Contact Person \_\_\_\_\_  
Telephone \_\_\_\_\_
2. Program Title \_\_\_\_\_  
Address \_\_\_\_\_
3. (a) A written statement of request being made for the CDBG Program (including nature of activities to be funded and amount requested) along with the applicant's participating amount if applicable. All activities must be designed to meet specific needs of low and moderate income persons or families. Please Note: All CDBG Program funds in accordance to Federal Regulations must be expended on residents of the City of Brockton ONLY.

(b) Check appropriate box below. The proposed project involves:-

- New Construction - Must be for a new unfunded activity only and must have a 100% benefit to low income people.
- Rehabilitation or building alteration (must be to a municipal or a non-profit owned structure). Must be for a new or a greatly expanded on-going activity.
- Funding of social service program's operating expenses (only eligible in a Neighborhood Strategy Area).
- Funding of economic development activity that will directly affect in excess of 70% low and moderate income people. Certified documentation on how this will be attained must be submitted by the applicant.
- Other \_\_\_\_\_
- If project is a new or greatly expanded activity, provide additional information, exhibits, and funding source(s).

4. Please list names and addresses (to the best of your knowledge) of other agencies in the City of Brockton who are performing the same or similar activity or program as contained in your CDBG funding request.

5. The proposed project or activity to be funded with Community Development Block Grant Funds must be open and accessible to all persons who are low and moderate income. Explain, in quantifiable terms, if the project or activity is not open to all low and moderate income persons in the general area.



(a) Project Description: What will the proposed project do? What percentage of the Community Development Block Grant Funds will be expended on low and moderate income persons and how will the percentages be certified and documented?

(b) Administrative Description: How will the project or activity be carried out? The applicant must submit an administrative description identifying the person(s) in charge, the identification of other staff persons and the administrative staff's qualifications along with complete job descriptions of all staff personnel.

(c) Geographic Description: Where is the project or activity located and what is the prime services area of the project or activity. Identify the service area by boundary or perimeter streets.

- (d) Financing Description:  
Projects or activity approved for funding requiring rehabilitation and/or alterations to increase internal space of an existing building, publicly or non-profit owned will be completed in accordance to applicable Federal and State Regulations. Please prepare a summary of the sources and uses of funds necessary to complete the project or activity. Should the budgeted funds not be sufficient to carry out the approved requested improvements, the BBB will either reduce the scope of the requested improvements, request the applicant to provide matching funds in an amount sufficient to carry out the improvements or reject the project activity due to lack of funding.

**NOTE:** All rehabilitation and/or alterations must be carried out as determined by the Secretary of Labor in accordance with the Davis-Bacon Act, as amended, (40 USC.276a - 276a-5)

10. In cases of building alterations, describe work to be done in as much detail as possible. Provide the name and address of the architect, engineer or other professional (indicate which) who has provided surveys and/or drawn up preliminary work plans. Give itemized list of estimated costs; where applicable, use separate pages, if necessary. Include sketch or sketches of site and proposed work on separate page(s). Information must include available matching funds for the work to be carried out along with certification that funding is in place.
11. As a prerequisite for possible funding, all agencies or non-profit groups applying for Community Development Block Grant Funds MUST SUBMIT, with their application(s), their latest copy of a certified IPA Audit on the expenditure of Federal, State, City or private funds in carrying out their program activities. Building a Better Brockton, Inc. will utilize the IPA Audit to not only review the qualifications of the applicant, but to also project as to whether or not Federal CDBG Funds will be used for a new or greatly expanded activity.



14. Estimated CDBG Project Budget

ITEM (IF APPLICABLE)	C.D. FUNDING REQUEST	OTHER FUNDING (SPECIFY SOURCE OF MATCHING FUNDS)	TOTAL
SALARIES			
ACQUISITION OF PROPERTY			
CLEARANCE OF PROPERTY (Site Preparation)			
Improvements to Property (Construction, Rehabilitation, Alteration on Municipal or non- profit owned only)			
ARCHITECTURAL/ ENGINEERING SERVICES			
OTHER			
Indirect Costs			
Supplies			
Police Detail			
Liability Insurance			
Professional Fees			
TOTAL			

15. **TOTAL PROGRAM BUDGET** (If the proposed project is part of larger program please give the following information)

**IDENTIFY DATES OF PRESENT BUDGET YEAR THRU BUDGET/REVENUE SUMMARY**

	This Budget Year	Next Budget Year
<b><u>Private Sector</u></b>	<b>Budgeted (FY2010)</b>	<b>Projected Budget FY2011)</b>
Contributions - General		
Special Events		
Bequests		
Endowments		
Associated Organizations		
Allocations from United Way Agencies		
Membership Dues-Local Member Unit		
Program Service Fees		
Sale of Supplies/Services to Local Unit		
Sales to the Public		
Investment Income		
Miscellaneous Revenue		
<b>SUB-TOTAL</b>		
<b><u>Public Sector</u></b>		
Federal		
State		
County		
Municipal		
Other		
<b>SUB-TOTAL</b>		
<b>TOTAL SUPPORT/REVENUE</b>		

16. **BUDGET/REVENUE SUMMARY (Cont'd)**

<b><u>Expenditures for Staffing/Operations</u></b>	<b>Budgeted (FY 2010)</b>	<b>Projected Budget (FY2011)</b>
<b>SALARIES-Official/Administrative</b>		
Professional Staff (Direct Services)		
Clerical Staff		
Other		
Total Salaries		
<b>FRINGE</b>		
Employee Health/Retirement Benefits		
Payroll Taxes		
<b>ORDINARY MAINTENANCE</b>		
Administrative Overhead		
Professional Fees/Contract Services		
Payments		
Supplies		
Telephone		
Postage and Shipping		
Occupancy (Buildings and Grounds)		
Printing/Publication		
Transportation		
Conf., Conventions, Mtgs., Major Trips		
Subscriptions/Reference Publications		
Specific Assistance to Individuals		
Organization Dues		
Awards/Grants		
Equipment/Fixed Assets		

Purchase of Services		
Matching/Donated Funds		
<b>TOTAL EXPENDITURES</b>		

17. Has your organization explored other possible sources of funding for this project such as private fund raising, etc.? What were the results? Provide a list of names or organizations along with exhibit copies of letters of requests and refusals.
18. Will the proposed Community Development funding be used to attract or leverage other public funds for community development activities? Identify other possible community development activities that may be attracted.
19. Will the proposed Community Development funding be used to attract or leverage private capital for community development activities? Identify possible private capital sources.
20. Will this project directly benefit in excess of 70% low and moderate income people? explain briefly. If the project will not benefit in excess of 70% low and moderate income people, what is the percentage?

21. All applications must be signed by applicant and dated on last page of the application.

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**Signature**

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**Name**

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**Title and Organization**

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**Date**