



**Town of Brookhaven**  
**Community Development Block Grant**  
**Application Instructions and Sub-Recipient Requirements**

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*Deadline for submission is Friday, March 3, 2023 by 4:30 pm*

**INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED**

**CDBG Eligibility Requirements:**

The Town of Brookhaven has set certain criteria for any not-for-profit organization to assure that the agency has the support and financial capacity to carry out the services to be provided with the granted funds. Please check that you have included all the required documents. In order to assure a proper review of your request for Community Development Block Grant (CDBG) Program. The Town of Brookhaven will review applications for funding on a **merit-based system**. Pursuant to federal regulations, all agencies applying for an award of CDBG funds must comply with the following list of requirements before funding is considered.

The criteria are as follows:

- 1)  A **complete** application (*instructions below*); (with project estimates, if applicable.)
- 2)  Submit board minutes containing the approval of the request for CDBG funding;
- 3)  Provide UEI# and a copy of your **IRS 501(C)3** not-for-profit determination letter
- 4)  Completed W-9
- 5)  Submit **proof of liability insurance**
- 6)  A copy of most **current audited financials**, which indicate liquid assets of at least \$25,000 and an operating account of at least \$10,000.

We will determine if you demonstrate the capacity and ability to provide services rendered through documented successes and/or follow up of a viable program. You must maintain records in compliance with all applicable federal guidelines, including Title VI and ADA for agency follow-up compliance audits by the Town;

Please be aware that non-compliance may result in retraction of the award.

**Mail or submit the application in person to:**

**Town of Brookhaven – Town Hall**  
**One Independence Hill**  
**Housing & Community Development – 3<sup>rd</sup> Floor**  
**Farmingville, New York 11738**



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## Community Development Block Grant

### Application Instructions and Sub-Recipient Requirements

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**Description of Project:** Please give a brief description of your project/program. You may provide additional information on spaced sheets, please double space.

**Capital Project Information:** This information would be needed if your proposal is for a capital project, such as a sidewalk/curbing installation or street lighting, as opposed to a public service program, such as counseling services in your community.

**Define Community Associated with the Activity:** Give a brief description of the type of population to be assisted by either the capital project or the public service program. You may add additional information on double spaced sheets, but please keep it brief.

**Anticipated Accomplishments:** Please outline what you hope to accomplish by the project and/or program in this application, such as a sidewalk/curbing installation project would give a certain community better access to a specific area (for a capital project application) or counseling youth would help that population by lowering the failure rate for them in their school (for a public service program application). Public service applicants should include the type/method of measurement used to determine their accomplishments. You may add additional information on double spaced sheets.

**Choosing a Category:** Please enter the anticipated number of persons that will be assisted by this project and/or program.

**Eligibility Criteria:** Please check one of the three options for this category and attach supporting documentation on double spaced sheet, if needed. If you require help with this question, please contact our office at 631-451-6600 and we will help you determine your needs.

**Cost Estimate:** Please fill out the budget information needed as it pertains to your application. **IF THIS IS A CAPITAL PROJECT, YOU MUST SUBMIT A COST ESTIMATE FROM A RELIABLE SOURCE** (*a licensed contractor or a licensed engineer*).

**Please remember to sign and date your application. You will need to submit an original to this office no later than 4:30 p.m. on Friday, March 3, 2023**

*You may call Housing & Community Development if you have any questions on filling out this application. 631-461-6600*