



# Town of Brookhaven

## Community Development Block Grant

### Sub-Recipient Requirements

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In order to assure the proper review of agencies requesting funding through the 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:

#### **CDBG Eligibility Requirements:**

The Town of Brookhaven has set certain criteria that would be acceptable for any not-for-profit organization to assure that the agency has the support services and financial capacity to carry out the services to be provided with the granted funds. The criteria are as follows:

- 1) A completed application for funding;
- 2) A 501(c)3 with a fully functioning board and submit board minutes containing the approval for request of CDBG funding;
- 3) Provide UEI# and most current IRS form 990;
- 4) Completed W-9
- 5) Demonstrate capacity and ability to provide services rendered through documented successes and/or follow up of a viable program;
- 6) Maintain records in compliance with all applicable federal guidelines, including Title VI and ADA;
- 7) Submit liability insurance and most current audited financials, which indicate liquid assets of at least \$25,000 and an operating account of at least \$10,000.

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

***\*\*If you are planning on applying for CDBG funds, a mandatory training will be held on Wednesday, March 1, 2023 at 10am. The meeting will be held in the Work Session Room at Brookhaven Town Hall***