

CDBG		
QUESTION NUMBER	CONTENT	COMMENT / NOTES
GENERAL INFORMATION		
1	ORGANIZATION NAME AND ADDRESS	
2	CONTACT INFORMATION	
3	501 (C) (3) OR 501 (C) (4)	YES OR NO / DOCUMENTATION REQUIRED (IF APPLICABLE)
3 a	IS AGENCY A CBDO	YES OR NO / PROVIDE MOST RECENT LETTER OF CERTIFICATION (IF APPLICABLE)
4	CURRENTLY REGISTERED WITH SAM	YES OR NO
5	YEARS ORGANIZATION HAS BEEN IN EXISTANCE	
5 a	YEARS PROJECT HAS BEEN IN EXISTANCE	
6	DOES PROJECT OPERATE YEAR-ROUND	YES OR NO
7	PROJECT NAME	
7 a	PROJECT LOCATION	STREET ADDRESS, CITY, STATE, ZIP
8	CDBG AMOUNT REQUESTED VIA THIS PROPOSAL	DOLLAR AMOUNT
8 a	CDBG PERCENT OF TOTAL PROJECT COST	PERCENTAGE
PROJECT INFORMATION		
9	USE OF REQUESTED FUNDS	i.e. OPERATING COSTS, PAYROLL, RENT, UTILITIES ETC - CONTINUE ON SHEET PROVIDED IF TEXT IS LONGER THAN CURRENT FIELD
10	NEEDS AND PRIORITY LEVEL	SELECT CATEGORY WHICH APPLIES TO PROJECT- SEE EXHIBIT A FOR LIST FROM 2015-2019 CONPLAN SURVEY
11	ACCOMPLISHMENTS	TOTAL SERVED IN CURRENT PROJECT YEAR/ UNDUPLICATED/LOW-MOD PERSONS
12	PROJECT SUMMARY	BRIEFLY DESCRIBE THE PROPOSED PROJECT. INCLUDE THE NEED OR PROBLEM TO BE ADDRESSED IN RELATION TO THE COMMUNITY DEVELOPMENT AND HOUSING NEEDS SURVEY, AS WELL AS THE POPULATION TO BE SERVED OR THE AREA TO BENEFIT. DESCRIBE THE WORK TO BE PERFORMED, INCLUDING THE ACTIVITIES TO BE UNDERTAKEN OR THE SERVICES TO BE PROVIDED, THE GOALS AND OBJECTIVES, METHOD OF APPROACH AND THE IMPLEMENTATION SCHEDULE. ALSO, INCLUDE THE DAYS AND HOURS OF OPERATION FOR THIS PROJECT. - CONTINUE ON SHEET PROVIDED IF TEXT IS LONGER THAN CURRENT FIELD
12 a	INCOME VERIFICATION	DESCRIBE HOW PARTICIPANTS ARE INCOME QUALIFIED. - CONTINUE ON SHEET PROVIDED IF TEXT IS LONGER THAN CURRENT FIELD
13	PROJECTED OUTPUTS	ACCOMPLISHMENTS AND EXPENDITURES WITH TOTALS AT BOTTOM OF EACH COLUMN
FINANCIAL INFORMATION		
14	FINANCIAL TRACKING SYSTEM	CONTINUE ON SHEET PROVIDED IF TEXT IS LONGER THAN CURRENT FIELD
15	PROFESSIONAL CERTIFICATIONS FOR OPERATIONS	YES OR NO / IF YES, EXPLANATION REQUIRED -CONTINUE ON SHEET PROVIDED IF TEXT IS LONGER THAN CURRENT FIELD
16	WILL ORGANIZATION SPEND MORE THAN \$750,000 OF FEDERAL FUNDS	YES OR NO
17	AUDIT INFORMATION	DATE OF LAST AUDIT AND DETAILS IF NECESSARY- COPY OF MOST RECENT FULL AUDIT TO SUBMIT WITH PROPOSAL -CONTINUE ON SHEET PROVIDED IF TEXT IS LONGER THAN CURRENT FIELD
18	YEARS USING CDBG FUNDS	
19	USED CDBG FUNDS FOR PROJECT IN THE PAST	YES OR NO
20	TOTAL 2019 BUDGET FOR THIS PROJECT	BUDGET FROM ALL SOURCES AND LIST OF ALL FUNDS OPEN WITH CITY/ALL PROJECTS
21	TOTAL 2019 BUDGET FOR ENTIRE ORGANIZATION	ENTER FIGURE FROM ALL SOURCES
22	FEES FOR THIS PROJECT	YES OR NO - CONTINUE ON SHEET PROVIDED IF TEXT IS LONGER THAN CURRENT FIELD
23	POSITIONS AND SALARIES OF INDIVIDUALS WORKING ON PROJECT	CORRESPONDING RESUMES SHOULD BE PROVIDED
24	CDBG SOURCES	LIST ALL CURRENT AND POTENTIAL FUNDING SOURCES AND STATUS OF REQUESTS WITH TOTALS
25	CDBG USES	LIST ALL CURRENT, REQUESTED AND COMPLETE PROJECT BUDGETS LINE ITEMS TO BE REIMBURSED WITH TOTALS AT BOTTOM OF EACH COLUMN
26	SECURED ADDITIONAL FUNDS	
27	POTENTIAL ADDITIONAL FUNDS	
27 a	POTENTIAL FUNDS CONTINGENT ON CDBG FUNDS AWARDED	YES OR NO
AFFILIATIONS/BOARD COMPOSITION		
28	FUND RAISING AND CURRENT CAPITAL CAMPAIGNS	CONTINUE ON SHEET PROVIDED IF TEXT IS LONGER THAN CURRENT FIELD
29	MOU'S WITH OTHER ORGANIZATIONS	COPIES OF MOU'S TO BE SUBMITTED WITH PROPOSAL (IF APPLICABLE)
30	BOARD MEMBERS CONTACT INFORMATION	CONTACT INFORMATION AND OFFICER ROLES / CONTINUE ON SHEET PROVIDED IF TEXT IS LONGER THAN CURRENT FIELD / LIST OF BOARD MEMBER NAMES AND POSITIONS AND A COPY OF POLICY AND PROCEDURES FOR BOARD MEMBER PARTICIPATION TO BE SUBMITTED WITH PROPOSAL
31	BOARD MEMBERS - LOW-MOD INDIVIDUALS	YES OR NO AND PERCENTAGE IF YES
32	ROLE OF BOARD MEMBERS IN DIRECTING OPERATIONS	CONTINUE ON SHEET PROVIDED IF TEXT IS LONGER THAN CURRENT FIELD
VERIFICATION PAGE		SIGNATURE PAGES
	CONTINUE ON SHEET PROVIDED IF TEXT IS LONGER THAN CURRENT FIELD	
	DOCUMENTATION TO BE PROVIDED	