

CDBG		
QUESTION NUMBER	CONTENT	COMMENT / NOTES
<b>GENERAL INFORMATION</b>		
1	ORGANIZATION NAME AND ADDRESS	
2	CONTACT INFORMATION	
3	501 (C) (3) OR 501 (C) (4)	<b>YES OR NO / DOCUMENTATION REQUIRED (IF APPLICABLE)</b>
3 a	IS AGENCY A CBDO	<b>YES OR NO / PROVIDE MOST RECENT LETTER OF CERTIFICATION (IF APPLICABLE)</b>
4	CURRENTLY REGISTERED WITH SAM	YES OR NO
5	YEARS <b>ORGANIZATION</b> HAS BEEN IN EXISTANCE	
5 a	YEARS <b>PROJECT</b> HAS BEEN IN EXISTANCE	
6	PROJECT NAME	
6 a	PROJECT LOCATION	STREET ADDRESS, CITY, STATE, ZIP
7	CDBG AMOUNT REQUESTED VIA THIS PROPOSAL	DOLLAR AMOUNT
7 a	CDBG PERCENT OF TOTAL PROJECT COST	PERCENTAGE - THIS IS THE AMOUNT REQUESTED (QUESTION 8) DIVIDED BY THE TOTAL BUDGET FOR THE PROJECT (QUESTION 24 & 25)
<b>PROJECT INFORMATION</b>		
8	USE OF REQUESTED FUNDS	i.e. OPERATING COSTS, PAYROLL, RENT, UTILITIES ETC.
9	NEEDS AND PRIORITY LEVEL	ENTER ANTICIPATED NEED AND PRIORITY LEVEL FOR THIS PROGRAM YEAR
10	ACCOMPLISHMENTS	TOTAL SERVED IN CURRENT PROJECT YEAR/ UNDUPLICATED/LOW-MOD PERSONS
11	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.
11 a	INCOME VERIFICATION	DESCRIBE HOW PARTICIPANTS ARE INCOME QUALIFIED.
12	PROJECTED OUTPUTS	ACCOMPLISHMENTS AND EXPENDITURES WITH TOTALS AT BOTTOM OF EACH COLUMN
<b>FINANCIAL INFORMATION</b>		
13	FINANCIAL TRACKING SYSTEM	
14	PROFESSIONAL CERTIFICATIONS FOR OPERATIONS	YES OR NO / IF YES, EXPLANATION REQUIRED
15	WILL ORGANIZATION SPEND MORE THAN \$750,000 OF FEDERAL FUNDS	YES OR NO
16	AUDIT INFORMATION	<b>DATE OF LAST AUDIT AND DETAILS IF NECESSARY- COPY OF MOST RECENT FULL AUDIT TO SUBMIT WITH PROPOSAL</b>
17	YEARS USING CDBG FUNDS	
18	USED CDBG FUNDS FOR PROJECT IN THE PAST	YES OR NO
19	TOTAL 2020 BUDGET FOR THIS <b>PROJECT</b>	BUDGET FROM ALL SOURCES AND LIST OF ALL FUNDS OPEN WITH CITY/ALL PROJECTS
20	TOTAL 2020 BUDGET FOR ENTIRE <b>ORGANIZATION</b>	ENTER FIGURE FROM ALL SOURCES
21	FEES FOR THIS PROJECT	YES OR NO
22	POSITIONS AND SALARIES OF INDIVIDUALS WORKING ON PROJECT	<b>CORRESPONDING RESUMES SHOULD BE PROVIDED</b>
23	CDBG SOURCES	LIST ALL CURRENT AND POTENTIAL FUNDING SOURCES AND STATUS OF REQUESTS WITH TOTALS
24	CDBG USES	LIST ALL CURRENT, REQUESTED AND COMPLETE PROJECT BUDGETS LINE ITEMS TO BE REIMBURSED WITH TOTALS AT BOTTOM OF EACH COLUMN
25	SECURED ADDITIONAL FUNDS	
26	POTENTIAL ADDITIONAL FUNDS	
26 a	POTENTIAL FUNDS CONTINGENT ON CDBG FUNDS AWARDED	YES OR NO
<b>AFFILIATIONS/BOARD COMPOSITION</b>		
27	FUND RAISING AND CURRENT CAPITAL CAMPAIGNS	
28	MOU'S WITH OTHER ORGANIZATIONS	<b>COPIES OF MOU'S TO BE SUBMITTED WITH PROPOSAL (IF APPLICABLE)</b>
29	BOARD MEMBERS CONTACT INFORMATION	<b>CONTACT INFORMATION AND OFFICER ROLES / LIST OF BOARD MEMBER NAMES AND POSITIONS AND A COPY OF POLICY AND PROCEDURES FOR BOARD MEMBER PARTICIPATION TO BE SUBMITTED WITH PROPOSAL</b>
30	BOARD MEMBERS - LOW-MOD INDIVIDUALS	YES OR NO AND PERCENTAGE IF YES
31	ROLE OF BOARD MEMBERS IN DIRECTING OPERATIONS	
<b>VERIFICATION PAGE</b>		SIGNATURE PAGE
	DOCUMENTATION TO BE PROVIDED	