

CITY OF BOULDER
2015 COMMUNITY DEVELOPMENT BLOCK GRANT
PROPOSAL APPLICATION

Provide all the information requested and in the order of this application. Please attach required attachments at the end of the application. Please submit an electronic copy with your application to stapletonk@bouldercolorado.gov.

PROPOSAL NARRATIVE – please provide a detailed narrative of your request in no more than five pages that includes the following information:

1. A detailed description of your proposed project. Describe the need for the project in the community. In your narrative, provide a brief description of the programs and services you provide, including the length of time you have delivered the services. If you are a new human service provider, describe your experience working with the target population.
2. Indicate the criteria or statistics used to establish the need for your proposed project, who was involved in the planning process and what criteria will be used to evaluate success.
3. Provide a chart of all other services or projects in the community that are similar to your agency's. State how these other services or projects differ from yours. Discuss opportunities for collaborating with agencies providing similar services. Give specific examples of collaborative efforts with other agencies.

All data provided in your application (budget, estimated number of persons to be served, increases in level of services, etc.) must be verifiable.

The following information MUST be provided in addition to the narrative portion of your application.

I. APPLICANT:

- a. Applicant Legal Name:
- b. Contact Person:
- c. Address:
- d. Phone Number:
- e. E-mail Address:
- f. Fax Number:
- g. DUNS Number:

h. If different from the contact person listed above, please provide name, e-mail and phone number for:

Project Manager:

Financial Manager:

Reporting Manager:

II. FUNDING REQUEST:

Total amount of CDBG funds requested for your Project:

Total Project Cost:

III. PROJECT SUMMARY:

a. Project Name:

b. Census Tract(s) project will be located in (see Map Attachment D):

c. Purpose of Project:

d. Immediate and long range results of the project:

IV. FUNDING SOURCES: Indicate other funding sources for your project. Include sources contacted for funding, anticipated decision dates, amount of request and funding requests for operating and capital expenditures.

Fund Source	Decision date	Amount requested	Operating/Capital
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V. BOARD FUNDRAISING ACTIVITY: Please summarize your board's fundraising activities for the last three years, including amounts raised:

VI. PAST CDBG SUPPORT: Indicate whether the project and/or the applicant has received past CDBG funding. If the project or the applicant has received past funding, indicate the year received, the project funded, and the amount received.

Year	Project	Amount Received

VII. DOCUMENTATION

Please complete the following table:

How many persons will benefit from the proposed project?	
What percentage of funds will benefit low- and moderate-income city residents?	
When did your service begin?	
How many unduplicated clients did your agency serve last year?	
Of the total unduplicated clients, what percentage were new clients?	
What percentage of the total unduplicated clients are residents of the City of Boulder?	

Is the need currently being served by another organization providing the same or similar service? If so, please specify.

If the activity proposed will result in an increase of the operating expenses of your agency, how will this funding need be met?

Does your agency charge a fee for the service?

Yes No

If “Yes”, what percentage of your program is funded from fees?
Please provide a copy of your most recent fee-for-service scale with explanation.

VIII. ADDITIONAL MANDATORY INFORMATION:

Include the following information with your application:

- a. **2015 Project Budget.** Be specific and include the basis and source of the computations. Indicate the extent and nature of the applicant’s financial commitment. Include all items paid for by other sources, including specific sources of in-kind contributions. Do not include any amount of CDBG funding for general administration.
- b. **2014 Agency Operating Budget.** Include source of funds. State your breakdown of administrative costs and total cost for program in percentages.
- c. **2013 Audit.**

- d. **Current Financial Statements.** Provide an income and expense statement and balance sheet.
- e. **Non-discrimination Policy.** Provide written and signed verification that you possess and enforce a non-discrimination policy in accordance with the City of Boulder non-discrimination ordinance and that measures are taken to ensure services to persons with disabilities.
- f. **Rehabilitation Bid.** If you are requesting funding for rehabilitation of a property, please provide at least one cost estimate or bid from a licensed contractor.
- g. **Facility Lease.** If you lease your space, please provide a copy of your current lease and any amendments or extensions.

IX. REQUIRED CERTIFICATION

The applicant certifies that:

- A. The information in this application is complete and accurate.
- B. The applicant possesses the legal authority to apply for and receive CDBG funds, and the person signing the application has the proper authority from the governing body of the organization.
- C. By executing this application form, it agrees that the city may conduct its own independent review of the information herein and the attachments, and may verify information from any source.
- D. The applicant understands the city will not be responsible for any costs incurred by the applicant in developing and submitting this application, and that all applications submitted become the property of the City of Boulder.
- E. The applicant is under no administrative restrictions from federal, state or local sources.

Executive Director

Date

Typed Name

Board President

Date

Typed Name