



## 2019 Neighborhood Community Development Program New Project Application

Application Due: Monday, April 1, 2019 at 5:00pm



### APPLICANT INFORMATION

Agency Name:

Proposal Name:

Date:

Funds Requested	
Funds Leveraged	
Total Project budget	

Organization Leadership Contact Information:

Contact Person:

Mailing Address:

Telephone:

Email:

Organization Program Contact Information:

Contact Person:

Mailing Address:

Telephone:

Email:

Experience managing projects that include procurement and prevailing wage requirements:  Yes  No

*Explain (250 words max):*

## PROPOSAL SCOPE

**Problem Statement** (250 words max):

**The objectives of this proposal are** (250 words max):

Included in Project Scope	<i>Not</i> Included in Project Scope
1.	1.
2.	2.
3.	3.

Please list known risks associated with this proposal:

Known Risks
1.
2.
3.

## MEASURES OF SUCCESS

The success of this proposal will be measured by the following performance measures:

Performance Measures	Target/Goal
1.	
2.	
3.	

Describe how the performance measures listed above will help address the objectives of this proposal (250 words max):

Describe how this proposal will track and record basic demographic and income reporting requirements (250 words max):

**Project Milestones**

Proposal Milestones	Target/Goal
Project Bidding	
Contractor Selection	
Begin Construction	
End Construction	
Project Closeout	

Describe how the milestones listed above assist with the completion of this proposal prior to December 31, 2019. What contingencies have been built into the milestones listed above: (250 words max):

**PROJECT STAKEHOLDERS**

Please list all stakeholders responsible for the submission of this proposal:

Stakeholder Name	Stakeholder Title	Date of Approval
1.		
2.		
3.		
4.		
5.		

**PROPOSAL BUDGET**

<b>Project Activity</b>	<b>CDBG Funds (request)</b>	<b>Matching Funds/Leverage</b>	<b>Total</b>
<b>Capital Improvements</b>			
<b>Public Facilities</b>			
<b>Demolition</b>			
<b>Acquisition</b>			
<b>Total Project Activity</b>			

<b>*Professional Services</b>	<b>CDBG Funds (request)</b>	<b>Matching Funds/Leverage</b>	<b>Total</b>
<b>Architectural</b>			
<b>Engineering</b>			
<b>Legal</b>			
<b>Accounting</b>			
<b>Construction Management</b>			
<b>Other:</b>			
<b>Total Professional Services</b>			
<b>Total Project Budget (Project Activity + Professional Services)</b>			

*\*Professional services are subject to federal procurement standards 2 CFR 200 (Subpart D)*

## ATTACHMENTS

- Completed Pre-award Applicant Risk Assessment
- Articles of Incorporation/Bylaws
- Federal Tax Form 990
- Evidence of Site Control
- Current Board of Directors listing (include affiliations with other agencies or organizations)
- Organization Policies and Procedures
- Leverage Letter(s)