

**City of Nampa
Community Development Block Grant
(CDBG) Program Year 2019-20**

Section I

APPLICATION

CDBG funding is made possible by the US Dept. of Housing and Urban Development and is administered by the City of Nampa, Economic / Community Development Department.

CDBG Applications are available on-line at www.cityofnampa.us/CDBGApplication

Call the Economic / Community Development Department for details (208) 468-5407.

Application Deadline is May 01, 2019 by 5:00 PM MST, by mail or in person at the Economic Development Department located at 9 12th Ave South Nampa, ID 83651. You may also submit your application via email to community@cityofnampa.us .

**COMMUNITY DEVELOPMENT BLOCK GRANT
(CDBG) PROGRAM YEAR 2019-20
APPLICATION**

II. APPLICATION

A. REQUIRED DOCUMENTS CHECKLIST

The Certifying Representative must initial all required documents attached to the application or put "N/A" if the document is "not applicable." To prevent delay in your application process, please include all required documentation. For questions, call the Community Development office at (208) 468-5407

- _____ 1. **Application complete, approved, and signed by Board of Directors**
- _____ 2. **Complete & accurate Fiscal year 2018-2019 CDBG Budget Forms**
- _____ 3. **Complete & accurate Fiscal year 2018-2019 Organization Operational Budget**
- _____ 4. **Current 501(c)(3) status or public agency status (attach documentation)**
- _____ 5. **Annual financial statement and/or most recent Audit, Management letter, Agency response and status of corrective action.**
- _____ 6. **Proposed service/program/project meets one of the CDBG National Objectives**
- _____ 7. **Be located within the Nampa City limits or demonstrate that most of the clients served reside within the City of Nampa; Maps showing area served and census tract**
- _____ 8. **Address one or more of the Local Objectives stated in the Five-Year Consolidated Plan**
- _____ 9. **Copy of Intake form to be used to collect required client data.**
- _____ 10. **List of Board of Directors and officers (*Appendix A*) and Meeting Schedule**
- _____ 11. **Board Member job description, detailing role in organization**
- _____ 12. **Resume or brief biographies of:**
 - a) **Executive Director;**
 - b) **Fiscal Officer; and**
 - c) **Program Administrator**
- _____ 13. **Organizational Chart with employee names and titles**
- _____ 14. **Job descriptions with EEO statement and pay scales, including fringe benefits for CDBG funded positions, attach copies of all CDBG funded job descriptions.**
- _____ 15. **Copy of applicants Equal Employment Opportunity Policy**
- _____ 16. **Procedures for selecting contractors/consultants for the project. (City procurement procedures must be followed for CDBG to pay for services)**
- _____ 17. **Quotes for any equipment or real property to be leased or purchased.**
- _____ 18. **Letters of commitment from other funding sources.**
- _____ 19. **Articles of Incorporation & Organizational By-Laws**
- _____ 20. **Board Resolution (*Appendix C*)**
- _____ 21. **Proof of liability coverage – *City Departments Exempt***
- _____ 22. **Proof of fidelity bond coverage for principals – *City Departments Exempt***

City of Nampa
Community Development Block Grant Program
PROGRAM YEAR 2019

APPLICANT INFORMATION

Project Title: _____

Applicant: _____ Fed. I.D. # _____

The Applicant is a Faith Based Organization: Yes No DUNS # _____

Contact Name/Title: _____

Address: _____

Phone No: _____ Fax No: _____ E-mail: _____

Applicant's Fiscal Year: _____ Date of Most Recent Audit: _____

Has the applicant completed a Section 504 self-evaluation and Transitions Plan? Yes No

If yes, when was it last updated? _____

License to operate (if applicable) please attach copy: _____

Does the applicant organization have liability coverage? Yes No

If yes, indicate amount and insurance agency?

Does the applicant organization have fidelity bond coverage for principals on staff who handle the organization's account? Yes No

If yes, indicate amount and insurance agency? _____

What kind of organization is the applicant, as defined by the federal government?

- Non-Profit (Faith Based)
- Non-Profit (Non-Faith Based)
- Quasi-Governmental
- For Profit

PROJECT INFORMATION

Project Description (attach description if more room is needed):

Project Budget: CDBG Request _____ Total Project Cost _____

Has the applicant previously been awarded CDBG funds any time in the last 5 years? Yes No

Does the applicant have a currently funded and open CDBG project? Yes No
If yes, has applicant expended at least 50% of CDBG funds? Yes No
If no, please explain: _____

Has the applicant previously carried out services/programs/projects similar in nature to the proposed project, regardless of CDBG involvement? Yes No

Is the program located in one of the identified Target Area? Yes No
Target Areas to be served by program/project: _____

Location of proposed service/program/project:
Physical location (street address): _____
Census Tracts (impact area): _____
Census Tract & map information located in the Application Guidance.

This project will provide a (MARK ONE): New Service Expanded Service

NATIONAL OBJECTIVE (Choose One)

- | | |
|---|---|
| <input type="checkbox"/> Low-Moderate Income Benefit Area Benefit (LMA) | <input type="checkbox"/> Slum & Blight Spot |
| <input type="checkbox"/> Low-Moderate Income Housing (LMH) | <input type="checkbox"/> Slum & Blight Area |
| <input type="checkbox"/> Low-Moderate Income Clientele (LMC) | <input type="checkbox"/> Urgent Need (natural disaster) |
| <input type="checkbox"/> Low-Moderate Income Jobs (LMJ) | |

Nampa Consolidated Plan Objectives this project will address: (mark only one)

If more than 1 objective applies, select the one that most represents the project/program for which CDBG funding is being requested:

- 1.1: Continue and expand commercial and residential neighborhood revitalization efforts in target neighborhoods by continuing to fund revitalization activities in the target neighborhood of Downtown.
- 1.1: Continue and expand commercial and residential neighborhood revitalization efforts in target neighborhoods by continuing to fund revitalization activities in the target neighborhood of North Nampa.
- 1.1: Continue and expand commercial and residential neighborhood revitalization efforts in target neighborhoods by continuing to fund revitalization activities in the target neighborhood of Old Nampa.
- 1.1: Continue and expand commercial and residential neighborhood revitalization efforts in target neighborhoods by continuing to fund revitalization activities in the target neighborhood of NNU District.
- 1.2: Continue and expand commercial and residential neighborhood revitalization efforts in target neighborhoods by continuing to conduct code enforcement program in CDBG-eligible areas.

- 1.3: Continue and expand commercial and residential neighborhood revitalization efforts in target neighborhoods by continuing to improve the central neighborhood and encourage more mixed-income communities.
- 1.4: Continue and expand commercial and residential neighborhood revitalization efforts in target neighborhoods by continuing to coordinate CDBG funding with long-term City goals, such as urban revitalization efforts.
- 1.5: Continue and expand commercial and residential neighborhood revitalization efforts in target neighborhoods by prioritizing ADA/accessibility infrastructure improvements
- 2.1: Increase and preserve the supply of permanent, quality affordable housing for low and moderate income households by encouraging affordable rental and infill housing development by offsetting impact fees and hookup fees, using fast track development approval and proving more flexible setback requirements.
- 2.2: Increase and preserve the supply of permanent, quality affordable housing for low and moderate income households by supporting improvements to affordable multi-unit and owner occupied housing, including accessibility for people with disabilities.
- 3.1: Continue the City’s housing rehabilitation program to increase the quality of affordable housing stock and preserve existing housing stock by continuing the housing rehabilitation program for owner occupied units.
- 3.2: Continue the City’s housing rehabilitation program to increase the quality of affordable housing stock and preserve existing housing stock by exploring a housing rehabilitation program for rental units; research model programs and evaluate the feasibility of establishing a program. If feasible, pilot a program targeted to Section 8 voucher households.
- 4.0: Continue to fund and support social service providers, including those who assist special needs populations.
- 5.1: Promote job creation and economic development by supporting economic development efforts that result in job training and employment for the City’s low- to moderate-income residents.
- 5.2: Promote job creation and economic development by improving the condition of the City’s public infrastructure to benefit the expansion or location of new businesses.
- 5.3: Promote job creation and economic development by exploring a small business loan program for businesses; research model programs and evaluate the feasibility of establishing a program or expanding existing programs available in the area.
- 6.1: Reduce homelessness by continuing to support efforts to reduce chronic homelessness.
- 6.2: Reduce homelessness by continuing to work with homeless/housing providers to respond to requests for assistance. Work in conjunction with efforts to ensure an adequate supply of shelter and transitional housing is maintained.

This project will provide a (MARK ONE): New Service Expanded Service

Users are defined as Individuals or Households during the previous 12 months.

# of Current Users (for new service, this will be 0)	# of New Users	# of Total Users	% of Total Users who are Low-Moderate Income	% of Total Persons who are Minority

Project Funding Sources Summary for Program Year 2019

Source	Committed Amount (\$)	Uncommitted Amount (\$)
CDBG Request	_____	_____
Cash	_____	_____
Loan*	_____	_____
In-Kind*	_____	_____
Other HUD funds	_____	_____
State Grant	_____	_____
Federal Grant	_____	_____
Foundation Grant	_____	_____
Private Investment	_____	_____
Other (identify)	_____	_____
Other (identify)	_____	_____
TOTAL PROJECT FINANCING	=====	=====

An Excel template of this worksheet can be downloaded [HERE](#) and submitted as an attachment with the supporting documentation.

* Loan Source(s) & In-Kind match must be described by type (i.e. materials, labor, waived fees, land value) and amount in the Budget Narrative section of the application

Uses Summary for Program Year 2019

Funding Uses/Expenses	CDBG Other Federal	State/City Donation/Applicant	Private Grants	Total
Salaries & Benefits	_____	_____	_____	_____
Operations/Program Management	_____	_____	_____	_____
Supplies	_____	_____	_____	_____
Other	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
Total	=====	=====	=====	=====

Signature - Authorized Person

Date

Print Name

Title

PROJECT DESCRIPTION:

A. Program Description: - *If additional space is needed attach separate document.*

1) Describe the program/project being proposed.

2) Proposed work plan/timeline -when will you start and how long will it take to expend the funds.
a. Attach the completed Program Implementation Schedule provided. (*Appendix B*)

B. Statement of Need: - *If additional space is needed attach separate document.*

1) Describe the community problem or need this program/project is designed to address.

2) What plans, studies or reports support this need? Provide demographic data and statistics, as well as sources of the statistics to support the statement of need. Use the most recent data available.

3) Describe the urgency, if any, of meeting this need.

4) Describe the target population and target service delivery area (e.g. race, familial status, income, employment, language, etc.)

Target Populations:

- LMI Individuals Elderly Individuals Female Head of Household

Income Characteristics (see 2019 HUD Income table in Application Guidelines):

- Very Low - 0%-30% Low - 30% - 50% Moderate - 51%-80% High - 81%+

Racial Characteristics:

- American Indian/Alaska Native Asian Black or African American White Other

Ethnicity:

- Hispanic or Latino Non-Hispanic or Latino

Target Neighborhood:

- Neighborhood Revitalization Strategy Areas NNU District Old Nampa Neighborhood Central Downtown Dist

Target Project Type:

- Floodplain corridor - foodplain mitigation efforts Transportation Corridor - housing development within 1 mile of public transit corridors

C. Program Delivery: - *If additional space is needed attach separate document.*

- 1) Provide the number of applicant staff who will be employed as a result of this project (Include both jobs retained as well as new employment). Describe the staff, volunteers, consultants, or board members who will be directly associated with this project/service and their responsibilities. (For staff paid by CDBG attach job descriptions, with pay scales, for each position directly associated)

2) Describe how this program/service fits into the overall organization structure. *An organization chart may be attached.*

3) Describe the program/service goals and objectives. (Remember...program goals should be S.M.A.R.T. – **S**pecific, **M**easurable, **A**ttainable, **R**elative and **T**ime-bound.)

4) Describe how the program/project will continue in the long-term, with or without federal funding.

5) Describe the number of individuals and/or households that will benefit from your program/project and what percentage of the total will be qualifying Low-Moderate Income level.

6) Number of clients who will obtain employment as a result of assistance. For construction projects, number of construction persons expected to be employed through project.

- 7) Describe how the beneficiary information will be collected and tracked (you **must** attach a copy of the intake form to be used).

D. Applicant Capacity to Administer the Program:

- 1) Provide a brief history of the organization, including the organization's mission.

2) Describe the experience of the organization in carrying out the type of activities proposed and the length of time the organization has been involved in providing the proposed services (even if the service has not been provided through CDBG grant funds.)

3) Describe in detail past program/project year's results versus goals, regardless of past CDBG funding.

4) Describe any success the organization has had in providing the proposed services to the community and how the community has benefited from the organization carrying out the activities.

5) Describe the administrative structure of the organization. The role of the board and committees and include strategies for board training and development.

6) Attach the applicant annual financial statement and/or most recent audit, Management letter and Agency response.

7) Complete the Board of Directors Form (Appendix A).

E. Coordination:

1) Describe how the planning and operation of this project has been coordinated with other public agencies, private organizations and the community to avoid duplication.

2) Describe any community outreach undertaken in the preparation of this application.

3) Describe collaborations that have been implemented to enhance services and programs. Attach up to 3 letters of support, collaboration or coordination as appropriate.

4) Describe and provide documentation' as appropriate, outreach/marketing plans to reach those persons less likely to apply for the programs funded with CDBG.

Examples include:

- i. How do potential renters know about the new housing development?
- ii. How does the homeless program let those who are doubled-up in housing know about services available?
- iii. How does home-bound services notify non-elderly, disabled persons of the program?

5) Describe outreach/marketing plan to Limited English Proficiency (LEP) persons specifically.

- 6) **Leveraging Other Funds:** List all sources, status and amounts of funds for the proposed service/program/project; including those to which
- i. Applications have been submitted (Dates, outcomes, etc.)
 - ii. Plans to apply for funding before Oct 1.
 - iii. Renewed funding is pending
 - iv. In-kind match - attach commitment letters as appropriate

Supplemental Forms and Spreadsheets

Appendix A

BOARD OF DIRECTORS FORM

List all current board members, their background and what group they represent. Include the number of years or terms that each member has served on the board and when their term ends (this does not mean that the person cannot be reelected to sit on the board). Also identify the position each member serves on the board; i.e. President, Vice President, Past President, Treasurer, Secretary, Member.

NAME	BACKGROUND	GROUP REPRESENTATION	YEARS ON BOARD	YEAR TERM ENDS	BOARD POSITION

Appendix B

PROGRAM/PROJECT IMPLEMENTATION SCHEDULE

List the key steps or activities required for the conduct of the proposed program. Check the month(s) in which each step or activity will occur.

Implementation Steps	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.	May.	June	July	Aug.	Sept.
Step 1:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Step 2:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Step 3:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Step 4:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Step 5:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Appendix C
**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
PROGRAM YEAR 2019
APPLICATION**

RESOLUTION

At a meeting held on the following date _____, the Executive Committee/Board of Directors of the following agency: _____ passed the following resolution:

The Board of Directors authorizes the application for and use of Community Development Block Grant funds from the City of Nampa's Economic / Community Development Department for activities described in the proposal and, if awarded funds, shall implement the activities in a manner to ensure compliance with all applicable federal and local laws and regulations.

Signature of Board President/Chair

Date

Printed Name of Board President/Chair

Telephone Number

Federal Regulations

Requirements	Federal Regulations	Other References
Community Development Block Grant	Title I Housing and Community Development Act of 1974 (42 U.S.C. 5301-20); Sec. 7(d) Department of Housing and Urban Development Act (42 U.S.C. 353(d)); 24 CFR Part 570	
Section 3	24 CFR 135	Section 3 of the HUD Act of 1968
Equal Employment Opportunity	24 CFR 570.601-602; 570.607 41 CFR 60	Executive Orders 11246; 12086 12 USC 1701u
Fair Housing	Fair Housing Act (42 U.S.C. 3601-3620) Title VI of the Civil Rights Act of 1964 as amended (42 U.S.C. 2000d) Equal Opportunity in Housing Section 504 of the Rehabilitation Act of 1973 Americans w/Disabilities Act of 1990	24 CFR Parts 8, 107, and 146 42 U.S.C. 200(d) Executive Orders 11063, as amended by Executive order 12259 Age Discrimination Act of 1975, as amended (42 USC 6101)
Environmental, Historic Preservation, National Environmental Policy Act, Flood Insurance Requirements Sitting Near Airports and Coastal Barriers Fish and Wildlife Protection Flood Plain/Flood Insurance National Historic Preservation Noise Abatement Control Wetlands/Coastal Zones Air Quality Endangered Species Thermal/Explosive Hazards	24 CFR 570.503(b)(5)(i) 570.604; 570.605; 570.202; 24 CFR 58 References at: 24 CFR 58.6; 58.5570.605	Section 104(g), HCDA 42 U.S.C. 4001 et seq.
Relocation, Real Property Acquisitions, and One-for-One Housing Preplacement Uniform Relocation Act Residential Anti-Displacement and Relocation Assistance	24 CFR 570.201(i); 570.606(b), (c), (d) 49 CFR 24 42 U.S.C. 4601 et seq.	Sections 104(d); 105(a)(11), HCDA www.HUD.gov/relocation
Competative Procurement	2 CFR 200.319	
Insurance Bonding	2 CFR 200.310 and 200.325	
Administrative and Accounting Standards	2 CFR Part 200	
Cost Considerations	2 CFR 200.402, 403, 404, 405, 406, and 407	
Documentation and Recordkeeping	24 CFR 570.506 and 24 CFR 570.502	
Conflict of Interest	24 CFR 200.112 and 24 CFR 570.611	

**City of Nampa
Community Development Block Grant (CDBG)
Program Year 2019**

Section II

BUDGET

CDBG funding is made possible by the US Department of HUD and is administered by the City of Nampa, Economic / Community Development Department.

CDBG Applications and Budget Templates are also available on-line at
www.cityofnampa.us/CDBGApplication
Call the Economic / Community Development Department for details (208) 468-5407.

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM
PROGRAM YEAR 2019
BUDGET FORM INSTRUCTIONS**

IV. BUDGET

All funds for the project must be listed in the budget form to be counted toward any match requirement.

Administrative Expenditures – The City of Nampa has determined that CDBG funds may **not** be used to pay administration expenses for the execution of the project by the applicant. The applicant must ensure that other funding is available to cover any administrative expenditure.

Services to Clients Expenditures – CDBG funds may be used to provide services to clients, which must be a new service or a quantifiable increase in the level of a service above that which has been provided by the applicant during the previous 12-month period.

Non-Client Expenditures – CDBG funds may be used to provide professional design services, construction and or acquisition costs, including the purchase of material, labor, and closing costs.

The CDBG Budget Forms must be completed in the following order:

1. **Project Budget Forms *Appendix D or E*** – Complete for the proposed CDBG funded project. *Appendix F* - Required if CDBG funds are paying for salaries or considered as qualifying matching funds.
2. **Budget Narrative**– Attach a short narrative for each line item containing an expense as shown on the Project Budget Form;

I. Detail Budget Form:

- A. Using the account structure provided. Add or delete rows as appropriate. Change heading of columns and line-item descriptions of rows as appropriate. Do not add or delete columns.
- B. Show the anticipated funding source for each expenditure in the appropriate columns:
 1. Show the CDBG Funds requested;
 2. Show other sources of HUD funds (if applicable)
 3. Show sources of Client/User fees (if applicable)
 4. Show other sources of revenues to be used as cash match;
 5. Show in-kind contributions to be used as non-cash match;
 6. Show other grant sources
 7. Total Project Cost – Show the total of columns
- C. Show the anticipated line-item expenditures in the appropriate row. The identified line items are the most common associated with CDBG assisted programs. A description of the line items is provided below:

**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM
PROGRAM YEAR 2019
BUDGET FORM INSTRUCTIONS**

1. Personnel Services – Expenses for salaries and wages for all persons to be employed by the CDBG funded project along with related employee benefits. For each position list separately under salaries and wages. These expenses will be used to calculate in-kind match as appropriate.
2. Professional Services – Expenses paid for independent professional assistance, i.e. legal, accounting, planning, management consultants, etc.
3. Rentals and Leases – Amounts to be paid for the lease or rent of land, buildings, and equipment.
4. Printing and Binding – Costs of printing, binding and other reproduction services which are contracted for or purchased from outside vendors.
5. Promotional Activities – Includes any type of promotional advertising on behalf of the CDBG funded project.
6. Other Current Charges & Obligations – Include charges and obligations for the CDBG funded project not otherwise classified. Also, include charges to be paid for volunteer expenses such as travel reimbursement and recognitions events. Itemize each charge to be paid.
7. Office Supplies – This line item includes such materials such as stationery, paper, pens, pencils, etc. for the CDBG funded project.
8. Operating Supplies – All types of supplies consumed in the operation of the CDBG funded project. This may include non-office supplies, computer software, institutional supplies, equipment less than \$750, etc. Do not include materials or supplies unique to construction or acquisition in this category.
9. The applicant is encouraged to add any line-items they deem necessary for the project implementation.
10. Construction – include all expenditures associated with a construction project, including design services, procurement costs, permitting, and the actual construction work.
11. Acquisition – include all expenditures associated with a project involving acquisition of property, including appraisal, insurances, legal fees, title fees, and purchase price of the property.

II. Budget Narrative:

Explain the proposed budget expenditures. Provide details related to each corresponding expenditure line item on the Project Budget Form. If this is a continuing project, explain any significant increases or decreases from the prior fiscal year's project.

Matching Requirements

Public Service Projects – Minimum **100% MATCHING FUNDS** required (matching funds may be in the form of cash or in-kind contributions and/or volunteer labor. The current rate for volunteer match time is \$24.69 per hour.)

Construction/Rehabilitation Projects – Minimum **100% MATCHING FUNDS** required (matching funds may be in the form of cash or in-kind contributions and/or volunteer labor), dedicated to the specific construction project. No operating funds will be considered as **MATCHING FUNDS**.

Acquisition Projects – Minimum **50% CASH MATCH** required, dedicated to the specific acquisition project. No in-kind contributions or operating funds will be considered as **MATCHING FUNDS**.

III. Organizational Budget

The applicant must ensure that a copy of the organizations operational budget is attached to the application. Any application missing this will be considered non-responsive and will not be reviewed and scored.

IV. Audit

The applicant must ensure that a copy of the most recent audit, management letter and response is attached to the application. Only one copy is required and must be attached to the original hard copy. If the audit includes any finding or concerns, ensure that the response letter addresses these finding and that a timeline and the **current status** for correction is attached. Any application missing this will be considered non-responsive and will not be reviewed and scored.

Appendix D

**CDBG Program Year 2019 Applicants Proposed Project Budget
Public Service, Housing or Economic Development**

Cost Categories	Column A CDBG Funds Requested	Column B Other Committed Funding Sources (Leverage)	Column C Other Pending Funding Sources	Column D Total Project Costs A + B + C = D
Salaries/Fringe				
General Expenses				
Utilities				
Rent				
Equipment				
Equipment Lease				
Insurance				
Communications				
Materials and Supplies				
Reproduction and Printing				
Mileage				
Travel for Approved Training				
Other (Describe)				
Anticipated Program Income				
Total Budget				

I certify that the estimated amounts of leveraged funds and in-kind contribution listed above will provide a direct benefit to the project/program identified in this application.

_____		_____
Signature/Authorized Official	Title	Date
_____		Printed Name

_____		_____
Signature/Authorized Official	Title	Date
_____		Printed Name

Appendix E

**CDBG Program Year 2019 Applicants Proposed Project Budget
Construction/Rehabilitation/Acquisition**

Cost Categories	Column A CDBG Funds Requested	Column B Other Committed Funding Sources (Leverage)	Column C Other Pending Funding Sources	Column D Total Project Costs A + B + C = D
Salaries/Fringe				
Hard Cost Categories				
Land Building Acquisition				
<i>Construction Materials and Labor</i>				
Electrical				
Plumbing				
Mechanical				
Concrete				
Steel Erection				
Framing				
Masonry				
Painting				
Floor Finishes				
Windows and Doors				
Roofing, Insulation, Accessories				
Other (Describe)				
<i>Site Preparation or Improvements, Including Demolition</i>				
Earthwork and Excavation				
Site Utilities				
Curb and Gutter/Paving				
Landscaping				
Securing Building				
Other (Describe)				
Soft Cost Categories				
Architectural/Engineering				
PHASE I Environmental Review				
Permits and Filing Fees				
Title Binders and Insurance				
Legal, Accounting, and Other Fees				
Marketing Analysis/Surveys				
Construction Financing				
Appraisals				
Build/Developer Fees				
Relocation Costs (if applicable)				
Other (Describe)				
Other (Describe)				
Anticipated Program Income				
Total Budget				

I certify that the estimated amounts of leveraged funds and in-kind contributions listed above will provide a direct benefit to the project/program identified in this application.

Signature/Authorized Official	Title	Date
_____	_____	_____
		Printed Name
_____	_____	_____
Signature/Authorized Official	Title	Date
_____	_____	_____
		Printed Name
_____	_____	_____

