



# City of Lawrence

PLANNING & DEVELOPMENT SERVICES

**Application Packet**  
**HOME Investment Partnership Program (HOME)**  
**Grant for Program Year 2017**

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DRAFT



# City of Lawrence

PLANNING & DEVELOPMENT SERVICES

1 Riverfront Plaza, Suite 110  
P.O. Box 708  
Lawrence, KS 66044

[www.lawrenceks.org/pds](http://www.lawrenceks.org/pds)

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October 1, 2016

Dear Applicant:

The City of Lawrence, through the Community Development Division of the Planning & Development Services Department, invites non-profit and for-profit organizations to submit applications for projects to be funded through the Community Development Block Grant (CDBG) and HOME Investment Partnership programs as part of the 2017 Annual Action Plan. Funds are awarded by the U.S. Department of Housing and Urban Development to meet a National Objective and must be used for an eligible activity established by Congress for the program.

The 2017 Annual Action Plan will include projects to be undertaken during the program year beginning August 1, 2017 through July 31, 2018. Projects and programs undertaken must address a priority need set forth in the 2013-2018 Consolidated Plan.

For Program Year 2017, the City anticipates available CDBG funding to be approximately \$640,000 and HOME funding to be approximately \$330,000 plus any program income and/or reallocation of previous unused grant funds. Actual award figures from the federal government should be available in March 2017. However, the final entitlement amounts may be significantly less than prior years, depending on federal budget decisions. As permitted by HUD, a restricted portion of CDBG funds can be expended for public services (15% of CDBG) and administrative and planning costs (20% of CDBG and 10% of HOME).

As in years past, City staff will assist the Community Development Advisory Committee (CDAC) in the allocation recommendation process. The City will accept applications for funding beginning **November 1, 2016** through **December 1, 2016** at 5:00 pm. **No applications will be accepted after December 1, 2016.**

New and returning applicants are **REQUIRED** to attend a Proposal Review meeting. The Proposal Review meeting will allow applicants to ask specific questions with regard to their proposal's eligibility for CDBG/HOME funding and whether the proposed project will further implement the 2013-2018 Consolidated Plan's goals and objectives. The Proposal Review meetings will be held on October 18, 2016 at 10:00 a.m. in the Development Services office, 1 Riverfront Plaza Suite 110, and October 27, 2016 at 5:30 p.m. in the City Commission room of City Hall, 6 E 6<sup>th</sup> St.

Thank you for your interest in the City's CDBG and HOME programs. If you have questions about the application process or wish to discuss a specific funding proposal, please do not hesitate to contact Community Development staff at (785) 832-7700.

Sincerely,

Danelle Dresslar  
Community Development Manager  
Planning and Development Services  
City of Lawrence, KS



## Application Quick Facts

- All CDBG/HOME Applicants will be **REQUIRED** to attend one of two Proposal Review meetings to discuss the new application process, ask questions with regard to their proposal's eligibility for funding, and discuss Environmental Review requirements.
- The Proposal Review meetings will be held on October 18, 2016 at 10:00 a.m. in the Development Services office, 1 Riverfront Plaza Suite 110, and October 27, 2016 at 5:30 p.m. in the City Commission room of City Hall, 6 E 6<sup>th</sup> St.
- The application deadline is 5:00 pm on December 1, 2016. No applications will be accepted after December 1, 2016.
- Only completed applications received by the deadline will be considered.
- All CDBG applications must meet a defined national objective and be an eligible activity under program guidelines to be considered.
- All HOME applications must be an eligible activity under program guidelines and enforce the required period of affordability based on the program type and the amount of HOME funds invested.
- The City of Lawrence continues to utilize the "[Step Up to Better Housing](#)" strategy as the basis for funding recommendations made by the Community Development Advisory Committee. Funding in the 2017 grant year will focus on five key areas: Emergency Shelter, Transitional Housing, Permanent/Supportive Housing, Revitalized Neighborhoods and Community Facilities.
- **All programs/activities** receiving HUD funding require approval of an environmental review under 24 CFR Part 58 **before** HUD funds may be committed for the project. In addition, until the City has completed the environmental review process under the regulation, neither a recipient nor any participant in the development process, including public or private nonprofit or for-profit entities, or any of their contractors, may commit non-HUD funds on or undertake an activity or project that would limit the choice of reasonable alternatives. Actions that limit the choice of reasonable alternatives include acquisition, leasing or disposition of real property, and repair, rehabilitation, construction or demolition.

**Please note: Your application will become a matter of public record. All applications received will be posted on the City of Lawrence Website at [www.lawrenceks.org/pds](http://www.lawrenceks.org/pds). To ensure public transparency, the CDAC utilizes online mechanisms for their deliberation process.**

Submit one electronic copy in Microsoft Word or .pdf format via email to [ddresslar@lawrenceks.org](mailto:ddresslar@lawrenceks.org) (required attachments may be submitted in Word or .pdf format) of your proposal by **5:00 p.m. December 1, 2016**.

Community Development Division, Development Services  
1 Riverfront Plaza, Suite 110  
Lawrence, KS 66044

# HOME FACT SHEET

## Introduction

The City of Lawrence, KS receives a HOME Investment Partnerships Program grant annually from the U.S. Department of Housing and Urban Development (HUD). The HOME Investment Partnerships Program (HOME) provides formula grants to eligible State and local governments to strengthen public-private partnerships and to expand the supply of decent, safe, sanitary, and affordable housing, with primary attention to rental housing, for very low-income and low-income families. Generally, HOME funds must be matched by nonfederal resources. State and local governments that become participating jurisdictions may use HOME funds to carry out multi-year housing strategies through acquisition, rehabilitation, and new construction of housing, and tenant-based rental assistance. Participating jurisdictions may provide assistance in a number of eligible forms, including loans, advances, equity investments, interest subsidies and other forms of investment that HUD approves. It is the largest Federal block grant to state and local governments designed exclusively to create affordable housing for low-income households.

Each year, the City of Lawrence, through the Community Development Division of the Planning & Development Services Department, uses a competitive application process to fund HOME programs and activities. To help potential applicants determine whether or not their project might be eligible for a grant, it is important to be familiar with the basic requirements of the HOME program. Potential applicants should also review the contractual requirements they will be expected to meet if they are selected for Federal funding (see Contractual Requirements).

## Eligible Activities

HOME funds may be used by a participating jurisdiction (PJ) to provide incentives to develop and support affordable rental housing and homeownership affordability through the acquisition (including assistance to homebuyers), new construction, reconstruction, or rehabilitation of non-luxury housing with suitable amenities, including real property acquisition, site improvements, conversion, demolition, and other expenses, including financing costs, relocation expenses of any displaced persons, families, businesses, or organizations; to provide tenant-based rental assistance, including security deposits; to provide payment of reasonable administrative and planning costs; and to provide for the payment of operating expenses of community housing development organizations. The housing must be permanent or transitional housing. The specific eligible costs for these activities are set forth in [§§92.206](#) through [92.209](#). The activities and costs are eligible only if the housing meets the property standards in [§92.251](#) upon project completion.

Some special conditions apply to the use of HOME funds. PJs must match every dollar of HOME funds used (except for administrative costs and CHDO predevelopment loans for projects that do not move forward) with 25 cents from nonfederal sources, which may include donated materials or labor, the value of donated property, proceeds from bond financing, and other resources. The match requirement may be reduced if the PJ is distressed or has suffered a Presidentially declared disaster. In addition, PJs must reserve at least 15 percent of their allocations to fund housing to be owned, developed, or sponsored by experienced, community-

driven nonprofit groups designated as Community Housing Development Organizations (CHDOs). PJs must ensure that HOME-funded housing units remain affordable in the long term (20 years for new construction of rental housing; 5-15 years for construction of homeownership housing and housing rehabilitation, depending on the amount of HOME subsidy). PJs have two years to commit funds (including reserving funds for CHDOs) and five years to spend funds. HOME-assisted rental housing must comply with certain rent limitations. HOME rent limits are published each year by HUD. The program also establishes [maximum per unit subsidy limits](#) and [maximum purchase-price limits](#).

**A. 2016 CDBG/HOME Income Limits effective June 6, 2016**

The income limits that determine who is considered to have low- and moderate- incomes are shown below:

These limits will be adjusted by HUD each year; your grant agreement will contain an updated Client Eligibility Form listing the current values to use for the applicable program year.

It is imperative that applicants anticipate and plan for the methods they will use to determine and document the incomes of the persons that they serve through their CDBG funded activities. Failure to do so will result in activities being ineligible for reimbursement. Included in this document is a sample Client Eligibility Form which can be used for this documentation.

Family Size	30% Limits	Very Low Income	60% Limits	Low Income
1	\$15,700	\$26,150	\$31,380	\$41,850
2	\$17,950	\$29,900	\$35,880	\$47,800
3	\$20,200	\$33,650	\$40,380	\$53,800
4	\$22,400	\$37,350	\$44,820	\$59,750
5	\$24,200	\$40,350	\$48,420	\$64,550
6	\$26,000	\$43,350	\$52,020	\$69,350
7	\$27,800	\$46,350	\$55,620	\$74,100
8	\$29,600	\$49,350	\$59,220	\$78,900

# Community Development Block Grant (CDBG)/HOME Client Eligibility Form

Organization:	
---------------	--

Name:	
-------	--

Home Phone:		Address:	
-------------	--	----------	--

Work Phone:		City:	
-------------	--	-------	--

Sex:     Male             Female            Female Head of Household:            Yes  No

Names of Others living in Household	Sex M/F	Age	Relationship to Applicant	Elderly?	Disabled?
				<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"/>

Race	Hispanic?	Race	Hispanic?
<input type="checkbox"/> American Indian or Alaska Native	<input type="checkbox"/>	<input type="checkbox"/> American Indian or Alaska Native and White	<input type="checkbox"/>
<input type="checkbox"/> Asian	<input type="checkbox"/>	<input type="checkbox"/> Asian and White	<input type="checkbox"/>
<input type="checkbox"/> Black or African American	<input type="checkbox"/>	<input type="checkbox"/> Black or African American and White	<input type="checkbox"/>
<input type="checkbox"/> Native Hawaiian or Other Pacific Islander	<input type="checkbox"/>	<input type="checkbox"/> American Indian or Alaska Native and Black or African American	<input type="checkbox"/>
<input type="checkbox"/> White	<input type="checkbox"/>	<input type="checkbox"/> Other <input type="checkbox"/> Russian	<input type="checkbox"/>

**Total Household Income – Circle One:**

Please circle number in Household:	1	2	3	4	5	6	7	8
------------------------------------	---	---	---	---	---	---	---	---

Please circle income for number in family:								
30% Limits	0-\$15,700	0-\$17,950	0-\$20,200	0-\$22,400	0-\$24,200	0-\$26,000	0-\$27,800	0-\$29,600
Very Low Income	\$15,701-\$26,150	\$17,951-\$29,900	\$20,201-\$33,650	\$22,401-\$37,350	\$24,201-\$40,350	\$26,001-\$43,350	\$27,801-\$46,350	\$29,601-\$49,350
60% Limits	\$26,151-\$31,380	\$29,901-\$35,880	\$33,651-\$40,380	\$37,351-\$44,820	\$40,351-\$48,420	\$43,351-\$52,020	\$46,351-\$55,620	\$49,351-\$59,220
Low Income	\$31,381-\$41,850	\$35,881-\$47,800	\$40,381-\$53,800	\$44,821-\$59,750	\$48,421-\$64,550	\$52,021-\$69,350	\$55,621-\$74,100	\$59,221-\$78,900
Not Low Income (Enter Total Household Income)								

I certify that to the best of my knowledge, all statements made on this document are true and correct. I understand that it may be a federal crime to knowingly make any false statements concerning any of the above facts as applicable under the provisions of the United States Criminal Code.

Signature \_\_\_\_\_ Date \_\_\_\_\_

## City Policies and Priorities for HOME Grants

In addition to the HOME requirements, the City of Lawrence has developed policies and priorities to guide its use of HOME funds. These policies and priorities are based on requirements for the HOME program along with local needs and funding priorities.

### Policies

- Grantees who receive funds in one year are not guaranteed future funding, future funding is dependent on many factors including performance;
- Throughout the affordability period, the HOME-assisted housing must be occupied by income-eligible households:
  - Rental Housing: When a unit becomes vacant during the affordability period, the subsequent tenant must be income-eligible and must be charged the applicable HOME rent.
  - Homebuyer assistance: If a home purchased or built with HOME assistance is sold during the affordability period, resale or recapture provisions apply to ensure the continued provision of affordable ownership.
- Specific eligible and prohibited activities are identified under [§ 92.205 to 92.214](#).

### Priorities

Funding priority will be given to activities that:

- provide for a **permanent** period of affordability;
- provide services that respond to critical, identifiable and unmet needs;
- have a high benefit to low-income persons;
- are clearly defined as to scope, location, need, budget, goals, beneficiaries and means for evaluation of program progress, with evaluation criteria that are specific, measurable, and realistic;
- present a reasonable, sound budget and have a clear plan of action that is consistent with the budget and that demonstrates that the applicant has the capacity and the capability to implement the proposed plan successfully;
- maximize the use of outside funds (non-HOME or other City funds);
- support or coordinate with other community development efforts; and
- provide a housing or neighborhood benefit as described in the ["Step Up to Better Housing"](#) strategy.

## **Community Development Advisory Committee**

Deciding who should receive funding is a difficult and time-consuming process. To guide this effort, a group of dedicated volunteers is appointed by the Mayor to serve on the Community Development Advisory Committee (CDAC). Committee members review applications and meet with eligible applicants to discuss funding requests. Working with staff from Community Development, the CDAC makes recommendations to the City Commission on who should receive funding and in what amounts.

### **Application Review and Recommendations**

Applications for grants are accepted by Community Development on an annual, cyclical basis. The deadline date for submission of applications is December 1, 2016. Projects submitted after the deadline will not be considered for review.

All applications are reviewed by the staff of Community Development to determine eligibility under HUD's criteria and conformance with the City's CDBG/HOME funding policies and priorities. All applications accepted for competition are then reviewed by the CDAC.

The CDAC will hold public meetings to review and discuss the applications. Upon a majority vote, selected applications will be recommended for approval to the City Commission. The City Commission will make the final selection of those activities and projects to be funded with CDBG/HOME funds. The City Commission will review the proposed activities in the annual Action Plan in May of each year. The approved Action Plan will be submitted to HUD for approval, with the grant funds being available after the beginning of August.

### **Contractual Requirements**

Each grantee selected to receive funds is required to sign a grant agreement with the City. No costs incurred prior to the execution of an agreement with the City are reimbursable. Under City policies and Federal laws and regulations, certain requirements must be met in order to negotiate an agreement and disburse funds. These requirements include the following:

1. After an application is approved for funding, a grant agreement will be prepared by the City. The contract will specify the amount of the award, the period for which the project is approved, the contract term, and administrative provisions. Special conditions attached to the award also will be specified in the agreement. Grantees will be required to file regular reports on expenditures, progress toward goals, and beneficiaries.
2. Each agency receiving funding will conduct and administer the grant in conformity with Title VI of the Civil Rights Act of 1964 (42 USC 2000d et seq., as amended), the Fair Housing Act (42 USC 3601-20), Age Discrimination Act of 1975 (42 USC 6107-07) and Section 504 of the Rehabilitation Act of 1973 (29 USC 794) and will affirmatively further fair housing.
3. Each agency receiving funding is required to provide meaningful access to Limited English Proficient (LEP) persons and thus comply with Title VI regulations forbidding funding recipients from restricting an individual in any way in the enjoyment of any

advantage or privilege enjoyed by others receiving any service, financial aid, or other benefit under the program or from utilizing criteria or methods of administration which have the effect of subjecting individuals to discrimination because of their race, color, or national origin, or have the effect of defeating or substantially impairing accomplishment of the objectives of the program or activity as respect to persons of a particular race, color, or national origin (24 CFR 1.4).

4. The Subrecipient hereby assures and certifies that it will comply with the regulations, policies, guidelines and requirements with respect to the acceptance and use of Federal funds for this federally-assisted program. Also, the Subrecipient gives assurances and certifies with respect to the grant that:

- a. The grant will be conducted and administered in compliance with:

- i. 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
- ii. Public Law 88-352 and Public Law 90-284; affirmatively furthering fair housing; Executive Order 11063, as amended by Executive Order 11259, and implementing regulations contained in 24 CFR Part 107
- iii. Section 109 of the Housing and Community Development Act of 1974, as amended; and the regulations issued pursuant thereto
- iv. Labor standards requirements as set forth in 24 CFR 570.603, 24 CFR 92.354 and HUD regulations issued to implement such requirements
- v. Employment and contracting opportunities as set forth in Executive order 11246, as amended by Executive Order 12086, and implementing regulations issued in 41 CFR, Chapter 60
- vi. Lead-based paint requirements as set forth in 24 CFR 570.608, 24 CFR 92.355 and HUD regulations issued to implement such requirements
- vii. Use of debarred, suspended, or ineligible contractors or subrecipients as set forth in 24 CFR 570.609, 24 CFR 92, 2 CFR 2424 and HUD regulations issued to implement such requirements
- viii. Conflict of interest requirements as set forth in 24 CFR 570.611, 24 CFR 92.356 and HUD regulations issued to implement such requirements

- b. No member, officer or employee of the Grantee, or its designees or agents, no member of the governing body of the locality in which the program is situated, and no other public official of such locality or localities who exercises any functions or responsibilities with respect to the program during his / her tenure or for one year thereafter, shall have any interest, direct or indirect, in any contract or subcontract, or the process thereof, for work to be performed in connection with the program assisted under the Grant, and that it shall incorporate, or cause to be incorporated, in all such contracts or subcontracts a provision prohibiting such interest pursuant to the purposes of this certification.

- c. It will give the City of Lawrence, HUD and the Comptroller General, or any authorized representatives, access to and the right to examine all records, books, papers, or documents related to the grant.
- d. In the event of non-compliance, the agreement may be terminated or suspended in whole or in part.

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## **CDBG/HOME APPLICATION INSTRUCTIONS**

### **DO I HAVE TO ATTEND A PROPOSAL REVIEW MEETING?**

Yes, all CDBG/HOME Applicants will be REQUIRED to attend one of two Proposal Review meetings to discuss the new application process, ask questions with regard to their proposal's eligibility for funding, and discuss Environmental Review requirements. The Proposal Review meetings will be held on October 18, 2016 at 10:00 a.m. in the Development Services office, 1 Riverfront Plaza Suite 110, and October 27, 2016 at 5:30 p.m. in the City Commission room of City Hall, 6 E 6<sup>th</sup> St.

### **HOW MUCH MAY I REQUEST?**

There is no set dollar amount that can be requested; however, total public service grants are subject to the 15% cap of the annual CDBG amount awarded to the City of Lawrence.

### **ARE THERE SUBMISSION REQUIREMENTS THAT I SHOULD KNOW ABOUT?**

1. The application is available in the Development Services office or online at <http://lawrenceks.org/pds/CDBG>.
2. Attend a REQUIRED Proposal Review meeting.
3. Submit a separate application for each project for which you are requesting funding.
4. Only complete applications received by the deadline will be considered for funding and reviewed. Use the Attachments Checklist included in this application packet to help ensure that your application is complete.
5. Incomplete applications will be returned to the applicant. An applicant will be given seven calendar days to provide missing information for applications that are substantially complete but have minor omissions. Examples of minor omissions that an applicant will be given the opportunity to correct include a missing signature or federal identification number. Minor omissions do not include application questions that have been left unanswered or failure to submit a budget or requested attachments.
6. Applicants must use the required forms, including the appropriate budget template.

### **WHERE SHOULD I SUBMIT MY APPLICATION? IS THERE A DEADLINE?**

Submit one electronic copy of your proposal in Microsoft Word or .pdf format via email to [ddresslar@lawrenceks.org](mailto:ddresslar@lawrenceks.org) by **5:00 p.m. December 1, 2016**.

Community Development Division, Development Services  
1 Riverfront Plaza, Suite 110  
Lawrence, KS 66044

### **TIMELINE:**

- Proposal Review meeting - October 18, 2016 10:00 a.m. at 1 Riverfront Plaza, Suite 110
- Proposal Review meeting - October 27, 2016 5:30 p.m. at 6 E 6<sup>th</sup> St
- Accept applications - November 1, 2016 to December 1, 2016
- Staff reviews your application for completeness and eligibility. Applicants are notified in writing if an application is deemed ineligible for funding - January 2017

Timeline continued:

- Community Development Advisory Committee (CDAC) holds public meetings for applicants to discuss their applications - January 2017 to April 2017
- CDAC holds public hearing to finalize allocation recommendations - April 2017
- City Commission reviews allocation recommendations and votes to approve 2017 Action Plan - May 2017
- City of Lawrence submits recommended 2017 Action Plan to HUD - June 2017
- Staff and grantees finalize and execute grant agreements - August 2017

WHAT IF I HAVE QUESTIONS?

Staff of the Community Development Division encourages your questions and are available to provide technical assistance over the telephone or in person. You may contact us by calling (785) 832-7700.

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## City of Lawrence CDBG/HOME Programs Grant Application

Revised 8/2016

Organization Name:					
Mailing Address:					
Agency Address (if different than above):					
DUNS Number:					
Contact Name:		Phone:			
Contact Title:					
Email:				Fax:	
Organization Mission Statement:					
Proposed Program or Activity Name:					
Proposed Program Address:					
Brief summary of Proposed Program or Activity:					
Funding Requested:		\$			
Request is:		% of project budget and		% of organization budget	
Which National Objective will be met? (Page 3 above)					
Which Local Priority will be met? (Page 8 above)					
<p><b>Certification:</b>          "I certify that I have reviewed this application and that, to the best of my knowledge and belief, all of the information provided is true and correct. I also certify that I am officially authorized to represent the submitting organization by its governing board in the filing of this application."</p>					
Signature:				Date:	
Print Name and Title:					
<b>FOR COMMUNITY DEVELOPMENT STAFF USE ONLY</b>					
Date Received:		Application :		Complete <input type="checkbox"/>	
				Incomplete <input type="checkbox"/>	
Received by:					
Method Received:		Mail <input type="checkbox"/>		Hand Delivery <input type="checkbox"/>	
				Electronic <input type="checkbox"/>	

# City of Lawrence CDBG/HOME Programs Grant Application

Revised 8/2016

## I. Narrative

Please use attachments to answer the following questions in the order presented. If you are requesting funds for more than one program or activity, please address the following questions for each one. Limit your total response to four pages, using standard one-inch margins, single-spacing and 12-point font.

1. What is the situation, problem or opportunity this grant will address?
2. How will this grant support the mission of the organization?
3. How many people will be served by this grant and what percentage are low-moderate income (describe method of verification)?
4. What resources are currently available to dedicate to the program or activity, including staff, volunteers, existing funds and community partners?
5. How is this approach to the issue unique or collaborative and what gives it a high likelihood of success?
6. How will success be measured and how will you continue to fund this project once grant funds are expended?
7. What is the organization's timeline for achieving the objectives of the grant?
8. What other funding sources have been approached and what have the responses been?

## II. Program/Activity Budget

Neighborhood Associations - Please provide an itemized budget detailing **all association expenses** on the attached Neighborhood Budget template.

Agencies – Please provide an itemized budget detailing **all program/activity expenses** on the attached Proposed Project/Activity Budget template.

Any proposal containing repair, rehabilitation, improvements, construction, demolition, acquisition or disposition of real property must include a detailed description including:

- project location and scope
- line-item budget
- bid proposals including labor and materials
- timeline for program/activity

## Proposed Project/Activity Budget

Explanation should describe how you arrived at amounts. See example.  
 If lines are inserted, remember to add calculated fields.

Budget Items	Explanation	CDBG Funds	Other Funds	Total Funds
<b>PERSONNEL</b>				
(Ex. Project Director)	(ex. 70 hours @ \$20/hour)			-
				-
				-
				-
				-
				-
Other (specify below)				-
				-
<b>COMMUNICATIONS</b>				
Telephone				-
Printing				-
Postage				-
Publicity				
Other (specify below)				
<b>SUPPLIES</b>				
Office				-
Equipment				
Space Rental				-
<b>OTHER COSTS (specify below)</b>				
<b>TOTALS</b>		<b>0</b>	<b>0</b>	<b>0</b>

Any proposal containing repair, rehabilitation, improvements, construction, demolition, acquisition or disposition of real property must include a detailed description including:

- project location and scope
- line-item budget
- bid proposals including labor and materials
- timeline for program/activity

## ATTACHMENT CHECKLIST

Please complete and submit this checklist with a copy of the following documents, if applicable.

Please place all attachments at the end of the application. On the checklist, indicate by an "X" if the document is attached.

- Grant Application
- Narrative
- Officers and board members listing including names, titles, addresses, and principal occupations of all members
- Most recent annual report
- Complete itemized budget (using appropriate attached template)
- All newsletters from the previous grant year (Neighborhood Associations)
- Other City department approval (if required for the specific program/activity)

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