

CODING NO. _____ **[FOR STAFF USE ONLY]**

**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM - 2017-2019 FUNDING CYCLE
D-2 - PROPOSAL COVER SHEET – COMMUNITY DEVELOPMENT DISTRICT PROGRAMS**

A Proposal Cover Sheet must be attached to each separate proposal submitted to a District and for each project or site for which funding is requested. Submit only one proposal packet for each separate request. TYPE OR PRINT LEGIBLY. DO NOT REFORMAT OR CHANGE.

Date: _____

Submitted By: _____ Title: _____

Agency: _____

Address: _____

City: _____ Zip Code: _____ Phone/Ext: _____ Fax: _____ Email: _____

Project Title: _____ D-U-N-S# _____ Priority Code# _____

Address of Proposed Project : _____ City: _____ Zip: _____

Total Request: \$ _____ Amount for FY17-18: \$ _____ Amount for FY18-19: \$ _____

CD District To Be Served [**CHECK ONE ONLY**]: 1. North Oakland 2. Eastlake/San Antonio/Chinatown
 3. Western Oakland 4. Central Oakland 5. Fruitvale/San Antonio 6. Central East Oakland
 7. Elmhurst

Program Category [**CHECK ONE ONLY**]: Services Capital Improvement

Economic Development/Neighborhood Revitalization Housing Related Services

Checklist of Required Documents

Please check "Yes" to indicate that the documents are attached. Attach a written explanation if any are not included. Submit proposal documents in the order listed below. **SUBMIT ONLY ONE SET OF DOCUMENTS.**

	Yes	No	Explanation Attached
1. Proposal Cover Sheet [ORIGINAL]			
2. Proposal Narrative – 5 pages maximum [ORIGINAL]			
3. Budget Form [ORIGINAL]			
4. Articles of Incorporation and Bylaws			
5. Documentation of Good Standing from the State of California			
6. State AND Federal Tax Exemption Determination Letters			
7. List of Board of Directors			
8. Board of Director’s authorization to submit request and designation of authorized Officials [ORIGINAL]			
9. Organizational chart			
10. Resume of program administrator			
11. Resume of fiscal officer			
12. Financial statement, audit			
13. Conflict of interest questionnaire [ORIGINAL]			
14. Application Certification [ORIGINAL]			

- **City agencies to submit documents Nos. 1, 2, 3, 14.**
- **Private non-profit agencies to submit all documents.**
- **Private non-profit agencies using a fiscal sponsor to submit the following documents of the sponsor (Nos. 4, 5, 6, 7, 8, 9, 10, (11, 12, 13, 14) as well as their own corporate documents.**