

**CITY OF OAKLAND  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

**REQUEST FOR FUNDING PROPOSALS  
SEVEN COMMUNITY DEVELOPMENT DISTRICT FUNDS  
FOR FUNDING CYCLE 2017-2019**



**City of Oakland**

**PROPOSAL PACKET AND INSTRUCTIONS**

**REVISED DECEMBER 8, 2016**

**Department of Housing and Community Development  
Community Development Block Grant/Commercial Lending Division  
250 Frank H. Ogawa Plaza, Suite 5313  
Oakland, California 94612-2034  
Mr. Gregory Garrett, Acting Manager  
510-238-2716**

At the November 30, 2016 Mandatory Training Meeting for prospective applicants, some interested residents and agencies were not in attendance, and staff did not have updated activity priorities for some of the CD Districts. Two additional Mandatory Training Meetings have been scheduled:

1. Friday, December 16, 2016 for prospective applicants for funding from the following five CD Districts: District 3 (Western Oakland); District 4 (Central Oakland); District 5 (Fruitvale/San Antonio); District 6 (Central East Oakland); and District 7 (Elmhurst).
2. Monday, February 27, 2017 for prospective applicants for funding from the following two CD Districts: District 1 (North Oakland) and District 2 (Chinatown/Eastlake/San Antonio) which have opted to use the Participatory Budgeting (PB) process to identify their funding priorities and to formulate recommendations for their 2017-19 CDBG allocations.

The following Sections of the RFP issued on November 16, 2016 have been revised to reflect dates changed to accommodate the additional Training Meetings, including the extended deadline for proposal submissions to CD Districts 3-7; and to identify in bold italics the inclusion of District 1 with District 2 in the PB timeline. The revised RFP Packet can be viewed and downloaded at <http://www2.oaklandnet.com/government/o/hcd/s/CDBG/index.htm>.

Section A – Introduction To the Request For Proposals (pp. 1-2)

Section B – Calendar for the Development of the Seven CD District Funding Allocations (pp. 3-6)

Section D-1 – Guidance for Proposal Cover Sheet (p. 14)

Section E – Guidance for Proposal Assembly and Submission (pp. 29-30)

**Submission Deadlines:**

**Proposals for *CD Districts 3-7*: 2:00 p.m. Friday, January 6, 2017**

**Proposals for *CD Districts 1 and 2*: 2:00 p.m. Monday, March 13, 2017**

## SECTION A - INTRODUCTION TO THE REQUEST FOR PROPOSALS

The City of Oakland through its Department of Housing and Community Development (DHCD) is inviting non-profit organizations and City Departments to submit proposals for projects to serve the seven Community Development (CD) Districts from the Community Development Block Grant (CDBG) to be awarded by the U.S. Department of Housing and Urban Development (HUD) for the 2017-19 funding cycle beginning July 1, 2017. It is projected that \$1,556,895 may be available for the CD Districts to allocate in each of the two years.

Some interested organizations did not attend the two mandatory trainings for prospective applicants held on Wednesday, November 30, 2016. Also, at the time of the trainings we did not have updated activity priorities for some of the Districts. Two other are scheduled to afford additional opportunity for the community to participate, and to provide the current District funding priorities.

1. Thursday, December 15, 2016: for prospective applicants for funding from five CD Districts: District 3 (Western Oakland); District 4 (Central Oakland); District 5 (Fruitvale/San Antonio); District 6 (Central East Oakland); and District 7 (Elmhurst). Updated priority activities specific to Districts 3 to 7 will be distributed at that meeting.
2. Monday, February 27, 2017: for prospective applicants for funding from two CD Districts: District 1 (North Oakland) and District 2 (Chinatown/Eastlake/San Antonio). Priority activities specific to Districts 1 and 2 will be distributed at that meeting.

Both trainings will be held in Oakland City Hall, Hearing Room 1, First Floor, One Frank H. Ogawa Plaza from 10:00 a.m. to 12:00 noon. Attendance sign-in will begin at 9:45 a.m., and attendees must sign-in no later than 10:10 a.m. and be present for the entire session. Please bring the Request for Proposals (RFP) packet with you as staff will be reviewing the CDBG application process and requirements detailed in the RFP.

Copies of the proposal packet are available at the Department of Housing and Community Development-CDBG/Commercial Lending Division, 250 Frank H. Ogawa Plaza, Suite 5313, (across from City Hall) Oakland, California 94612-2034, (510) 238-3716 during the business hours of 8:30 a.m. to 5:00 p.m. The proposal packet can be viewed and downloaded from the City of Oakland's website at <http://www2.oaklandnet.com/government/o/hcd/s/CDBG/index.htm> by following the link for CDBG Application Process.

To be accepted and considered for funding, proposals must address the District-specific service and capital improvement activities identified by the seven CD District Boards to meet their respective needs and priorities for the 2017-19 funding cycle. The priorities will be distributed at the respective meetings and will be posted on <http://www2.oaklandnet.com/government/o/hcd/s/CDBG/index.htm>. For applicants seeking funding from **Districts 3 to 7**, this information will be distributed on December 16, 2016. For applicants seeking funding from **Districts 1 and 2**, this information will be available and distributed on February 27, 2017.

The Calendar on pages 3-6 provides the dates for the submission and review of proposals as well as the formulation of funding recommendations from allocations for the seven CD Districts in the 2017-19 funding cycle. *For Districts 1 and 2, a separate timeline is identified for priorities to be developed, proposals to be submitted and reviewed, and funding recommendations to be made. Both Districts have opted to engage in the Participatory Budgeting process, a tool being employed nationally to increase the participation of low- and moderate-income residents in identifying projects that will improve and benefit their community and in recommending the allocation of public funds appropriated for the respective community.*

**Requests for funding from CD Districts 3 to 7 must be submitted to DHCD by 2:00 p.m. on Friday, January 6, 2017. The deadline for submission of requests for funding from CD Districts 1 and 2 is 2:00 p.m. on Monday, March 13, 2017. Any proposals that are not received by staff on or before the respective dates will not be accepted.**

Applicants will be scheduled to make presentations to the CD Districts for which they are requesting funding, and funds will not be recommended for applicants who do not make a presentation. **The Board members of Districts 3-7** will hear presentations on Saturday, February 11, 2017. **The Board members of Districts 1 and 2** will hear presentations on Saturday, April 8, 2017. The location and schedules for each session will be distributed to applicants in advance.

Each CD District Board will meet subsequently to formulate its funding recommendations for consideration by the City Council as it develops the final FY2017-18 budget for submission to HUD.

To assist community organizations and City Departments in developing funding proposals, summaries are provided on pages 7-13 of the types of activities that are eligible for CDBG funding and the requirements for compliance with the CDBG National Objectives. Also included are guidelines for Faith-based organizations which may apply for funding to carry out CDBG eligible programs and activities provided that:

- a. They do not engage in inherently religious activities as part of a CDBG funded program or activity.
- b. They shall not, in providing CDBG funded services, discriminate against a program beneficiary on the basis of religion or religious belief.
- c. CDBG funds are not be used for the acquisition, construction, or rehabilitation of structures that are used principally for inherently religious activities.

Review the Federal guidelines very carefully to ensure that you can satisfy the HUD regulations. Staff will review the proposals to determine that organizations and proposed activities are eligible for CDBG funding, that proposed costs are CDBG allowable expenditures, and that proposed activities demonstrably benefit predominantly low- and moderate-income persons.

Applicants should take care to familiarize themselves with the instructions for documents in the proposal packet to ensure that the proposals they prepare and submit are complete and meet all requirements. Proposals that are incomplete or not in compliance will not be accepted.

Applicants need to be aware of the following aspects of Oakland's CDBG funding process:

- The number of grant agreements with community organizations to be recommended for funding for each CD District will be limited to four (4). There is no limit on the number of City administered projects.
- No less than \$15,000 shall be recommended for a project to be operated in any individual District unless the amount of the applicant's request is less than \$15,000.
- Grant Agreements with community organizations and Memoranda of Understanding with City Departments will be developed and will be effective based on the funding recommendations for a two year period if funding is recommended for 2017-2019, or for a one year period if funding is recommended for either 2017-2018 or 2018-2019.

This application packet provides all necessary information on the data and documents which must be submitted. The required forms can be viewed and downloaded from the City's website <http://www2.oaklandnet.com/government/o/hcd/s/CDBG/index.htm> by following the link for CDBG Application Process. All proposals should be addressed and delivered as follows since we cannot guarantee receipt of proposals delivered to other City offices or staff:

Mr. Gregory Garrett, Acting CDBG/Commercial Lending Manager  
City of Oakland Department of Housing and Community Development  
250 Frank H. Ogawa Plaza, Suite 5313 (across from City Hall)  
Oakland, California 94612-2034

Requests for information should be made to Ms. Sandra Blair at (510) 238-6769 or [ssblair@oaklandnet.com](mailto:ssblair@oaklandnet.com).

**SECTION B**  
**CALENDAR FOR THE DEVELOPMENT OF THE SEVEN CD DISTRICT**  
**RECOMMENDED FUNDING ALLOCATIONS**  
**TO BE INCLUDED IN THE CONSOLIDATED PLAN ANNUAL ACTION PLAN**  
**AS THE CITY OF OAKLAND'S APPLICATION FOR FUNDING CYCLE 2017-2019**  
**COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ENTITLEMENT FUNDS**

The Calendar presents the dates for the sequence of events in the development of the allocations for the Community Development Block Grant funds to be awarded to applicants for CD District funding for the 2017-2019 funding cycle beginning July 1, 2017. A Consolidated Plan was prepared and submitted to HUD in May 2015 that described the housing and community development needs of lower income households and individuals in the City of Oakland; and included a Five Year Strategy for the period July 1, 2015 to June 30, 2020 as well as an Annual Action Plan identifying how these needs will be addressed. Each year for the five year period an Annual Action Plan is submitted to HUD. In order that citizens have adequate opportunity to participate in an advisory role, the Calendar describes how timely information is distributed and how the input of citizens will be recognized. A public hearing will be held as required by Federal regulations.

**2016**

- November 16  
Wed. Staff distributes the Request for Proposals (RFP) for services, housing related services and capital improvement projects to be funded from the allocation for the seven CD Districts for projects that will operate in their respective districts.
  
- November 20  
Sun. Public notice of the availability of the Request for Proposals.
  
- November 30  
Wed. Mandatory Trainings for prospective applicants for 2017-2019 funding. In order to be eligible to submit a proposal, prospective applicants are required to attend one of the two meetings which will be held in **City Hall Hearing Room Two, First Floor, City Hall, One Frank H. Ogawa Plaza, Oakland at the following times: 10:00 a.m. to 12:00 noon; 2:00 p.m. to 4:00 p.m.**
  
- December 16  
Fri. Additional Mandatory Training for prospective applicants to Districts 3 to 7 in City Hall Hearing Room One, City Hall, One Frank H. Ogawa Plaza, Oakland at 10:00 a.m. to 12:00 noon.

**2017**

- January 6  
Fri. **Deadline for submission of funding requests for Districts 3 to 7 from non-profit organizations and City Departments to the Department of Housing and Community Development (DHCD) by 2:00 p.m.** Acknowledgment letters will be mailed to organizations and City Departments when initial staff review is completed. Copies of each proposal will be distributed to the appropriate City bodies. *(Note: Deadline for submission of funding requests for Districts 1 and 2 is Monday, March 13, 2017.)*
  
- January 23  
Mon. CDBG staff will conduct an overview of the CDBG funding process for the members of the Seven Community Development (CD) District Boards. This

meeting will be held from **6:00-8:00 p.m. in City Hall Hearing Room One, City Hall, One Frank H. Ogawa Plaza, Oakland.**

February 11  
Sat. Presentations from funding applicants will be made to the Board members of Community Development (CD) **Districts 3 to 7 from 9:30 a.m.-3:00 p.m. in Oakland City Hall, One Frank H. Ogawa Plaza.** Applicants will be notified of the scheduled time slots and will convene at 9:30 a.m. in **Hearing Room 1.** Funding will not be considered or recommended for applicants who do not attend to make presentations.  
*(Note: Presentations from applicants to District Boards 1 and 2 will be on Saturday, April 8, 2017)*

February The Board members of Community Development (CD) **Districts 3 to 7** will meet in their respective Districts to formulate recommendations for programs to be funded from the respective District allocations. **The recommendations will be submitted no later than Friday, March 3, 2017** to the respective Councilperson as well as to the CDBG staff.  
*(Note: The Board members of Districts 1 and 2 will formulate their recommendations after April 8, 2017 and submit their funding recommendations no later than Friday, April 17, 2017)*

February 24  
Fri. The Board members of Community Development (CD) *Districts 1 and 2* will finalize and submit to CDBG staff their specific priority activities for funding.

March 27  
Mon. *Additional Mandatory Training for prospective applicants to Districts 1 and 2 in City Hall Hearing Room One, City Hall, One Frank H. Ogawa Plaza, Oakland at 10:00 a.m. to 12:00 noon. CDBG staff will release the priority activities for Districts 1 and 2 to prospective applicants seeking funding from Districts 1 and 2.*

March 3  
Fri. Deadline for CD District Boards 3 to 7 to submit funding recommendations, following meetings in their respective Districts.

March 13  
Mon. *Deadline for submission of funding requests for CD Districts 1 and 2 from non-profit organizations and City Departments to the Department of Housing and Community Development (DHCD) by 2:00 p.m.* Acknowledgment letters will be mailed to organizations and City Departments when initial staff review is completed. Copies of each proposal will be distributed to the appropriate City bodies.

March 6 – 20  
Mon.-Fri. CDBG staff will compile the funding recommendations of the Boards of Community Development (CD) **Districts 3 to 7** for inclusion in the staff report on the proposed 2017-2019 budget allocations for the Annual Action Plan of the Consolidated Plan.

- April 8  
Saturday Presentations from funding applicants will be made to the Board members of Community Development (CD) *Districts 1 and 2*. Applicants will be notified of the location and scheduled time slots. Funding will not be considered or recommended for applicants who do not attend to make presentations.
- April 17  
Fri. Deadline for the Board members of Community Development (CD) *Districts 1 and 2* to submit to the Councilperson and CDBG staff the recommendations for programs to be funded from their District allocations.
- April Publication of the Notice of the Official City Council Public Hearing on 2017-2019 budget recommendations, of the availability of the Annual Action Plan of the Consolidated Plan, and the request for public comments on proposed budget allocations.
- April The City Council Community and Economic Development Committee will review the proposed 2017–2019 budget allocations for the Annual Action Plan of the Consolidated Plan. The meeting will be held on the 2<sup>nd</sup> or 4<sup>th</sup> Tuesday in **Sgt. Mark Dunakin Room (Hearing Room One), City Hall, One Frank H. Ogawa Plaza, from 1:30 to 4:00 p.m.**
- May End of 30 day comment period and deadline for submission of all public comments on the Annual Action Plan.
- May **Official City Council Public Hearing** on the recommendations for 2017-2019 budget allocations at **6:30 p.m. in the City Council Chambers, Third Floor, City Hall, One Frank H. Ogawa Plaza.** The Council meets on the 1<sup>st</sup>, 3<sup>rd</sup>, and 5<sup>th</sup> Tuesdays. Council will obtain citizen views and respond to proposals and questions, and will direct staff to prepare the draft Annual Action Plan of the Consolidated Plan.
- May 15  
Mon. Deadline for submittal of Annual Action Plan to HUD.
- May/June Private nonprofit agencies recommended for funding will be required to attend the mandatory orientation meeting(s) that will be scheduled to provide information on grant agreement procedures and guidelines, including required documents that must be completed before grant agreements are developed. Funded agencies will be notified of the dates, times and locations. No grant agreements will be executed with and no funds released to a prospective subgrantee that has not attended an orientation meeting. In the early Fall, staff will schedule additional trainings to provide indepth review of fiscal and program monitoring requirements.
- Mandatory meetings will also be scheduled with City staff who will be administering CDBG funded public service and capital improvement programs for the purpose of reviewing the development of Memoranda of Understanding

as well as requirements for reporting program accomplishments and expenditures.

*Non-profit agencies and City Departments recommended for funding by Districts 1 and 2 will be required to attend with the proviso that their respective allocations will not be scheduled for approval by the City Council until June or July, and will be submitted to HUD in July or August as an Amendment to the FY2017-18 Annual Action Plan.*

**ORGANIZATIONS SHOULD NOT INCUR ANY COSTS, PERFORM ANY WORK, PURCHASE ANY GOODS OR SERVICES, NOR MAKE ANY COMMITMENTS OR SIGN ANY CONTRACTS WITH ANY PERSON, ORGANIZATION OR COMPANY RELATED TO THE PROJECT FOR WHICH CDBG FUNDS HAVE BEEN REQUESTED UNTIL THE FUNDS HAVE BEEN APPROPRIATED BY THE CITY COUNCIL AND A GRANT AGREEMENT OR MEMORANDUM OF UNDERSTANDING HAS BEEN EXECUTED WITH THE CITY.**

June/July

The City Council will review and take action on the program allocations recommended by Community Development (CD) *Districts 1 and 2*.

## SECTION D-1 - GUIDANCE FOR PROPOSAL COVER SHEET

Date	Actual date of submission
Applicant	Provide all required contact information
Project	Identify project title and address
D-U-N-S #	The Federal Government requires that the nine-digit Data Universal Numbering System (D-U-N-S) number be provided to identify each physical location, division and/or branch of organizations receiving agreements or grants from Federal funding agencies. It must be included for all CDBG funded subgrantees and City administered projects in annual performance and evaluation reporting to the U.S. Department of Housing and Urban Development. Both private non-profit and City Departments must obtain a separate D-U-N-S number for each location which it owns, rents or leases to house and operate its CDBG funded activity. To request a D-U-N-S number, the following information on the organization must be provided: the name, the physical location of the CDBG funded activity, the director's name, the legal structure, the year established, the primary type of the organization, and the total number of both full and part time employees. The number can be obtained free from Dun and Bradstreet within 1-2 business days online at <a href="http://fedgov.dnb.com/webform/displayHomePage.do">http://fedgov.dnb.com/webform/displayHomePage.do</a> .
Priority Code #	The seven Community Development District Boards have identified the District-specific service and capital improvement activities that will meet their respective needs and priorities for the 2017-19 funding cycle. A Priority Code# will be assigned to each activity and must be inserted on the Proposal Cover Sheet. Only proposals addressing the specific priorities will be accepted and considered for funding. <ul style="list-style-type: none"> <li>• For entities seeking funding from <b>Districts 3 to 7</b>, this information will be distributed at the mandatory training for prospective applicants on January 6, 2017.</li> <li>• For entities seeking funding from <i>Districts 1 and 2</i>, this information will be available and distributed to prospective applicants by March 27, 2017.</li> </ul> The District priorities will be available at <a href="http://www2.oaklandnet.com/government/o/hcd/s/CDBG/index.htm">http://www2.oaklandnet.com/government/o/hcd/s/CDBG/index.htm</a>
Amount	Identify the total amount being requested as well as the amount being requested for each of the two years in the funding cycle or for the one year that funding is being requested.
CD District	Identify the District from which funding is being requested. A separate proposal must be submitted to each District.
Program Category	Identify which category applies to the proposed activity for which being is being requested. Refer to pages 7-13 for summaries of activities that are eligible and ineligible for CDBG funding, activities that can be carried out by faith-based organizations, and compliance with CDBG national objectives.
Required Documents	Check 'Yes' to indicate that all required documents are included in the proposal packet in the order listed. If any are not included, a written explanation should be attached. Refer to pages 24-26 for guidance on required documents.

**SECTION D-10**

**City Of Oakland  
Community Development Block Grant Program**

**APPLICANT CERTIFICATION FOR  
COMMUNITY DEVELOPMENT DISTRICT FUNDS  
FUNDING CYCLE 2017-2019**

This is to certify that on Friday, December 16, 2016, I attended the Mandatory Training for Prospective Applicants for the City of Oakland’s Community Development Block Grant (CDBG) 2017-2019 funding cycle for projects to be provided in the seven Community Development Districts of Oakland. To the best of my knowledge and belief, all information and data in this application and attachments are true and correct. No material information has been omitted, including financial information. If funded, I certify that the Agency is willing and able to adhere to the policies and procedures specified by the City of Oakland as well as the applicable program regulations of the U.S. Department of Housing and Urban Development.

Further, I understand this is not an agreement for grant funding and that the Agency shall not incur any costs, perform any work, purchase any goods or services, nor make any commitments or sign any contracts with any person, organization or company related to the project for which CDBG funds are requested until the funds have been appropriated by the Oakland City Council and a Grant Agreement has been executed with the City of Oakland.

\_\_\_\_\_  
Signature (*sign in blue ink*)

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Print Name of Agency

\_\_\_\_\_  
Date

## SECTION E - GUIDANCE FOR PROPOSAL ASSEMBLY AND SUBMISSION

A separate proposal must be submitted for each District and for each program/project, activity or site for which CDBG funding is requested. Discrete activities such as service delivery/operating costs and acquisition or construction costs should be submitted in separate proposals.

We recommend that you pay careful attention to the following requirements that are included in the Proposal Packet:

- a. Summary of HUD Rules and Regulations (pages 7-13)
- b. Guidance for the Proposal Cover Sheet (page 15)
- c. Guidance for Required Documents (page 24-25)
- d. Guidance for Proposal Narrative (16-17)
- e. Guidance for Proposal Budget (18-20)

Failure to follow the submission guidelines and/or provide all required data and documents will result in a proposal being returned without review or comment.

In preparing the Proposal Packet

- A font size of 12 must be used in the Proposal Narrative and no smaller than a 10 font in forms.
- Forms may not be reformatted or revised or borders extended in order to include additional information, and will not be accepted if changed in any way.
- The Cover Sheet, Narrative, Budget, Conflict of Interest Questionnaire, and Application Certification must be copied on single side sheets and not on two-sided sheets.
- Do not include a separate cover letter

In assembling the Proposal Packet:

- Documents must be submitted in the order listed on the Proposal Cover Sheet
- Secure the packet with binder clips not staples
- The packet should not be placed in binders or bound covers.
- Do not separate the proposal sections with dividers.
- Do not submit the RFP sections with instructions/guidelines in the proposal packet.
- If licensing, certification or health inspection is required to operate and provide the proposed service, a copy of the required document(s) must be submitted with the proposal(s).
- Do not include additional information such as client intake/application forms, pre-/post-test forms, program brochures and letters of recommendation

The Department of Housing and Community Development will duplicate and distribute the Proposal Cover Sheet, Proposal Narrative and Budget Form to the Councilmember and Board members of the District from which funding is requested. All other required documents will be reviewed and filed but will not be distributed.

**Due Date:** Completed proposals for **CD Districts 3 to 7** must be received by DHCD no later than **2:00 p.m. on Friday, January 6, 2016**. Completed proposals for **CD Districts 1 and 2** must be received by DHCD no later than 2:00 p.m. on Monday, March 13, 2017. Proposals must arrive at and be time-stamped by DHCD by 2:00 p.m. on the date due. Postmarks will not be accepted and late proposals will not be accepted. There will be no exception to this rule. Applications should be mailed or hand-delivered to:

**Attention: Mr. Gregory Garrett, Acting CDBG/Commercial Lending Manager  
City of Oakland Department of Housing and Community Development  
CDBG/Commercial Lending Division  
250 Frank H. Ogawa Plaza, Suite 5313, Oakland, CA 94612-2034**

	DOCUMENTS TO BE SUBMITTED WITH PROPOSALS	CITY DEPARTMENT APPLICANTS	PRIVATE NON-PROFIT APPLICANTS	APPLICANT'S FISCAL SPONSOR <i>(If applicable)</i>
<b>SUBMIT A SINGLE SET OF THE ORIGINALS OF THE FOLLOWING WITH EACH PROPOSAL:</b>				
1.	Proposal Cover Sheet	X	X	N.A.
2.	Proposal Narrative <i>[5 Pages Maximum]</i>	X	X	N.A.
3.	Budget Form	X	X	N.A.
<b>SUBMIT ONE COPY ONLY OF THE FOLLOWING REGARDLESS OF THE NUMBER OF PROPOSALS SUBMITTED:</b>				
4.	Articles of Incorporation and Bylaws	N.A.	X	X
5.	State of California Documentation of Good Standing <i>[Dated at time of submission]</i>	N.A.	X	X
6.	Tax Exemption Determination Letters: • State Franchise Tax Board <b>AND</b> • Federal Internal Revenue Service	N.A.	X	X
7.	List of Board of Directors	N.A.	X	X
8.	Board of Directors Authorization to Submit Proposal <b>AND</b> Designation of Authorized Officials <i>[Hard copy of original on agency letterhead signed/dated with blue ink signature]</i>	N.A.	X	X
9.	Organizational Chart	N.A.	X	X
10.	Resume of Program Administrator	N.A.	X	X
11.	Resume of Fiscal Officer	N.A.	X	X
12.	Financial Statement and Audit	N.A.	X	X
13.	Conflict of Interest Questionnaire <i>[Hard copy original signed/dated with blue ink signature]</i>			
14.	Applicant Certification <i>[Hard copy original signed/dated with blue ink signature]</i>	X	X	X