

BASIC ELEMENTS OF A SUBRECIPIENT APPLICATION FOR FUNDING

Abstract of an Application

It is recommended that the narrative be limited to no more than five pages.

The application package should include a discussion of eligible and ineligible activities and National Objectives followed by the required data to be submitted by the prospective subrecipient for funding consideration. At a minimum, the application package should address the following items:

1. Summary of Eligible and Ineligible Activities (with references to relevant section of regulations)
 - Basic Eligible Activities
 - Eligible Rehabilitation and Preservation Activities
 - Special Economic Development Activities
 - Special Activities by CBDOs
 - Eligible Planning, Urban Environmental Design, Policy-Planning, and Management-
 - Capacity Building Activities
 - Eligible Administrative Costs
 - Ineligible Activities
2. Data Required to be Submitted
 - a. Project Summary (Narrative)
 - Need/Problem to be addressed (consistent with priorities established in
 - Consolidated Plan/Annual Action Plan
 - Population/Area served (including estimated numbers of clients and other measurable outputs)
 - Description of work (including who will carry it out and how eligibility and National Objective requirements will be met)
 - Proposed Schedule of Work
 - b. Detailed Budget Information including all funding sources
 - c. Agency Information
 - Background/Program Experience
 - Personnel/Staff Capacity
 - Financial Capacity
 - Monitoring
 - Audit Requirements
 - Insurance/Bonding/Worker's Compensation
 - Any other additional information
 - d. Standard Required Documents/Forms
 - Articles of Incorporation/Bylaws
 - Certificate of Good Standing with the State
 - State and Federal Tax Exemption Determination Letters
 - List of Board Members
 - Authorization to Request Funds
 - Designation of Authorized Official(s)
 - Organizational Chart
 - Resumes of Program Administrator and Fiscal Officer
 - Annual Financial Statements and Audit
 - Conflict of Interest Questionnaire (followed by a discussion of the conflict of interest provisions)
 - Documentation of Compliance with National Objectives