SAMPLE SUBRECIPIENT APPLICATION PACKAGE

Among other features, application packages provided to prospective subrecipients for use in proposing activities for CDBG funding should have the following characteristics:

1. Provide a clear explanation of the CDBG program, so that subrecipients understand what they are applying for and what their responsibilities will be;

2. Indicate the grantee's funding priorities;

3. Be detailed enough to capture all important information regarding eligibility, compliance with National Objectives requirements, and the schedule for project implementation;

4. Not be so elaborate or forbidding that subrecipients are discouraged from applying; and

5. Provide enough information about the subrecipient organization to permit grantees to make reasonable judgments about the subrecipient's qualifications to carry out the proposed activity.

Basic Elements of a Subrecipient Application for Funding and Applicable Federal Regulations provides guidance on how an application package that incorporates these features can be designed.

Previously Funded Subrecipients: Some grantees that review applications received from previously funded subrecipients make allowances for information they already have about the subrecipient in order to make the application procedure less burdensome. One suggestion is to include a question in your application that addresses subrecipients with prior CDBG experience, such as, "Has anything changed on this item? If so, explain how and why." Alternatively, you might include a statement indicating which items need not be resubmitted, such as:

Private agencies that have applied in the past three years or are currently funded by the Office of Community Development do not need to submit Articles of Incorporation, tax exemption letters, an organization chart, and resumes of the program administrator and fiscal officer if they are on file in this office and they have not been changed since initially submitted.