

**CODING NO.** \_\_\_\_\_ **[FOR STAFF USE ONLY]**

**ATTACHMENT E-1**

**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM - 2009-2011 FUNDING CYCLE**  
**PROPOSAL COVER SHEET**

**A separate Proposal Cover Sheet is required for District and for each project, activity or site for which funding is requested. It must be attached to all proposals submitted. 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: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Project Title: \_\_\_\_\_

Address of Proposed Project : \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

2-Year Amount Requested: \$ \_\_\_\_\_ Amount for FY09-10: \$ \_\_\_\_\_ Amount for FY10-11: \$ \_\_\_\_\_

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**]: Youth Services\_\_ Senior Services\_\_ Blight/Healthy Environment\_\_

Capital Improvement\_\_

**Checklist of Required Documents**

Please check "Yes" to indicate that the documents are attached. If any are not included, please state if they are on file or attach a written explanation. Submit proposal documents in the order listed below:\*

	<b>Yes</b>	<b>No</b>	<b>On File</b>
1. Proposal Cover Sheet (Attachment E-1) [ORIGINAL]	_____	_____	_____
2. Executive Summary (Attachment E-2) [ORIGINAL]	_____	_____	_____
3. Proposal Narrative – 5 pages maximum [ORIGINAL]	_____	_____	_____
4. Budget Form (Attachment E-5) [ORIGINAL]	_____	_____	_____
5. Performance Measures Worksheet (Attachment E-7) [ORIGINAL]	_____	_____	_____
6. Articles of Incorporation and Bylaws	_____	_____	_____
7. Documentation of Good Standing from the State of California	_____	_____	_____
8. State and Federal Tax Exemption Determination Letters	_____	_____	_____
9. List of Board of Directors	_____	_____	_____
10. Board of Directors' authorization to submit request and designation of authorized officials	_____	_____	_____
11. Organizational chart	_____	_____	_____
12. Resume of program administrator	_____	_____	_____
13. Resume of fiscal officer	_____	_____	_____
14. Financial statement, audit	_____	_____	_____
15. Conflict of interest questionnaire (Attachment E-10)	_____	_____	_____
16. Documentation of compliance with national objectives (either Att. E-12 or E-13)	_____	_____	_____

**\*City agencies should submit documents Nos. 1, 2, 3, 4, 5, 15 and 16 only. Private agencies which have applied in the past three years or are currently funded by CEDA do not need to submit documents Nos. 6, 8, 9, 11, 12 and 13 if they are on file in HCD-Programs and they have not been changed since initially submitted. Documents Nos. 1, 2, 3, 4, 5, 7, 10, 14, 15 and 16 must be submitted with each 2-year funding cycle request. SUBMIT ONLY ONE SET OF DOCUMENTS.**