



PROJECT REQUEST SUMMARY
FOR 2012-2013



SECTION I

PROJECT TITLE:	DATE SUBMITTED
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SECTION II

NAME OF SPONSOR:
ADDRESS:
PHONE # and E-mail:
CONTACT PERSON:

SECTION III

PURPOSE OF PROJECT:

SECTION IV

BUDGET			
a. Project Costs		b. Project Fund Sources	
Personnel	_____	CDBG	_____
Contractual	_____	Other Federal	_____
Supplies & Material	_____	State	_____
Total	_____	Local	_____
Capital Outlay	_____	Other	_____
Total Project	_____	Total Requested	_____

SECTION V *(This section to be filled out by new CDBG applicants.)*

A. EXPECTED PROJECT LIFE *(Answer Yes or No, give information where requested)*

1. Has an attempt been made to get funds other than CDBG? Yes No
If YES, list sources.

Has any of the fund sources committed? If Yes, name the source. Yes No

2. Will CDBG funds be requested in 2012-2013? Yes No
If YES, what amount is anticipated?

3. How many years do you expect this project to run?

B. PROJECT DIMENSIONS

1. Boundaries:

2. Income levels and population benefiting:

SECTION VI *(This section to be filled out by existing CDBG applicants.)*

A. Justification for unusual cost changes (+/-) in the project.

THIS SECTION TO BE FILLED OUT BY CITY STAFF

1.	Is the applicant eligible? Why?
2.	Is the applicant ineligible? Why?
3.	List any important observations here.

PERSONNEL
BUDGET

FORM

1. Brief Descriptive Title of Project or Activity:

2. Name, Address and Zip Code of Operating Entity:

a. Number of Persons	b. Position	c. Average Salary/ Month	d. Percent of Time	e. Months to be Employed	f. Total CDBG Cost
SUBTOTAL, PERSONNEL					
COST OF FRINGE BENEFITS					
TOTAL, PERSONNEL					

BUDGET JUSTIFICATION FORM
(ATTACH THIS FORM TO EACH BUDGET
FOR A PROPOSED OR ONGOING PROJECT OR ACTIVITY)

1. Brief Descriptive Title of Project or Activity:	
2. Name, Address and Zip Code of Operating Entity	
3. Description of Item and Basis for Valuation**	Amount or Value of Item
** Describe the item in sufficient detail to ensure that it is adequately identified and indicate the basis for determining or computing its value. For example: office space rental for two professionals; 150 square feet at \$6.00 per square foot, including utilities and janitorial services.	

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