

COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM
FUNDING REQUEST PROPOSAL
FOR HOUSING ASSISTANCE, TEMPORARY SHELTER and HOMELESS
POPULATION
FY 2011/2012

I. Application Summary

Name of Organization _____

Address: _____

Contact Person: _____ Title _____

Telephone () _____

Does your Organization have a Non-profit organization with tax-exemption determination letters from the Federal Internal Revenue Service and the State Franchise Tax Board.

Yes _____ No _____

Does your Organization's By-Laws mission statement/objectives specifically address housing assistance. Yes _____ No _____

Program for which funds are being requested _____

Are the services for which funds are being requested provided at above address: _____

If not, where will the services be provided: _____

Describe briefly the housing assistance to be provided by your organization:

II. Program Information

- a. How many documented Montebello residents were provided direct housing assistance during the 2009-2010 Fiscal Year? _____
- b. Approximately, what is the cost per person assisted with your service?_____
- c. What is the cost of services to recipients?_____
- d. How are referrals made to this service?

- e. Has your organization kept records per requirements of the Department of Housing and Urban Development regarding family characteristic of Montebello residents assisted, such as age, sex, income levels, ethnic background and other specialized characteristics? _____

I hereby certify that if funds are granted to our organization they will be used to benefit low-income residents of the City of Montebello and documentation will be maintained regarding income, race, gender. We understand that liability insurance will be required for our group and that our formal agreement with the City will define other reporting provisions and federally required assurances.

Name of Signer _____

Title _____

Signature _____ Date _____

IF AWARDED CDBG FUNDS BY THE CITY OF MONTEBELLO, THE AGENCY MUST BE ABLE TO PROVIDE THE FOLLOWING DOCUMENTS:

- **Documentation of non-profit determination; including by-laws**
- **Documentation of authorized official to sign on behalf of agency;and**
- **Certificate of proof of liability and workers compensation insurance.**

THESE DOCUMENTS MUST BE SUBMITTED BEFORE ANY FUNDS ARE RELEASED TO THE AGENCY BY THE CITY.

Definitions:

Non-profit determination

Non-profit organizations must submit tax-exemption determination letters from the Federal Internal Revenue Service and the State Franchise Tax Board.

Authorized Official

Documentation must be submitted of the governing body's action designating the representative of the agency authorized to negotiate for and contractually bind the agency. Documentation of this requirement consist of a signed letter from the Chairperson of the governing body providing the name, title, address and telephone number of each authorized individual.