



*Office of Housing and Community Development
City of Warwick
3275 Post Road, Warwick, RI 02886*

Community Development Block Grant – 37th Program Year

Application Instructions

ITEM #1 APPLICANT/CONTACT PERSON

Please list the legal name and address of the agency, and the name, title and address of the contact person who will be working with the Housing & Community Development staff through the year. **Also necessary to provide in this section is your organization's Duns No.

ITEM#2 PROJECT INFORMATION

- Project Title & Proposal Location (self-explanatory)
- Estimate total number of persons to be served by the project that funds are being requested.
- Estimate # low and moderate income persons to be served.
- Indicate if currently receiving CDBG funds and if so, present funding amount.
- Indicate Total Amount of CDBG funds requested.
- Indicate Total Project Cost for this Project/Program.

ITEM #3 PROJECT ELIGIBILITY

To be eligible for CDBG funding, a project must qualify as an eligible activity. Indicate which category on application.

ITEM #4 PROJECT BENEFIT

To be eligible for CDBG funding, a project must meet one of the three (3) national objectives of the CDBG Program. We are requesting that your project meet the national objective described under Item a or b.

- a. Provide a benefit to low- and moderate-income persons
- b. Eliminate slums and blight or;
- c. Meet an urgent need (disaster or catastrophic emergency)

ITEM #5 PROJECT DESCRIPTION

Briefly describe proposed project and the work to be performed. The narrative should include the purpose for the project, the needs or problems to be addressed, how the needs were determined, how will success of the project be determined, etc.. Include WHAT you will do, WHO you will serve, WHY the project is needed, WHERE you will do it and WHAT you will fund with CDBG funds.

ITEM #6 PROJECT BENEFICIARIES (self-explanatory)**ITEM #7 PERFORMANCE OUTCOME MEASURES**

HUD is instituting performance measures to gather information to determine the effectiveness of programs funded with CDBG. Select one project objective and one outcome that your project will achieve.

ITEM #8 ANTICIPATED PROJECT OUTCOMES

Describe the most significant outcome(s) this project is expected to have on its participants for year 2007. Indicate how many households or individuals will realize each outcome and how each outcome will be measured.

ITEM #9 PROJECT SITE

Complete this section if the project is a physical improvement project such as renovations, rehabilitation or conversion. Not applicable to Service Projects.

ITEM #10 RELOCATION

Indicate whether the project will result in relocation of households or businesses, either on a temporary or permanent basis. Not applicable to Service Projects.

ITEM #11 ACCESSIBILITY FOR PERSONS WITH PHYSICAL DISABILITIES

(Self-explanatory)

ITEM #12 EMPLOYMENT CLIENT PARTICIPATION

(Self-explanatory)

ITEM #13 PROPOSED PROJECT BUDGET

Indicate the entire cost of the project as well as those portions the CDBG funds will be used to pay. Please delineate this information in the separate columns provided on the Proposed Project Budget Sheet. For physical improvement/development projects, complete budget form 14A. For Service Projects, complete budget form 14B.

ITEM #14 COMMITTED FUNDS

Identify sources and amounts of committed funds your agency has received for this project in current program year. If capital project involving funds allocated in various phases or years, indicated amount of funds committed in previous years.

ITEM #15 PROPOSED REVENUE SOURCES

Indicate the proposed revenue sources for this project.

ITEM #16 AGENCY BUDGET

(Self-explanatory)

ITEM #17 ORGANIZATION INFORMATION

Describe purpose, services offered, staffing positions, financial management, etc..

ITEM #18 CONFLICT OF INTEREST QUESTIONNAIRE

(Self-explanatory)