

City of St. Louis  
Community Development Block Grant  
2014 Funding Proposal

**ELIGIBILITY ANALYSIS & COMPLETENESS REVIEW**

Form will be completed by CDA after reviewing proposals. **Each proposal package will be reviewed by at least two staff members.**

**Applicant Organization:** \_\_\_\_\_ **Application No:** \_\_\_\_\_

**Reviewed By:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Eligibility Analysis:** If No is checked for 1-11, application is not acceptable and will be returned to the applicant without further review.

<b><u>YES</u></b>	<b><u>NO</u></b>	<b><u>DESCRIPTION</u></b>
		1. Application received on or by 4:00 pm, Thursday, August 1, 2013
		2. DUNS Number provided and verified
		3. Federal Identification Number provided
		4. Applicant registered in Sam.gov
		5. Current A-133 Submitted (if applicable)
		6. Applicant current with IRS Form 990
		7. Certificate of Good Standing submitted
		8. No evidence of debarment on Sam.gov
		9. City of St. Louis tax and business license verification successful (CBI Clearance)
		10. Proposal meets a HUD National Objective
		11. Proposal meets a HUD Eligible Activity

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**Proposal Completeness Review:** Does the application provide the following information? If No is checked for any section, application is not acceptable and will be returned to the applicant without further review.

<u>YES</u>	<u>NO</u>	<u>DESCRIPTION</u>
		I. Signed Certification Form
		II. Applicant/Organization Profile
		III. Organization Narratives
		1. Organization Background
		2. Grant Administration History
		3. Personnel Descriptions and Resumes
		4. Financial Management
		5. Audit Requirements
		IV. Current Annual Operating Budget
		V. Activity Cover Sheet
		VI. Proposed Activity Description and Funding Request
		1. Meeting a National Objective
		2. Activity Goals and Output Measurements
		3. Outcome Measurements
		VII. Proposed Activity Operating Budget
		1. Proposed Budget Narratives
		ATTACHMENT: 501 (c) IRS Determination Letter
		ATTACHMENT: Letter of Recommendation from previous funder (Orgs. not currently funded by CDA)
		ATTACHMENT: Organizational Chart
		ATTACHMENT: Resumes and job descriptions for staff involved in proposed CDBG-funded activity
		ATTACHMENT: Copy of most recently submitted IRS Form 990 for organization.
		ATTACHMENT: Most recently completed A-133 Audit for organization (if applicable)

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**CDA MANAGEMENT USE ONLY:**

DATE RECEIVED: \_\_\_\_\_ TIME RECEIVED: \_\_\_\_\_ BY (initials) \_\_\_\_\_

**PROPOSAL ACCEPTED?**                      \_\_\_\_\_ **YES**                      \_\_\_\_\_ **NO**

If Not Accepted, Date Proposal Returned to Applicant: \_\_\_\_\_