

**COMMUNITY DEVELOPMENT BLOCK GRANT  
SUBRECIPIENT APPLICATION  
FY \_\_\_\_\_**

**I. Applicant Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Telephone Number:** \_\_\_\_\_

**II. Title of Project:** \_\_\_\_\_

**Location of Project:** \_\_\_\_\_

\_\_\_\_\_

**III. Proposed Funding Sources: (Project Budget)**

**A. CDBG** \_\_\_\_\_

**B. Other** \_\_\_\_\_

**C. Total** \_\_\_\_\_

**IV. Qualified Not-for-Profit Only:**

**Legal Name of Organization:** \_\_\_\_\_

**IRS Tax Exempt Number:** \_\_\_\_\_

**To the best of my knowledge, I certify that the information in this application is true and correct. I also acknowledge that any information contained in this application which is found at any time to be deliberately falsified will necessarily trigger certain consequences as follows: (1) if falsified information is discovered during application process, then further**

consideration of the application will cease immediately; (2) if falsified information is discovered during program year of approved funding, then all or part of program funds spent year-to-date will be repaid to the City of Kingsport.

**Non-Profit Board Chairman:**

**Signature** \_\_\_\_\_

**Typed Name and Title** \_\_\_\_\_

**Date** \_\_\_\_\_

**1. In the space below provide a brief summary of the proposed project.**

**2. Discuss the community development or housing needs in the Consolidated Plan that this project will address.**

**3. The project must meet one or more of the following national objectives to be eligible for CDBG funding:**

- a. Principally benefitting low to moderate income persons,**
- b. Meet a community development need having a particular urgency, such as from natural disasters.**

**Discuss in the space below which of these national objectives your project will address.**

**4. If other funding had been committed or is needed for the project, indicate below the source(s) of funds, terms if applicable, and the use of those funds. Attach documentation of commitment for the funds.**

**5. How will the CDBG funds be used? Be specific. A list of eligible activities is attached. If CDBG funds are to be used for administration costs, please attach a detailed operating budget.**

**6. CDBG funds usually cannot be made available until August-September?. What will be the time frame of the project from start to completion?**

**7. Please indicate your organization's experience in implementing federally funded projects. Cite specific grants you have administered. List current staff persons' responsibilities in administering this grant.**

**8. Describe the history and background of your organization. Include the date of incorporation, type of services provided, the number and characteristics of clients served and license to operate (if applicable).**

**9. Describe your fiscal management including financial reporting, record keeping, accounting systems, payment procedures, audit requirements and current operating budget itemizing revenues and expenditures.**

**10. Audit Requirements.**

**In accordance with the Office of Management and Budget Circulars A-133, A-128, and A-110, the Federal Government requires that organizations receiving \$25,000 or more in Federal financial assistance in a fiscal year must secure and audit. Agencies requesting \$25,000 or more must choose one the three following ways of meeting this requirement and state which method they choose:**

- 1) If your agency conducts audits of all its funding sources, including CDBG, the agency must submit a copy of its most recent audit, and may, at its discretion, include the CDBG portion of the cost of the audit in its CDBG project budget.**
- 2) If your agency conducts audits of its other funding sources but has neither received nor included CDBG in the past, the scope of the audit would be modified to incorporate CDBG audit requirements. The associated costs of the augmentation could then be included in the CDBG project budget, accompanied by the auditor's written cost estimate.**
- 3) If your agency does not have a current audit process in place, your agency will be required to include a 10% set-aside in the CDBG project budget for the provision of an audit.**

**11) Insurance/Bond/Worker's Compensation.**

**State whether or not the agency has liability insurance coverage, in what amount, and with what insuring agency. State whether or not the agency pays all payroll taxes and worker's compensation as required by Federal and State law. State whether or not the agency had fidelity bond coverage for principal staff who handle the agency's accounts, in what amount, and with what insuring agency.**

**12) Conflict of Interest.**

**CDBG regulations define a conflict of interest as follows:**

**1) Conflicts prohibited. Except for the use of CDBG funds to pay salaries and other related administrative or personnel costs, the general rule is that no persons described in paragraph (2) of this section who exercise or have exercised any functions or responsibilities with respect to CDBG activities assisted under this part or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from a CDBG assisted activity, or have an interest in any contract, subcontract or agreement with respect thereto, or the proceeds thereunder, either for themselves or those with whom they have family or business ties, during their tenure or for one thereafter.**

**2) Persons covered. The conflict of interest provision of paragraph (1) of this section applies to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the recipient, or of any designated public agencies, or subrecipients which are receiving funds under this part.**

**There is a procedure to waive a conflict of interest if it is in the best interest of the City. Please indicate below any potential conflicts of interest your organization might have.**