

CDBG Project Proposal Form

Please refer to the Instructions for the Project Proposal Form before filling out this document. If you need additional space to answer any section attach additional sheets of paper.

Contact Information	
Provide a proposed project title	Project Title:
Indicate the name of the individual, organization, or neighborhood proposing the project.	Name:
Indicate the name of the person to direct questions regarding the proposed project.	Contact Person:
Provide the mailing address and e-mail for the contact person.	Address/ E-mail:
Provide the daytime phone number for the contact person.	Phone:
Description of Problem/Need	
Problem/Need - Describe the problem or need to be addressed in enough detail to convey its seriousness and magnitude.	

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Project Description

Project Description - Describe the proposed activities and explain how the project addresses the problem or need.

Type of Project - Please choose from the following list to indicate the category that best represents your project.

- | | |
|---|---|
| <input type="checkbox"/> Business and Jobs | <input type="checkbox"/> Infrastructure Needs |
| <input type="checkbox"/> Community Services | <input type="checkbox"/> Public Buildings & Facilities |
| <input type="checkbox"/> Housing | <input type="checkbox"/> Populations with Specialized Needs |

Type of Activity – Please choose from the list of activities on pages 5-6 of the instructions, and indicate below the activity that best matches your project.

Project Location & Service Area - Indicate the location of the proposed activities. For public improvement projects such as street or water improvements, include all of the street names and address ranges for all persons that would benefit from the activity. Describe the area to be served by the project. If possible, include a map.

Number of People Impacted – Indicate the number of persons, and/or households to be served. If known, indicate an estimate of the number and/or percentage of low-moderate income persons to be served.

If this project proposal is from a neighborhood, does your neighborhood have an association?

- Yes No

If yes, has your neighborhood association approved this proposal?

- Yes No

Please provide a letter of support, list of officers and minutes from the meeting where the proposal was approved. **Projects will only be considered if the association has approved the submission.**

If your neighborhood does not have an association, please provide documentation that your neighborhood has been notified of the proposal and supports it. A letter with signatures and addresses is sufficient. If the neighborhood size prohibits this type of action, please contact the CDBG Office to discuss how to demonstrate neighborhood support.

Thank you for your participation!