**CDBG PF Public Facilities NOFA**

*Application Content and Project Narrative*

1. Community benefit narrative (page limit: 3)
2. Description of history and purpose of the organization
3. Community needs assessment
4. Description of how the proposed project addresses a community need
5. Project feasibility (page limit: 10)
6. Current and complete construction budget (NOFA workbook)
7. Sources and uses (NOFA workbook)
8. Proforma (NOFA workbook)
9. Schedule of spending, identify when/where in the budget and schedule the CDBG funds will be spent.
10. Most recent two years financial audit
11. Management capacity (page limit: 15)
12. Organization chart, identifying development team
13. Board Members' Resumes
14. Resumes for Executive Director and Program Manager
15. List members of development team and the number of years of relevant development experience for each person.
16. List board and staff members and the number of years of federal funding experience for each person.
17. Project administration (page limit: 10)
18. Scope of work
19. What CDBG-funded eligible activity is being proposed?
20. Scope of services provided
21. Narrative of target clientele
22. Identify which national objective the proposed project will meet (area or clientele benefit).
23. How many unduplicated clients does the applicant propose to serve in the facility?
24. If funding is awarded, what is the percentage of increase in number of individuals the facility will be made available to?
25. Workforce development (page limit: 2)

Describe how the proposed project addresses Houston’s workforce development needs to maximize job success and career pathway.

1. Resilient development (page limit: 2)

Describe how the proposed project demonstrates strength and adaptability.

1. Complete Communities, if applicable (page limit: 1)

Identify one of the ten Houston Complete Communities the proposed project is located within (if applicable).