

VIII. Demonstrated Experience and Capacity (1 - 2 pages) ***10 Points**

Describe the nature, purpose and qualifications of sponsoring organization. Include the following:

a.	Organizational background and experience.
b.	Evidence of demonstrated ability to perform to the requirements of Federal Regulations, i.e. federally funded program experience.
c.	Include qualifications and resume of the project manager. (Attach to this Section).
d.	Include resumes, pay scales, job description for CDBG funded positions. (Attach to this Section).
e.	Articles of Incorporation, By-laws, and Organizational Chart. (Attach to this Section).
f.	Verification of 2-year non-profit status – 501 (c) IRS Tax Exemption letter. (Attach to this Section).
g.	List of Board of Directors. (Attach to this Section).

*Attachments will not count against page limit.

IX. Funding Sources (Financial Records) (1 page)**5 Points**

Attach one copy of the most recent annual financial statement, itemized to illustrate lack of funds for proposed project; also, indicate previous CDBG funding by year. State why you are unable to implement without obtaining CDBG funds.

X. Budget (1 - 2 pages)**10 Points**

Provide a balanced budget breakdown consisting of revenues, personnel and operating costs associated with this proposed project. Provide the personnel cost for each position. For projects to be funded with multiple sources please provide a separate budget for the portion to be funded with CDBG funds, and a total budget for the complete proposed project inclusive of all funding sources. See sample forms on pages 12 and 13.

HUD PROGRAM INCOME LIMITS (FEBRUARY 2003)*

MSA	Income Level	Income Limits							
		1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8+ Person
Tampa-St. Petersburg-Clearwater FY 2003 Median Family Income \$49,700	VERY LOW-INCOME	17,700	20,200	22,750	25,250	27,250	29,300	31,300	33,350
	LOW-INCOME	28,300	32,300	36,350	40,400	43,650	46,850	50,100	53,350

*If project is funded a current Income Limits Table will be provided.