



**Community Development Block Grant—Program Year 2025 (July 1, 2025-June 30, 2026)  
Public Service Programs—Request/Application for Funding**

**Part One**

1. Organization Name: \_\_\_\_\_
2. Project/Activity Name: \_\_\_\_\_  
(If different from above)
3. Organization Address: \_\_\_\_\_
4. Organization's DUNS Number: \_\_\_\_\_ (see Request for Proposals for instructions)
5. Brief description of project (examples: employment program, educational enrichment program, childcare program, healthcare program, homeless assistance program, etc.): \_\_\_\_\_  
\_\_\_\_\_
6. Location where program services are to be provided (if different from #3 above): \_\_\_\_\_  
\_\_\_\_\_
7. Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_  
Daytime Telephone: \_\_\_\_\_ FAX: \_\_\_\_\_ E-Mail: \_\_\_\_\_
8. Official(s) authorized to sign agreement (particularly important if DIFFERENT from person indicated in #6 above):  
Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Name: \_\_\_\_\_ Title: \_\_\_\_\_
9. Amount of CDBG funds requested for the 2019 Program Year: \$ \_\_\_\_\_
10. How many unduplicated (counting each person only once, not the number of times served) City of Carson residents do you anticipate serving in PY 2019 using the CDBG funds requested? \_\_\_\_\_
11. How many City of Carson residents (counting all visits or contacts) do you anticipate serving in PY 2019 using the CDBG funds requested? \_\_\_\_\_
12. How many persons did your program serve during the period July 1, 2023, through June 30, 2024? \_\_\_\_\_
13. How many persons do you anticipate your program will serve during the period July 1, 2024, through June 30, 2025?  
\_\_\_\_\_
14. Have you previously received City of Carson CDBG funding? Yes \_\_\_ No \_\_\_
15. If "yes", identify the amounts received in the space below:  

<u>2020-21</u>	<u>2022-23</u>	<u>20124-25</u>
\$ _____	\$ _____	\$ _____

## **Part Two**

Please include the following with your proposal. (Please indicate by checking below which items are included.) If any of the listed items are missing, please explain why the items are not or could not be included:

- Description of how the need was determined (including any supporting data) and how the program will meet the need.
- Description of the target population and the setting in which it is anticipated that the service will be provided.
- Description of how your program will track and verify the income status of program beneficiaries.
- An example of the documentation your program will obtain from program beneficiaries to verify their income status.
- Description of program goals and objectives, as well as your method for evaluating the performance and success of your program.
- If your organization does not operate within this City's boundaries, please explain how your program will benefit City of Carson residents.
- Brief resume noting the expertise or background of the organization (including how long the organization has been in existence) and of the senior staff responsible for the program.
- List of the organization's officers (such as a board of directors) and of local program and supervisory employees, along with a summary of the background of those individuals.
- Organization by-laws or charter.
- City business license.
- Federal non-profit status determination letter [IRS Code 501 (c) (3)].
- State non-profit status determination letter [State Code 23701 (d)].
- A full line-item budget detailing the use of CDBG funds requested for the 2019 program year (including a listing of funding sources your group receives).
- Full line-item budget of the organization for the 2018 (current) PY (including a listing of funding sources your group receives).
- Most recent IRS Form 990.
- Audited financial statements** for the previous two (2) years. (Programs that have not previously received or applied for CDBG funds from the City are welcome to apply. However, it is the City Council's policy not to fund **startup** organizations or programs.)
- Sources of funds from other entities.

Questions about this application or the program proposal should be addressed to Duane Cobb in the Community Development Department, Carson Event Center, 801 E. Carson St., Carson, CA 90745, by phone at (310) 830-7600, ext. 1309, or by email: [dcobb@carsonca.gov](mailto:dcobb@carsonca.gov). Submittal of this application, descriptive proposal, and related documentation must be done in accordance with the procedure outlined in the accompanying Notice of Funds Availability (NOFA). Application packages must be received no later than **5:00 P. M., (February 3rd), 2025** and should be addressed to the **Carson Event Center 801 E. Carson St., Carson, CA 90745**, and clearly indicate that it is for the COMMUNITY DEVELOPMENT BLOCK GRANT NOFA. Late and/or substantially incomplete proposals and applications will be rejected. **There will be no exceptions.**