



Facility Improvement & Infrastructure Funding

Request for Applications

Submission Deadline:
September 12, 2022 at 5 p.m.

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I. INTRODUCTION

The Missouri Children’s Trust Fund (CTF) Board of Directors is pleased to announce the availability of \$19.7 million in funding allocated through the FY 2023 budget approved by the state legislature and signed into law by Governor Mike Parson on June 30, 2022. This one-time funding is designated to support **Facility Improvement and Infrastructure** projects that enhance child abuse and neglect prevention, identification, and treatment efforts in Missouri.

The Missouri Children’s Trust Fund (CTF) is a quasi-governmental agency operating under the regulation of Chapter 210, section 210.170-210.173, MO Revised Statutes (RSMo). Although located within the Office of Administration for the purposes of budgetary, procurement, accounting and other related management needs, CTF holds tax-exempt status (501c3) and is governed by an independent Board of Directors (<https://ctf4kids.org/about-childrens-trust-fun/board-of-directors/>). CTF was created to lead, promote, and support child abuse and neglect prevention efforts throughout Missouri.

MISSION

Strengthening families and preventing child abuse and neglect through grant distribution, education, awareness and partnerships

VISION – STRONG FAMILIES, SAFE KIDS

The Missouri Children’s Trust Fund envisions children and families in a safe, nurturing and healthy environment, free from child abuse and neglect.

Applicants are encouraged to read the application in full, and participate in the **pre-bid seminar scheduled for Monday, August 8, 2022 beginning at 1:00 p.m.** Registration for the pre-bid seminar is required. To register, please go to https://us06web.zoom.us/meeting/register/tzArc-mppzgpHNVuRKsXk5AQq0_Rb8vyeWQt.

II. ELIGIBLE USES OF FUNDING

CTF Facility Improvement and Infrastructure Grant funding is limited to organizations that provide evidence-based child abuse prevention services, use best practices in identification of child abuse and neglect, or provide treatment for child abuse and neglect survivors using evidence-based modalities. Applications from organizations that provide services that are not specifically designed to address child abuse and neglect prevention, identification or treatment will not be considered.

Given the timeline for submitting proposals, CTF understands that budgets may be based on estimates and will work with successful applicants to acquire and approve necessary documentation with as much flexibility as possible. More information on approved cost categories is detailed in Table 1.

Table 1: CTF Facility Improvement and Infrastructure Grant Program - Eligible Uses of Funding

Budget Category	Eligible Expenses	Limitations/Guidance	Project Period	Required Documentation (Pre and Post Award)
Capital Projects	<p>Property Acquisition – Land and/or structures (Cost to be based on recent appraisal)</p> <p>Construction – New construction, expansion, or renovation of a building (costs must be reasonable and comparable to average market values in the project area)</p> <p>Contracts – Paid services necessary for construction, renovation, and grant compliance, including: legal, architectural, engineering, etc.</p> <p>Salary/fringe - specific to capital project oversight</p> <p>Other Costs – appraisals, permits, inspections, etc.</p>	<p>Property acquired, built, renovated, or improved through CTF funding must be used to carry out the activities of the grantee for at least five (5) years after the project facility becomes operational</p> <p>Only salary for time spent overseeing the capital project is eligible</p>	<p>Contract period to begin November 1, 2022</p> <p>Property acquisition, construction and renovation projects must be completed within two (2) years of the date of accepted bid. A one-year extension for a total of three (3) years may be considered on an individual contract basis</p>	<p>Copy of Appraisals</p> <p>Site control document (Attachment D)</p> <p>Title and closing documentation for property acquisition</p> <p>Written bids for new construction and expansion or renovation of an existing structure</p> <p>Timesheets for salary costs</p> <p>Receipts/documentation of payment for all project-related expenses including construction labor and materials, professional fees, permit fees, etc.</p>
Debt Retirement or Reduction	<p>Debt payment – for loans/debt incurred for eligible facility improvement or capital projects that began prior to July 1, 2022.</p>	<p>If applicant has secured funding from other sources (including pledges) to pay for costs incurred for capital projects that were started/completed prior to July 1, 2022:</p> <ul style="list-style-type: none"> If secured/pledged funding is unrestricted, applicant may request CTF funds to supplant the funding. However, applicant must disclose the amount of funding for which CTF funding will supplant for the proposed project, and certify that all supplanted funding will be redirected to fund child abuse and neglect services. 	<p>Contract period to begin November 1, 2022</p>	<p>Documentation detailing purpose of loan/incurred debt</p> <p>Documentation that facility improvement or capital projects were completed or on track to be completed</p> <p>Budget information form for Debt reduction/retirement (Attachment C3)</p>

		<ul style="list-style-type: none"> If the secured/pledged funding is restricted to repayment, the applicant may still request funding to address the remaining loan balance after accounting for the secured/pledged funding. 		
Equipment and Furniture	Equipment, appliances, furnishings, and other equipment necessary for providing services (costs must be reasonably reflect market value)		November 1, 2022 – June 30, 2023	Proof of payment (e.g. receipts, invoice paid in full)
Information and Technology Eligible Expenses	<p>Software – software necessary to providing services and supporting operational needs, including financial/accounting programs</p> <p>Hardware – includes tablets, laptops, printers, cameras, and other model-specific technology needs (must be documented as part of budget justification), security systems</p> <p>Database development – cost of database development</p>		November 1, 2022 – June 30, 2023	Proof of payment for incurred expenses (e.g. receipts, invoice paid in full)
Staff Education	Staff time, training fees, materials and other necessary costs	<p>Trainings must be pre-approved by CTF through the application process</p> <p>Priority given to projects implementing or expanding evidence-based prevention, identification or treatment models or modalities</p>	<p>November 1, 2022 – June 30, 2023</p> <p>An extension to complete training initiatives may be considered if the training is confirmed and invoiced by June 30, 2023</p>	<p>Trainer invoices, receipts, etc</p> <p>Timesheets for staff time</p> <p>Training agendas</p> <p>Training information (model developer, level of supporting evidence, website)</p>
Strategic Planning	Consultant costs		November 1, 2022 – June 30, 2023	Consulting agreement and proof of payment

III. ELIGIBLE ORGANIZATIONS

To be eligible for funding, agencies must have a primary purpose of preventing, identifying or treating child abuse and neglect. If an agency has a mission larger than preventing, identifying or treating child abuse and neglect, then funding is eligible only for facilities or infrastructure specifically for the agency programs that prevent, identify, or treat child abuse and neglect, and projects must be prorated accordingly.

CTF is authorized to contract with public or private agencies, schools, or qualified individuals to establish community-based educational or service programs; however, for the purposes of this funding only private, nonprofit organizations, schools and other public agencies are eligible to apply.

Nonprofit Organizations must be located and incorporated to do business in Missouri and:

- Be incorporated as a nonprofit corporation pursuant to Chapter 355, RSMo; and
- Hold a 501 (c)(3) IRS tax exempt designation (IRS designation letter must be submitted with application); and
- Is governed by a Board of Directors that is responsible for providing administrative and financial oversight.

Schools must provide specific child abuse and neglect prevention, identification, or treatment services to be eligible, and requested costs must be specific to those programs.

Public Agencies must provide specific child abuse and neglect prevention, identification, or treatment services to be eligible, and requested costs must be specific to those programs.

IV. CTF FACILITY IMPROVEMENT & INFRASTRUCTURE PRIORITIES

CTF's goal is to capitalize on this unprecedented funding opportunity to provide lasting investments with the greatest possible impact. Funding priorities are:

- Alignment of applicant's services and mission with CTF's mission
- Community need or risk as demonstrated by poor or declining child outcomes/statistics, increased demand/waitlists for services, or other supporting data
- Capacity of organization
- Organizations that have not received public funding for capital and/or infrastructure projects in the previous two years (July 1, 2020 – June 30, 2022) **OR** has been allocated/awarded funding in State Fiscal Year 2023 (July 1, 2022 – June 30, 2023).
- Budget and budget justification

V. LOCAL MATCH REQUIREMENTS

Applicants with an annual agency budget of \$1 million or more will be required to provide a local cash match. The tiered local match obligation is designed to reduce the burden on smaller organizations, or organizations in areas with limited fundraising opportunities. Applicants are required to report their total current agency budget on the Application Cover Sheet. Please refer to Table 2 for local match requirement tiers.

Table 2: Local Cash Match Requirements

Agency Budget	Cash Match Requirement
Up to \$1 million	0%
\$1 million – \$2 million	10%
Over \$2 million	20%

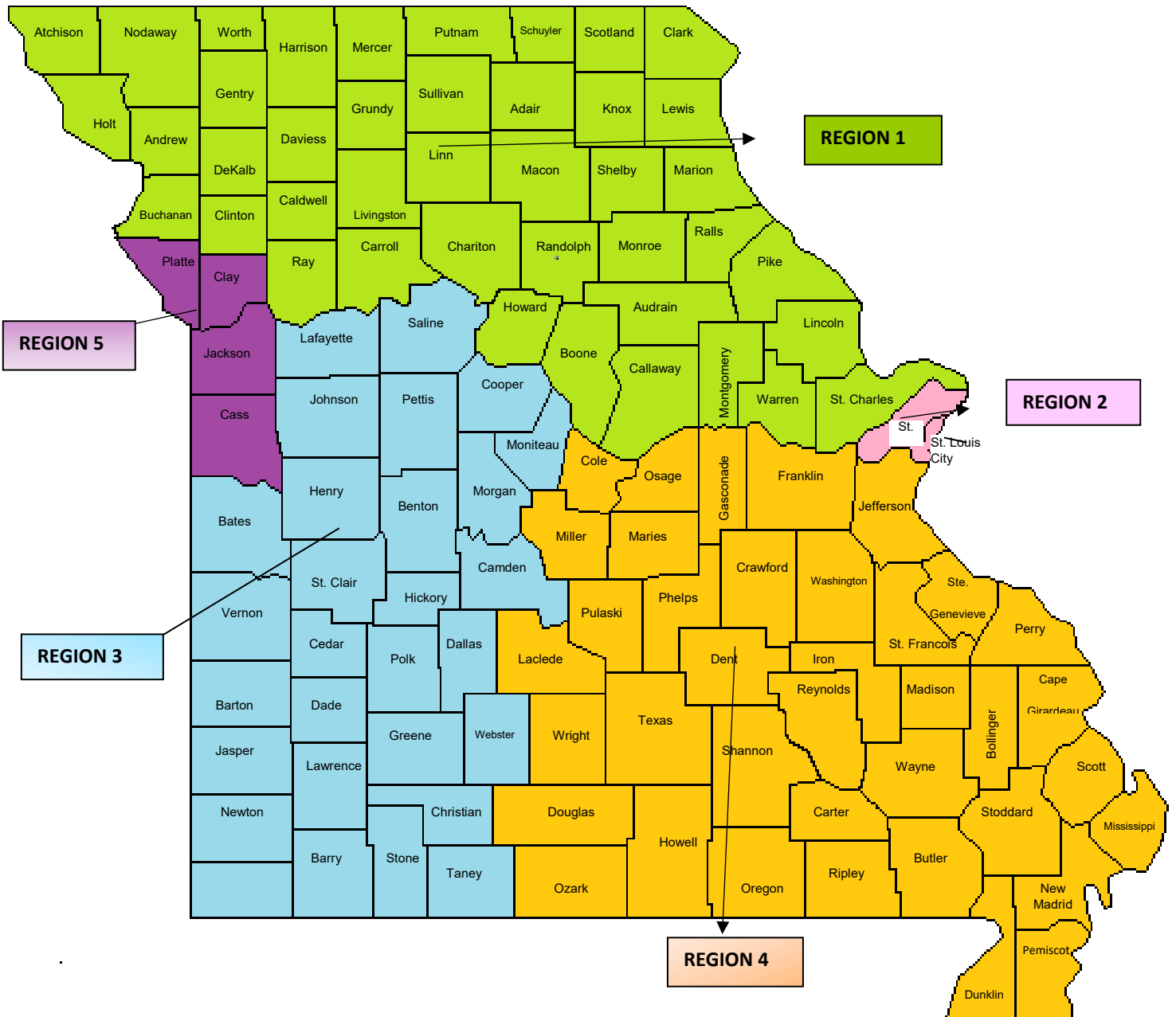
VI. AWARD RANGE

There is no minimum or maximum amount that applicants may request. Applicants are expected to formulate project budgets with prudence but ask for what is needed to be successful in completing the proposed project.

VII. REGIONAL DISTRIBUTION OF FUNDS

Funds will be allocated equally among five (5) regions of the state. Proposals will also be reviewed and scored by region. If designated funds from any one region are not fully allocated, the CTF Board reserves the right to reallocate funds to other regions. Please refer to the following map to determine which region applies to your agency:

Children's Trust Fund Regional Map



VIII. GRANT REQUIREMENTS

For successful applicants, post-award requirements include:

Contracts

The approved application and documents within are considered part of the contractual agreement. Contracts will be emailed with funding notifications, and must be signed and returned to CTF by the date noted in the award notice. A copy of the fully executed contract will be emailed to the project contact.

Background Screenings

CTF grantees must ensure all employees and volunteers having direct contact with children younger than eighteen (18) years of age through the CTF-funded program complete the following requirements:

- Register with the Family Care Safety Registry (FCSR) and provide FCSR screening results to employer prior to working with children. FCSR screenings must be completed annually after initial registration/screening. Fees to meet this requirement may be included in the grantee's project budget. More information about the FCSR program is available at <https://health.mo.gov/safety/fcsr/about.php>.
- Complete a state and national, fingerprint-based criminal background check as part of the hiring process, and every five (5) years thereafter, through the Missouri Volunteer and Employee Criminal History Services (MOVECHS) program accessed at <https://mshp.dps.missouri.gov/MSHPWeb/PatrolDivisions/CRID/MoVECHSProgram.html>. If background screenings were not completed upon hire, they must be initiated within thirty (30) days of receiving a CTF grant award.

Monitoring and Program Reporting

All grantees shall consent to monitoring and reporting requirements as established by CTF. This may include on-site or virtual reviews to ensure financial/programmatic compliance, quarterly progress reporting, and submission of a final report. CTF holds the expectation that all grantees manage grant funds in a responsible and ethical manner with a high standard of programmatic and fiduciary oversight.

Non-compliance issues

If a grantee fails to comply with federal and/or state statutes, regulations, or terms and conditions of this contract, Children's Trust Fund (CTF) may impose special conditions. If it is determined that issues of non-compliance cannot be corrected or otherwise remedied through special conditions, CTF will pursue resolution through one or more of the following:

- Withholding of contract disbursements;
- Disallowance of cost(s);
- Requiring the remittance of grant funding to CTF;
- Suspension or termination of the contract;
- Civil lawsuit; or
- Criminal prosecution.

Payment

For the Facility Improvement and Infrastructure Funding, CTF will use the most appropriate payment structure for the project. The two possible payment structures are:

Funds provided upfront: For renovation and construction projects, CTF may provide upfront funding. Applicants must have the capacity to accurately segregate upfront grant funding either within an established and adequate accounting system or through separate banking. Successful applicants will be required to submit monthly expenditure reports on a form provided by CTF. Documentation verifying all expenditures must accompany monthly expenditure reports. CTF may withhold a final disbursement (a percentage of the award) until evidence of project completion has been provided by the grantee.

Funds provided on a reimbursement basis: Other projects shall invoice for contract-related expenses on an invoice form provided by CTF. Invoices are due by the fifteenth (15th) (or next working day if on a weekend/holiday) of the month following the month in which expenses are incurred. Documentation verifying all expenditures must accompany monthly expenditure reports.

Grantees must maintain appropriate documentation for all expenditures. Documentation must include date of purchases/payment; description or expense; and vendor name, address and contact information.

Grantees must register as vendors in the State of Missouri BUYS procurement system (<https://missouribuys.mo.gov/>), enroll in E-Verify (<https://www.e-verify.gov/>), have no taxes due to the State of Missouri and in good standing with the state and federal government.

IX. TIMELINE

August 1	CTF Facility Improvement and Infrastructure Funding Request for Applications released
August 8	Pre-bid webinar offered
September 12	Deadline for submitting applications
Mid-October	Funding recommendations presented to CTF Board of Directors. Notification of funding decisions emailed.
November 1	First (1 st) day of contract period
Mid-November	Compliance meeting

X. COMPLETING THE CTF FACILITY IMPROVEMENT AND INFRASTRUCTURE APPLICATION

Applications for CTF Facility Improvement and Infrastructure funding must be submitted to CTF by 5:00 p.m. Tuesday, September 12, 2022. Please email completed applications to ctf@oa.mo.gov.

To be considered complete, applications must include all applicable forms and other required documents noted below.

Application Forms

Attachment A:	Cover Sheet
Attachment B:	Narrative
Attachment C1:	Budget Information form for projects that do not include property acquisition, renovation, or construction costs
Attachment C2:	Budget Information form for projects requesting property acquisition, renovation or construction costs
Attachment C3:	Budget Information form for debt reduction/retirement requests
Attachment D:	Site Control Form (applicable to renovation and construction projects)
Attachment E:	CTF Contract Assurances/Certification
Attachment F:	State and Federal public funding disclosure

Other Required Documents:

- IRS 501 (c)(3) designation letter, if applicable
- Most recently completed financial statement for the agency/organization
- Most recently completed audit report for agency
- Current agency/organization operating budget, including income and expenses
- List of Board of Directors, if applicable. Please include each member's name, occupation, role on board, term of services, and indicate whether the board member is a resident of the service area/region.

Questions may be directed to Laura K. Malzner at laura.malzner@oa.mo.gov.

**CHILDREN'S TRUST FUND
PROJECT GRANT APPLICATION
COVER SHEET**

Name of Applicant Agency:	
Address:	
City, State, Zip Code:	
Telephone Number:	
Website Address:	
Federal Tax ID#:	

<p>Tax Status of Applicant Agency:</p> <p><input type="checkbox"/> Exempt under sec 501(c)3 of the IRS Code</p> <p><input type="checkbox"/> Exempt Public Entity</p>	<p>NOTE: Private, nonprofit or public tax-exempt agencies applying as the sponsoring agency for an unincorporated association or coalition must attach a memorandum of understanding indicating its willingness to be responsible for the fiscal and programmatic requirements.</p>
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Primary Contact:	Email:
Exec Director/CEO:	Email:
Fiscal Officer:	Email:

Project Title:								
<p>Check the CTF Region(s) to be served and estimated percentage of provided services in each region represents:</p> <p><input type="checkbox"/> 1 ___% <input type="checkbox"/> 2 ___% <input type="checkbox"/> 3 ___% <input type="checkbox"/> 4 ___% <input type="checkbox"/> 5 ___%</p>								
County(ies) where project will be implemented:								
<p>Budget Category(ies) for which funding is requested:</p> <table style="width: 100%;"> <tr> <td><input type="checkbox"/> Capital Projects</td> <td><input type="checkbox"/> Equipment/Furniture</td> </tr> <tr> <td><input type="checkbox"/> Debt Retirement/Reduction</td> <td><input type="checkbox"/> Staff Education</td> </tr> <tr> <td><input type="checkbox"/> Information/Technology</td> <td><input type="checkbox"/> Strategic Planning</td> </tr> <tr> <td><input type="checkbox"/> Other</td> <td></td> </tr> </table>	<input type="checkbox"/> Capital Projects	<input type="checkbox"/> Equipment/Furniture	<input type="checkbox"/> Debt Retirement/Reduction	<input type="checkbox"/> Staff Education	<input type="checkbox"/> Information/Technology	<input type="checkbox"/> Strategic Planning	<input type="checkbox"/> Other	
<input type="checkbox"/> Capital Projects	<input type="checkbox"/> Equipment/Furniture							
<input type="checkbox"/> Debt Retirement/Reduction	<input type="checkbox"/> Staff Education							
<input type="checkbox"/> Information/Technology	<input type="checkbox"/> Strategic Planning							
<input type="checkbox"/> Other								

<p>Total Annual Budget of Applicant Agency: <input style="width: 100px;" type="text"/></p> <p>Overall Agency Administrative Cost %: <input style="width: 100px;" type="text"/></p>	<p>Total Requested Project Budget: <input style="width: 100px;" type="text"/></p> <p>Dollar Amount requested from CTF: <input style="width: 100px;" type="text"/></p> <p>CTF Request is <input style="width: 100px;" type="text"/> % of Requested Project Budget</p>
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**Children's Trust Fund
Facility Improvement and Infrastructure Funding
Narrative**

Applicant: _____

Project Title: _____

The Application Narrative shall include sections 1-6. Please limit Narrative to no more than six (6) typed pages.

- 1) Summary (1/2 page) – 5 points
Provide a brief summary of the project.
- 2) Timeline (1/2 page) – 5 points
Provide an estimated timeline for completing the proposed project. Please include activity, responsible staff, and time-frame for completing activity.
- 3) Community or population served (1 page) – 10 points
Identify and describe the community or communities to be served, including demographics, and need/risk data.
- 4) Project impact (1 page) – 20 points
Describe the proposed project and how it will impact applicant's ability to provide or enhance child abuse and neglect prevention, identification, or treatment services.
- 5) Collaboration (1/2 page) – 5 points
Identify and briefly describe applicant organization's history of working collaboratively with other entities to address child abuse and neglect.
- 6) Organizational mission and experience (1 page) – 25 points
State the mission of the applicant organization. Detail experience in providing services that prevent, identify, or treat child abuse and neglect, especially those that are evidence-based or are considered best practices from a clinical (treatment) or forensic (identification) perspective.
- 7) Budget and budget justification (1 1/2 pages) and complete budget forms – 30 points
Provide an explanation/justification of cost items included in the Basis for Cost column on the applicable Budget Forms (please complete only those budget forms applicable to the project).

BUDGET INFORMATION – Equipment/Furniture, Technology, Staff Education &/or Strategic Planning				
Cost Category	CTF Share Requested	Local Match Share	Total Costs	Basis for Cost (how costs were determined)
Equipment & Furniture - equipment, appliances, furnishings, and other equipment necessary for providing services (costs must be reasonable and reflect market value)	\$	\$	\$	
Information and Technology – software, hardware, database development, etc.	\$	\$	\$	
Staff Education - staff time, training fees, materials, and other necessary costs	\$	\$	\$	
Strategic Planning – Consultant Costs	\$	\$	\$	
Other* – must be described/ included in Budget Justification	\$	\$	\$	
SUBTOTAL	\$	\$	\$	
8% Administrative Fee (Subtotal x .08)	\$	\$	\$	
TOTAL REQUESTED (sum of Subtotal and Administrative Fee)	\$	\$	\$	

*CTF will consider other costs that do not fall within the noted budget categories. If requesting funds for “Other” costs, applicant must describe the cost and justify the need in section 7 of the Narrative (Attachment B)

BUDGET INFORMATION - Construction and Renovation Projects				
Cost Category	CTF Share Requested	Local Match Share	Total Costs	Basis for Cost (how costs were determined)
Property Acquisition - land and structures	\$	\$	\$	
Contractual services - paid services necessary for construction/renovation, including labor, legal, architectural, engineering, etc.	\$	\$	\$	
Other costs , including fees for appraisals, permits, and inspections	\$	\$	\$	
Salary/fringe - specific and restricted to capital project oversight	\$	\$	\$	
SUBTOTAL	\$	\$	\$	
8% Administrative Fee (Subtotal x .08)	\$	\$	\$	
TOTAL REQUESTED (sum of Subtotal and Administrative Fee)	\$	\$	\$	

BUDGET INFORMATION - Debt Reduction/Retirement					
Cost Category	Total Eligible Debt	Local Match Share/Other Funding Restricted to Debt Repayment	Total Debt Repayment Requested from CTF	Total Debt Repayment	Description of Debt (when incurred/for what purpose)
Debt Reduction/Retirement - for loans/debt incurred for facility improvement or other capital projects prior to July 1, 2022	\$ -	\$ -	\$ -	\$ -	
TOTAL REQUESTED	\$ -	\$ -	\$ -	\$ -	

CTF funding approved for debt repayment that unencumbers other non-restricted funding must be reallocated to child abuse and neglect prevention services. Please explain how the reallocated funding will be used*:

*By signing the CTF Contract Assurances/Certifications (Attachment F), the applicant is certifying that unencumbered funds will be used as described.

Site Control Certification **(Applicable to Construction and Renovation projects)**

Applicants must demonstrate existing control or ability to secure control of the site impacted by the proposed capital project. Please attach the appropriate document(s) that demonstrate site control:

- Documentation that the applicant owns the property. Copies of documents that CTF will accept as evidence of ownership (please check which documents are included in this application), check documents that are attached:
 - Title or Warranty Deed
 - Mortgage Insurance Statement/Policy

- For leased property, CTF will accept a copy of a fully executed lease agreement. The lease term must extend for five (5) years from the date of award.
 - Check if attaching a lease agreement

- Other documentation that CTF will consider (check, if attached):
 - Copy of a legal option to purchase or lease the property from the current owner. Optional language must stipulate the terms of the purchase of lease, including price and timing.

Will any other organizations or entities occupy any portion of the site? Yes No

CTF Contract Assurances/Certification

I, the undersigned, acting on behalf of the Applicant named below, hereby certify and agree to the following assurances:

1. The information submitted by the Applicant as part of this application is true and correct, and is consistent with documents provided to other entities including local, state, or federal government programs/agencies and lenders. The Children's Trust Fund (CTF) retains the right to verify such information from any source;
2. Check the option that applies. The Applicant, or any person actively engaged in the management of the Applicant:
 - a) Has Has not committed a felony, is currently under indictment for a felony, or is currently on parole or probation for a felony conviction;
 - b) Is Is not delinquent with respect to any non-protested federal, state, or local taxes or fees;
 - c) Has (or is in the process of bankruptcy) Has not filed for bankruptcy; or
 - d) Has Has not failed to fulfill any material obligation under any other state or federal program.
3. There are no pending or threatened liens, judgments, or material litigation against the Applicant or any person identified on the application, which is likely to have a material impact on the Applicant's viability;
4. CTF funding will not be used for purposes for which other specifically restricted funding is already secured. This includes funding for capital projects, debt repayment, etc.;
5. I understand that if the applicant is a faith-based organization, it cannot require attendance at religious services or otherwise require client engagement in religious instruction or proselytization in order to receive services.
6. The Applicant has obtained or is capable of obtaining all necessary federal, state, and local permits and licenses for the project;
7. I certify that the applicant does not knowingly employ any person who is an unauthorized alien and that the applicant has complied with federal law (8U.S.C. § 1324a) requiring the examination of an appropriate document or documents to verify that each individual is not an unauthorized alien;
8. I certify that the applicant is enrolled and will participate in a federal work authorization program as defined in Section 285.525(6), RSMo. (<http://revisor.mo.gov/main/OneSection.aspx?section=285.535>), with respect to employees working in connection with the activities that qualify applicant for this program. I certify that the applicant will maintain and, upon request, provide CTF documentation demonstrating applicant's participation in a federal work authorization program with respect to employees working in connection with the activities that qualify applicant for this program;
9. I certify that the Applicant shall include, in any contract it enters with a subcontractor in connection with the activities that qualify applicant for this program, an affirmative statement from the subcontractor that such subcontractor is not knowingly in violation of Section 285.530.1, RSMo and shall not be in violation during the length of the contract. The Applicant will obtain a sworn affidavit from the subcontractor under

10. the penalty of perjury attesting that the subcontractor's employees are lawfully present in the United States. I certify that the Applicant will maintain and provide CTF access to documentation demonstrating compliance with this requirement;
11. I understand that, pursuant to section 285.530.5, RSMo, a general contractor or subcontractor shall not be liable under sections 285.525 to 285.550 when such general contractor or subcontractor contracts with a direct subcontractor who violates section 285.530.1, if the contract binding the contractor and subcontractor affirmatively states that the direct subcontractor is not knowingly in violation of section 285.530.1, and shall not, henceforth, be in such violation, and the contractor or subcontractor receives a sworn affidavit under the penalty of perjury attesting to the fact that the direct subcontractor's employees are lawfully present in the United States;
12. I understand that if the applicant is found to have employed an unauthorized alien, applicant maybe subject to penalties pursuant to Sections 135.815,285.025, and 285.535, RSMo;
13. I hereby agree to allow representatives of CTF or their designated representatives access to the property and applicable records as may be necessary for the administration of this program;
14. I will inform CTF if, at any time before project completion, there is any change to any of the certifications made herein; and
15. I certify under penalties of perjury that the above statements and information contained in the application and attachments are complete, true, and correct to the best of my knowledge and belief. I certify that I am Authorized Official for the Applicant and have the proper authority to execute this document on behalf of the Applicant. I am authorized to make the statement of affirmation contained herein. I also realize that failure to disclose material information regarding the Applicant, any owners or individuals engaged in the management of the Applicant, or other facts may result in criminal prosecution.

Printed Name: _____
 Authorized Official Title

Signature: _____
 Authorized Official Date

APPLICATION CHECKLIST

- Attachment A - Cover Sheet
- Attachment B – Narrative
- Budget Forms – All that apply
 - Attachment C1 - Budget form for Equipment/Furniture, Information and Technology, Staff Education, Strategic Planning
 - Attachment C2 – Budget form for Property Acquisition, Construction, Renovation
 - Attachment C3 – Budget form for Debt Reduction/Retirement
- Site Control Form (if applicable), and applicable accompanying document(s)
 - Title or Warranty Deed
 - Mortgage insurance statement/policy
 - Lease agreement
 - Copy of legal option purchase or lease property
- CTF Contract Assurances/Certification
- Attachment F – List of state and federal infrastructure funding received July 1, 2020 – June 30, 2023
- IRS 501 (c)(3) designation letter, if applicable
- Most recently completed financial statement for the agency/organization
- Most recently completed audit report for agency
- Current agency/organization operating budget, including income and expenses
- List of Board of Directors, if applicable. Please include each member’s name, occupation, role on board, term of services, and indicate whether the board member is a resident of the service area/region.