

**CITY OF ORANGE
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM
COVER SHEET**

Agency/Organization: _____

UEI# _____

EIN Number: _____

Type of Organization: _____ Non-Profit (Must provide proof of 501(c)(3) status.

_____ Government

_____ For-Profit

_____ Other (Please specify) _____

Proposed Project Name: _____

Amount Requested: \$ _____

Provide a brief description of the proposed project:

Person responsible for operation of the proposed project:

Name: _____

Title: _____

Address: _____ (physical) _____ (mailing)

City, State, Zip: _____

Phone number: _____

Fax number: _____

E-mail address: _____

I certify that all of the information provided in this application is correct.

Signature (Director, Executive Officer, etc.)

Date

Print Name

Title

***** Special Note:**

Organization Name/Agency Name must be stated as it appears in By-Laws and Articles of that Incorporation.

Applicants must have a valid UEI number and be registered in the Federal System Awards Management. (SAM.gov)

Upon CAC's recommendation for funding, you will be notified, and a Form 1295 will have to be filed Texas Ethics Commission and provided to the office of Planning & Community Development.

ATTACHMENT CHECKLIST

Part 1 - Project Information

- ☐ Description of Project
- ☐ SAMS registration.

Part 2 – Funding

- ☐ CDBG Program Budget Request
- ☐ Organization's Most Recent 990.

Part 3 - Effectiveness and Efficiency

A copy of each of these must be submitted with your application.

- ☐ List of Staff
- ☐ Updated W9
- ☐ List of Board Members
- ☐ Proof of 501(c)(3) Status

**SUBMIT PROPOSAL TO:
COMMUNITY DEVELOPMENT DIVISION
CITY OF ORANGE
P.O. BOX 520 / 303 N. 8th Street
ORANGE, TEXAS 77630
ATTN: Rita Monson**

SUBMISSION DEADLINE IS Thursday, March 26, 2026 @ 5:00 P.M.

Applications must physically be in the office of Planning & Community Development – applications may be mailed, but mailed applications arriving after this date will be considered late applications regardless of postmark.

LATE APPLICATIONS WILL NOT BE ACCEPTED!

Part 1 - Project Information

1. Is this project the same as last year? _____ Yes _____ No

This proposed project/activity is consistent with which of the following 5-year measurable objectives listed in the Consolidated Plan for the City of Orange (check all that apply):

_____ Assistance for the Homeless
_____ Assistance for Persons with Special Needs
_____ Social Services for Low to Moderate income people

2. Identify the primary beneficiaries of the proposed project/activity (check all that apply):

_____ Individuals	_____ Families	_____ Elderly (60+)
_____ Homeless Persons	_____ Renters	_____ Veterans
_____ Adults (18-60)	_____ Minorities	_____ Illiterate Adults
_____ Disabled	_____ Unemployed	
_____ Students	_____ Mentally Ill	
_____ Neighborhoods	_____ Utilities	
_____ Domestic Violence Victims		_____ Chronic Substance Abusers
_____ Developmentally Disabled		
_____ Other _____		

3. How many **people** will be served with CDBG funds? _____

If awarded, this is the number of people that you will report against. It should be a number, not a percentage. Anything else could cause your application to be considered incomplete.

Funds must be applied toward new service or a quantifiable increase in level of service.

Check one: ☐ New Service ☐ Quantifiable increase in level of service.

4. What percentage of the proposed beneficiaries will be low to moderate-income persons?

In order to qualify for CDBG funding, you must serve 51% or greater L/M persons. If awarded, this must be documented by Census Tract, Presumed Benefit or Income Documentation determined by the National Objective met.

5. Is the proposed project/activity in a CDBG target low/mod income area? __ Yes __ No

6. List the specific days and hours of operation, service delivery, and/or availability (i.e., Monday - Friday from 8:00 a.m. to 5:00 p.m.).

Days _____

Hours _____

Part 2 - Funding

1. Will you be able to spend your funds in the 2026 Grant Year? October 1, 2026, through September 30, 2027? ___ Yes, ___ No

Part 3 - Effectiveness and Efficiency

1. Has the organization carried out the proposed activity before? ___ Yes ___ No

2. How will the project be publicized to the target population and/or residents?

3. If applicable, how will your organization verify income for participants to determine if they are low to moderate income?
