

GRANT WRITING/ADMINISTRATION STATEMENT OF QUALIFICATIONS

NAME OF FIRM: _____

ADDRESS: _____

1. Years in Business in Present Form: _____

2. Firms History and Resource Capability to Perform Required Services:

3. Titles, names, and addresses of all officers.

4. List up to five (5) projects which demonstrate skills to be used on CDBG projects.

1. _____

2. _____

3. _____

4. _____

5. _____

5. Fee to write the Application: _____

6. If you were awarded the administration on these type of projects, what would your fee for grant administration services be *(fees can be expressed in percentages, but all agreements will be lump sum amounts)*?

7. List key personnel (with qualifications) likely to be involved on these projects and explain their specific role in CDBG work.

8. List three references with contact information.

1.

2.

3.

9. Are you a Section 3 Business Concern? Yes _____ No _____
The Attached Section 3 Business Concern Certification, Previous Certification and Action Plan must be filled out, signed, notarized, and submitted with your proposal if claiming Section 3 preference. If not, you do not have to submit with your proposal.

10. Certifying that:

Mr./Mrs./Ms. _____ being duly sworn deposes and states that

he/she is the _____ (title) of _____ (name of firm)

and that answers to the foregoing questions and all statements herein contained are true and correct.