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**MEMO**

**To:** Recipients of Record of the 2009 Community Based Development Organization (CBDO) Request for Proposals (RFP)

**From:** Steve Lytle, Funding Manager

**Date:** October 21, 2009

**Re:** 2009 Community Based Development Organization (CBDO) RFP Addendum

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Please note the following in regards to the 2009 Community Based Development Organization (CBDO) RFP:

**Addendum**

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| <b>APPLICATION</b><br><b>ATTACHMENT 1:</b><br><b>SUPPORTING</b><br><b>DOCUMENTS LIST</b>               | See revised Attachment 1 on following page.  |
| <b>APPLICATION</b><br><b>ATTACHMENT 2:</b><br><b>LAHSA PROJECT</b><br><b>SUMMARY</b>                   | <b>F. Funding Request</b> – Please disregard the following wording:<br><br>(Please refer to proposal amounts as listed in Section 3.1.4 and 3.2.3)   |
| <b>APPLICATION</b><br><b>ATTACHMENT 9:</b><br><b>LEVERAGING AND</b><br><b>BUDGET</b><br><b>SUMMARY</b> | <b>6. Supplemental Resources Chart</b> – Please add the following new wording:<br><br>Proposers must submit documentation of all leveraged resources listed on the Supplemental Resources Chart in the proposal immediately behind the Supplemental Resources Chart. |
| <b>APPLICATION</b><br><b>ATTACHMENT 18:</b><br><b>CBDO</b><br><b>CERTIFICATION</b>                     | See new Attachment 18 on following page  |

## **ATTACHMENT 1 – SUPPORTING DOCUMENTS CHECKLIST**

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The following documents must be submitted in the order listed below with tabs marking each document. Failure to submit any of these documents in an application may result in ineligibility of the application.

**Note:** If you have intentionally left an attachment out of the proposal, please include and insert a sheet of paper with the notation “**Attachment X Intentionally Left Blank**” and the explanation why the attachment is not relevant to your proposal in the appropriate place in your proposal (where the attachment would normally be included in the proposal).

- Attachment 1: Supporting Documents Checklist
- Attachment 2: LAHSA Project Summary
- Attachment 3: Civil Rights Laws Compliance
- Attachment 4: Proposer Capacity & Experience
- Attachment 5: Program Design
- Attachment 6: Integration with COC Strategic Planning
- Attachment 7: Proposer Other Program Performance
- Attachment 8: LA CoC HMIS Participation
- Attachment 9 : Leveraging and Budget Summary (including a CD with Excel Worksheet)
- Attachment 10: Facility
- Attachment 11: Board Resolution Authorizing Application for Funds
- Attachment 12: Signatures and Assurances
- Attachment 13: Letter of Representation
- Attachment 14: Current proof of IRS 501(c)(3) status
- Attachment 15: Articles of Incorporation, including amendments and By-laws of the corporation.
- Attachment 16: Disclosure of Lobbying Activities
- Attachment 17: Code of Conduct
- Attachment 18: CBDO Certification

## **ATTACHMENT 18 – CDBO CERTIFICATION**

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Please attach.