

**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.