

MORE FORMS AND APPLICATIONS, PLEASE!

Due to the strong interest that was expressed in the session on “Forms and Applications” at the 2001 NCDA Winter Meeting, the Association will establish a database of model Community Development and Affordable Housing program forms, applications, and monitoring materials that will be accessible to all registered users of NCDAonline.

To make sure that this new member service is the best it can be, we need you to submit samples of your agency's*:

- eligibility forms for CDBG funded assistance to individuals;
- CDBG public service program applications;
- housing rehabilitation and development program forms/applications;
- general CD/affordable housing program guidelines;
- sub-recipient/non-profit monitoring instruments;
- self-assessment forms and/or other HUD-required monitoring instruments;
- and examples of NOFAs and RFPs for various types of housing and CD activities;
- procedural/tracking forms used with IDIS are also welcome;
- *also, there is a particularly strong need for forms/application materials for economic development and related low-income business development initiatives . No samples of this kind were submitted for the Winter Meeting session. We are interested in seeing anything you may have.*

*Members who wish to submit materials are asked to adhere to the following guidelines:

Submissions should be clearly labeled with the name of your community, the name of a contact person, and at least a basic title or description stating what kind of program or activity the form/application is used for. **Wherever possible, we encourage members to please submit their sample materials in electronic format, preferably MS WORD, WORD PERFECT, MS EXCEL, or COREL QUATTRO.**

The final deadline for accepting submissions is close of business (5:00 PM EST) on March 21, 2001. If you are interested in submitting forms or serving on the ad hoc committee that will be evaluating the submissions, contact Romulus Johnson at 202-887-5526; or, by e-mail, romulus@ncdaonline.org. To mail a hard copy version of a submission to NCDA, the mailing address is: 522 21st Street NW, Suite 120, Washington, DC, 20006.