



**COMMUNITY DEVELOPMENT DIVISION**  
**Community Development Block Grant (CDBG)**

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**CDBG PLANNING GRANT REQUEST FOR FUNDS**

Local Government/Grantee: \_\_\_\_\_

Address: \_\_\_\_\_

Contract Number: \_\_\_\_\_

Draw Request Number: \_\_\_\_\_

Amount Requested: \_\_\_\_\_

Type of Planning Project: \_\_\_\_\_

Please provide a cover letter with verification of expenses and include the following documentation:

Competitive procurement documentation (*including affidavit of RFP/RFQ publication*); **OR**

Documentation showing limited solicitation requirements have been met per Section VIII of the CDBG Application Guidelines for Housing & Public Facilities Planning Grants;

Documentation that Section 3 and Disadvantage Business Enterprise requirements were met;

Signed Professional Services Agreement with Consultant;

Consultant's name and DUNS number;

Evidence of expenditure and proof of local match (*In-kind match is ineligible*);

Proof of Worker's Compensation Insurance (*per Section 25 of the Contract*);

Certificate of Liability Insurance coverage with MDOC listed as additional insured (*per Section 20 of the Contract*);

Progress Report with first draw request;

First draw: draft of final product (*Growth Policy, Housing Needs Assessment, CIP, PER, etc*);

Final draw: evidence of compliance with Contract's scope of work; final and complete product submitted in both printed and electronic copies; documentation showing local match requirements have been met; and

Completion Report with final draw request.

\_\_\_\_\_  
Signature of Local Government's Elected Official and Title

\_\_\_\_\_  
Date