



REQUEST FOR PROPOSALS 2024 CDBG NOTICE OF FUNDING AVAILABILITY

PROPOSAL CHECKLIST

Thank you for your interest in submitting a proposal for the DEDO 2024 CDBG Notice of Funding Availability (NOFA).

The following instructions and checklist of attachments are provided as tools to assist you in ensuring that adequate information is available as you begin the application submission process. The online application includes requests for attachments that must be uploaded to the *Zengine* application system to complete your proposal.

NOTE: if any of the links do not open when you “CTRL+CLICK”, simply copy and paste the url into your browser for access.

Zengine System Requirements In order to begin, you must:

- Have a valid email address
- Use a computer with Internet Access to complete the online application. If you do not have a computer, visit a Denver Public Library. Locations are listed here.

Also, we recommend that you:

- Utilize Internet Explorer 9 or above, Mozilla Firefox, or Google Chrome
- Use Microsoft Office 2007 or above
- Adjust the resolution on your computer screen to a minimum of 1024 x 768.

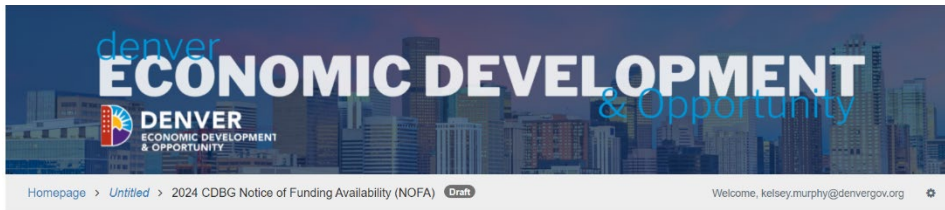
A. Using the Zengine System to Create an Application

The first time you enter the [Zengine system](#) you will be instructed to enter an email address and create a password in the “Signup” area. In subsequent visits, you will be required to enter the same email and password in the “Login” area.

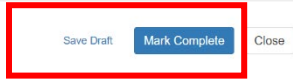
In an effort to help you retain the data that you’ve entered into the application, save your work often.

Take the following two steps to be sure to save all you work:

1. Select “Save Draft” at the top of the application
2. Only mark the application complete once you have finished filling out all the required questions as shown below:



2024 CDBG Notice of Funding Availability (NOFA) ▾



When you are ready to submit this step, please click the blue "Save" button at the bottom of the page.

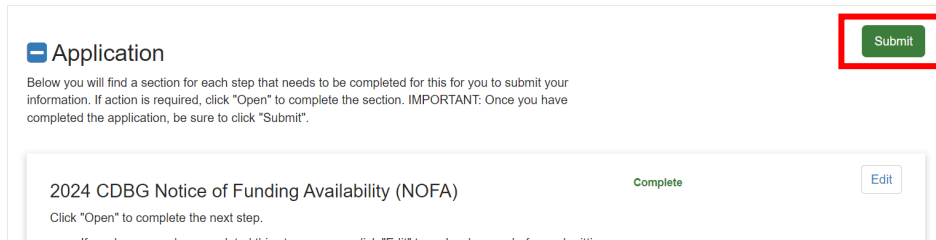
- You can save this form as a draft at any time by clicking "Save Draft" at the bottom of the page.
- When you have completed all required items, please click the "Mark Complete" button at the bottom of the page.

NOTE: When you have completed all required steps, be sure to click "Submit" on the next page.

2024 CDBG Notice of Funding Availability

Once you have completed the application and uploaded all attachments, you may proceed to submit your application by:

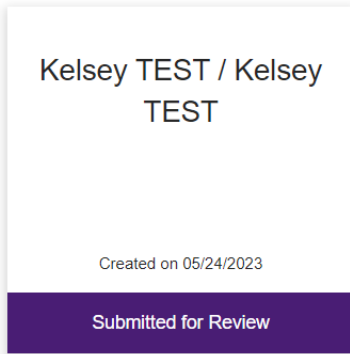
1. Select "Submit" in the top right corner of the application homepage. The (radio) button will automatically turn green once the application is marked complete and no further action is required.



NOTE: Zengine will not allow you to submit the application until you have completed all required fields. It will indicate the missing information with the following message after the first incomplete field: **Please enter all required fields. Once all fields have been completed, you may try to submit the application again.**

2. Once you submit the application, you will return to your portal's Homepage where you can see the status of your submission by the colored status bar below the submission card.
 - a. If the status bar is purple or says "Application Submitted", your submission is under review, and no action needs to be taken.
 - b. If the status bar is orange or says "Action Required", there is an action required. Click on the Submission Card to complete.
 - c. If the status bar shows anything other than the 2 requirements mentioned above, then there is an error. Please reach out to the Administrator of this program.

Once submitted, your application is under review and no further action needs to be taken.



3. Your submission is now complete. You will be able to access a copy of your application anytime by logging into your portal with the login credentials you created at the beginning.

B. Uploading Attachments in the Zengine System

The attachments below are itemized according to the Section names at the top of each part of the application. Multiple pages must be uploaded as a single attachment in .pdf format. Be careful when uploading an attachment, as the Zengine system will only accept one attachment per individual response.

If a document is uploaded incorrectly, press the “Select a File” button to replace the incorrect document. You may then browse the documents on your computer to select and upload the correct document (the system will only retain the last attachment uploaded per response).

- Section I: Program Details – No attachment required
- Section II: Organization Information – J. Attach Federal Tax Exemption Determination Letter (If Issued)
- Section II: Organization Information – K. Attach Certificate of Good Standing with the Secretary of State (NOT Certificate of Registration)
- Section II: Organization Information – L. Attach IRS W9 Form
- Section II: Organization Information – Z5. Attach the Executive Director/CEO’s résumé
- Section III: Organizational Capacity – A. Attach your Board of Directors list with affiliations/skill sets
- Section III: Organizational Capacity – B. Attach certification/resolution by Officer(s) authorizing submittal of this application
- Section IV: Financials – A. Attach financial statements for the two most recently ended fiscal years. (Audited statements preferred)
- Section IV: Financials – B. If the organization expends \$750,000 or more of Federal assistance during its fiscal year, attach most recent Single Audit
- Section IV: Financials – C. Attach most recently filed IRS Form 990 (Required if entity is non-profit organization)
- Section IV: Financials – E. Attach the Funding History Spreadsheet
- Section IV: Financials – G. Please attach a schedule of federal awards, including amounts, sources and dates for the past three years.
- Section IV: Financials – J. Attach the Chief Financial Officer’s résumé (If applicable)
- Section IV: Financials – K1. Upload organization budget for the current fiscal year as a PDF.
- Section IV: Financials – L1. Attach the completed Budget Cost Allocation Plan Spreadsheet for your program
- Section IV: Financials – M1. Upload the completed Project Funds Source Spreadsheet

- Section V: Program Information – G1. Attach the Program Response Form located in section G.
- Section V: Program Information – S. Attach Entity Organizational Chart
- Section V: Program Information – T1. Attach Résumé
- Section V: Program Information – T2. Attach Résumé
- Section V: Program Information – T3. Attach Résumé
- Section VI: Required Certifications – B. Attach completed Lobbying Certification
- Section VI: Required Certifications – C. Attach completed Drug-Free Workplace Certification
- Section VI: Required Certifications – D. Diversity and Inclusiveness in City Solicitations Information Request Form (this form is an e-form that must be submitted outside of Zengine)
- Section VI: Required Certifications – E1. Attach COIs
- Section VI: Required Certifications – F1. Attach the Political Contributions and Donations Disclosure Certificate.
- Section VII: Optional Information – A. Community Support Letters (Not Required)
- Section VII: Optional Information – C. Project Brochures, Marketing Materials, etc. (Not Required)

Miscellaneous Reference Tools:

- [Map of Denver's City Council Districts](#)
- [Map of Denver's statistical neighborhoods](#)