

# PROPOSED SPONSOR PROJECT OUTLINE

Please mail this Project Outline, Checklist and attachments to:

**Burt Von Hoff**  
**Florida Department of Economic Opportunity**  
**Division of Community Development**  
**107 East Madison Street**  
**Tallahassee, Florida 32399**

**PHONE: 850/717-8518; Fax: 850/717-8522**

**E-MAIL: "BURT.VONHOFF@DEO.MYFLORIDA.COM"**

**NAME OF AGENCY:** \_\_\_\_\_

**NAME OF PROJECT:** \_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_

**TITLE:** \_\_\_\_\_

**MAILING ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

**PHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**E-MAIL:** \_\_\_\_\_

**TYPE OF PROPOSED PROJECT:**

\_\_\_\_\_ **Provide, construct, improve or substantially rehabilitate:**

\_\_\_\_\_ **Housing;**

\_\_\_\_\_ **Homeownership Opportunities;**

\_\_\_\_\_ **All Other Housing**

\_\_\_\_\_ **Commercial resources and facilities;**

\_\_\_\_\_ **Industrial resources and facilities; or**

\_\_\_\_\_ **Public resources and facilities.**

\_\_\_\_\_ **Improve entrepreneurial & job development opportunities for low-income persons.**

\_\_\_\_\_ **Increase access to high-speed broadband capability in rural communities with an EZ**

**PROJECT LOCATION:**

\_\_\_\_\_ **Florida Enterprise Zone**

\_\_\_\_\_ **Front Porch Community**

\_\_\_\_\_ **Housing for Low-Income Persons (Enterprise Zone location)**

\_\_\_\_\_ **Housing for Low-Income Persons (non Enterprise Zone location)**

# PROJECT PROPOSAL CHECKLIST

## I. SPONSOR ELIGIBILITY DOCUMENTATION

The sponsor must submit documentation of eligibility (if available):

- a copy of the organization’s Articles of Incorporation,
- a copy of the organization’s By-Laws, or
- a copy of Division of Corporation’s Registration Certificate, or
- a copy of the Internal Revenue Service eligibility letter, or
- or other documentation of sponsor eligibility.

\_\_\_\_\_  
Articles of  
Incorporation

\_\_\_\_\_  
By-Laws

\_\_\_\_\_  
Dept. of State Letter

\_\_\_\_\_  
IRS Letter

\_\_\_\_\_  
Other

These items should include effective dates and all appropriate signatures.

## II. PROJECT NARRATIVE

The sponsor must submit a project narrative (usually 1 – 2 pages, although any length is acceptable) that briefly and clearly:

- A. Describes the eligible project;
- B. Lists the types of donations sought;
- C. Identifies the uses for donations;
- D. Estimates the total project cost;
- E. Estimates the number of jobs (if applicable); and
- F. Estimates the completion date of the project.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## III. DOCUMENTATION OF AREA ELIGIBILITY

The sponsor of a “community development” project must submit documentation that the proposed project is located within a state designated Enterprise Zone or Front Porch Community (a letter from an EZDA Coordinator or Front Porch Community Liaison or a map with project location highlighted will be acceptable).

\_\_\_\_\_  
EZDA Letter

\_\_\_\_\_  
Front Porch Letter

\_\_\_\_\_  
Map

\_\_\_\_\_  
Housing: Not  
Applicable

Please note: projects designed to provide housing for low-income persons are not required to be located within an Enterprise Zone.

## IV. LOCAL GOVERNMENT RESOLUTION

The sponsor must submit a certified copy of a resolution from a local government (where the project is located) stating that the proposed project is “consistent with local plans and regulations (including comprehensive plans)”.

\_\_\_\_\_  
Resolution