

**Discretionary Funding Request**

**TO BE COMPLETED BY AGENCY**

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| --- | --- |
| Agency: |  |
| Date: |  |
| Name of Project: |  |
| Project time-period: |  |
| Amount Requested: |  |
| Other funds contributed: |  |
| Partners: |  |
| Describe the identified need and how the need was determined: |  |
| Sustainability Plan: Will this project create future ongoing costs, and if so, how will those be paid? |  |

**Itemized Budget:**

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| --- | --- |
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| **Total:** |  |

***Must submit proposal narrative & completed Logic Model with Discretionary Funding Request form***

***To Be Completed by ODOC Reviewer:***

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| --- | --- | --- | --- |
| CAA Risk Level: |  | | |
| Balance on current CSBG contracts: |  | | |
| Has the CAA had any Discretionary fund lapses in the past 2 years? | | Yes | No |
| Is the CAA on track to fully expend its current CSBG contracts? | | Yes | No |
| Is this an identified priority need in the CAA’s current CNA? | | Yes | No |
| Are the budgeted project expenses allowable under CSBG guidelines? | | Yes | No |
| Is the project a novel, innovative, urgent and/or isolated need? | | Yes | No |
| Did the CAA include a Logic Model completed accurately? | | Yes | No |
| Is the project something that will produce a measurable outcome(s)? | | Yes | No |
| Do the project outcomes align with CSBG Requirements #201 & 203 (eff Jan 2022)? | | Yes | No |
| Are there available discretionary funds to approve this project? | | Yes | No |
| Does the reviewer recommend approval for this project? | | Yes | No |
| Does the Review Committee recommend approval for this project? | | Yes | No |