



**CENSUS 2020 COMPLETE COUNT
PROJECT FUNDING ASSISTANCE APPLICATION**
NORTH DAKOTA DEPARTMENT OF COMMERCE
SFN 61685 (10-2019)

For Office Use Only

Application Number

Activity must be completed by April 30, 2020.

Project Title			
Local Complete Count Committee Applying for Funds			
Project Coordinator Name			
Mailing Address	City	State	ZIP Code
Telephone Number	Email Address		
Project Description (methods, activities, services to be provided, partnerships)			
Project must demonstrate at least one of the following criteria: (check all that apply) <ul style="list-style-type: none"> <input type="checkbox"/> Regional or statewide impact <input type="checkbox"/> Impact on reaching traditionally undercounted populations (i.e., American Indians, Bakken region oilfield workers, retired snowbirds, Federal military and college students not in group quarters, immigrants, frontier counties – 6 persons or less per square mile) <input type="checkbox"/> Targeted census worker recruitment 			
Describe how the activity meets the criteria selected			
Describe the intended impact			
Project Schedule Date(s)	Proposed Project Budget	Funding Amount Requested	
Applicant (Please print)	Title		
Signature		Date	

Description of Application Process:

Project Funding Assistance will be dispersed by the Department of Commerce. Funding will be awarded on a revolving basis to support the efforts of local Complete Count Committees by paying for goods and services approved through the application process.

Assistance cannot be provided as grants or expense reimbursements. Project vendor bids or estimates must be included with the application. Invoices submitted upon the completion of the activity cannot exceed the estimate/bid. Invoices will be paid by the Department of Commerce directly to the vendor. Approved applications will be funded if funds are available. If applicant is requesting assistance for more than one purpose, activities must be prioritized, and all requests may not be funded.

Applications are due no later than March 31, 2020.

Who is Eligible: North Dakota Complete Count Committees – attach reporting documentation

Requirements for Release of Funds:

1. Approved application
2. Financial Report showing total project expenditures
3. Submission of quote/invoice to Department of Commerce (eligible expenses must be submitted no later than April 30, 2020)
4. Invoice must include application number
5. Review/Approval of Invoices
 - a. Applications up to \$2,500 – Task Force Co-Chairs
 - b. Applications over \$2,500 – Task Force Executive Committee
 - c. Maximum of \$5,000 per application for qualifying activity
 - d. Final review and approval of invoice by Department of Commerce

Email application to: gproffitt@nd.gov

Questions: North Dakota Department of Commerce
Attn: Gabrielle Proffitt
PO Box 2057
Bismarck, ND 58502
701-328-5300

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Application Evaluation:

- Administrative Capacity: Does the applicant have adequate experience and qualifications to accomplish the proposed project?
- Project Description: Has the applicant provided a comprehensive description of the project, including details about methods, activities and services to be provided? If applicant is partnering with any other entity, is that partnership fully explained?
- Target Audience and Need: Has the applicant identified the intended audience and its need for the services proposed?
- Project Schedule: Does the applicant's timeline clearly illustrate appropriate scheduling of proposed actions and activities?
- Impact: Does the applicant's methodology and strategy address the targeted impact?
- Budget: Is the proposed budget reasonable, necessary, appropriate and adequate to perform the proposed services?
- Are local resources being contributed to the project?