

**MISSOURI DEPARTMENT OF ECONOMIC DEVELOPMENT  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
FY2019 APPLICATION: FORM C – LOCAL EFFORT (page 1 of 2)**

<b>BLOCK 1: Taxes (must be completed by the applicant, regardless of the type of application)</b>		
<b>TAX TYPE</b>	<b>A. TAX RATE</b>	<b>B. ACTUAL REVENUES RECEIVED IN 2018 OR LAST FISCAL YEAR</b>
1. SALES	%	\$
2. PROPERTY TAXES	\$ PER 100 A.V.	\$
3. OTHER TAXES	%	\$
4. ELECTRIC FRANCHISE	%	\$
5. GAS FRANCHISE	%	\$
6. OTHER FRANCHISE	%	\$
7. 2018 ASSESSED VALUATION	%	\$

**FY2019 APPLICATION: FORM C(a) – LOCAL EFFORT (page 2 of 2)**

**BLOCK 3: Budget Data (Must be completed for all projects by applicant, and/or other multi-jurisdictional applicant, as applicable)**

Budget for \_\_\_\_\_, \_\_\_\_\_, to \_\_\_\_\_, \_\_\_\_\_. Adopted on \_\_\_\_\_  
(month) (year) (month) (year) (date of adoption or latest amendment)

A. DESCRIPTION	B. GENERAL FUND	C. WATER FUND	D. SEWER FUND	E. ELECTRIC FUND	F. GAS FUND	G. _____ FUND	H. _____ FUND	I. TOTAL
1. PREVIOUS YEAR BALANCE (PLUS ALL INVESTMENTS)								
2. REVENUES								
3. TRANSFERS IN FROM OTHER FUNDS								
4. EXPENDITURES								
5. TRANSFERS OUT TO OTHER FUNDS								
6. 16% CONTINGENCY ALLOWANCE (16% MULTIPLIED BY EXPENDITURES)								
7. BALANCE (1+2+3) – (4+5+6)								

PROVIDE EXPLANATION OF ANY FUNDS INCLUDED IN THE BUDGET DATA ABOVE THAT ARE NOT USABLE (RESTRICTED AS DEFINED IN THE INSTRUCTIONS) FOR THE PROPOSED PROJECT:

PROVIDE EXPLANATION OF ANY NEGATIVE BALANCE:

**BLOCK 4: Certification (Attach current financial statement)**

I, \_\_\_\_\_, the \_\_\_\_\_ of \_\_\_\_\_, do hereby certify to the Department of  
(name) (title) (name of city, county, sub-applicant)

Economic Development that the information in Blocks 1,2, and 3 of FORM C is correct and can be verified by the records of the entity, including the **attached financial statement.**

CERTIFYING OFFICER	DATE
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## FORM C – LOCAL EFFORT INSTRUCTIONS

Block 1 is to be completed by the applicant for all types of projects. Blocks 3 and 4 **must** be completed by the applicant or sub-applicant, as applicable. Round all dollar amounts to the nearest \$1.00. It is important to complete this section **completely** and **accurately**.

### BLOCK 1 – TAX RATES AND REVENUES:

**Column (A) – Tax Rate:** Indicate the tax rate levied in the **last** fiscal year. Property tax rate for **cities** should include levies for the general fund, bond retirement, parks, health, and other funds levied by the city council or a local board appointed by the city. If the tax is paid on a flat rate basis, write “Flat” in this column. Property tax rate for **counties** should include levies for the county (and township) general fund, bond retirement, and road and bridge fund, plus special district road and bridge levies for the specific area(s) of the improvement(s) proposed in the application.

**Column (B) – Actual Revenues Received:** Indicate the amount of tax revenues collected in the last fiscal year by each tax listed. These amounts must be certified by the budget officer in Block 4.

**Line 7 – Assessed Valuation:** Indicate the assessed valuation of the city or county applicant. This would include all property types – real and personal.

### BLOCK 2 – USER FEES:

All applicants must complete this section regardless of the category under which they are applying. If the applicant combines their water and sewer user fees in their billing to customers, enter “combined” in column (b), and indicate the combined rate in column (a). On line 3, indicate the monthly cost per user for residential services of 5,000 gallons used. On line 5, indicate the total amount of revenues collected during the last calendar year. If a new water or sewer system is proposed, Block 2 must be completed based on the first year’s projections.

### BLOCK 3 – BUDGET DATA:

Data from this section must correspond to the applicant’s (or sub-applicant’s) most recent budget, or amendments of that budget. Data from all financial accounts under the applicant’s direct control must be included, except those funds that have been restricted to a specific use by a vote of the citizens, or an official act of the governing body (ordinance, resolution, or written policy). However, all financial accounts directly related to the type of activity proposed must be included, regardless of whether it is restricted. Budgets under the authority of a legally-established board (such as a park board) must not be included unless that type of activity is included in the proposed project. **Do not** include budget data relating to state or federal grants, including local funds set aside to match those grants. **Attach a copy of the applicant’s or sub-applicant’s financial statements (Balance Sheet, Income Statement and Cash Flow Statement).**

Two copies of Block 3 have been included in the application; one for the applicant c(a) and one for the subapplicant c(s). If both entities are contributing matching funds, then both must complete the form. **For the entity that completes Block 3, submit a copy of the entity’s most recent financial statement (balance sheet and income statement).**

**Line 1 – (Beginning Balance):** Include all funds, which were available to the applicant (or sub-applicant) at the beginning of the fiscal year, **including** short and long-term investments (such as savings accounts and certificates of deposits).

**Line 6 – (16% Emergency contingency allowance):** Multiply the amount identified in line 4 (expenditures) by 16%, and enter here. This amount did **not** have to be included in the applicant’s actual budget. **Do not** add emergency or contingency set-asides included in the applicant’s budget to this line.

### BLOCK 4 – CERTIFICATION:

The certifying officer (for the applicant) must be the City Clerk or City Treasurer, County Clerk or County Treasurer or Treasurer of sub-applicant, whichever is applicable. For the subapplicant, the form must be certified by the Chief Operating Officer or the Chief Fiscal Officer. Only one original signature is required.

**Applicants/subapplicants must attach a copy of their most recent financial statement to the application.**