

# HOME/HTF GRANTEE INFORMATION SHEET

This information is provided to the Department of Economic Development to be used in updating mailing lists necessary for distributing HOME Information.

HOME  HTF Grant Number: \_\_\_\_\_ Federal Tax ID number: \_\_\_\_\_

Grantee: \_\_\_\_\_ DUNS No: \_\_\_\_\_

Grantee Fiscal Year-End: \_\_\_\_\_ / \_\_\_\_\_ (Month/Day)

Mailing Address: \_\_\_\_\_  
 \_\_\_\_\_

Chief Elected Official  Executive Director's Name: \_\_\_\_\_

Title: \_\_\_\_\_ Email: \_\_\_\_\_

### Grantee Contact

List below the person from the grantee that will serve as the day-to-day contact for the award.

Contact Person/Title: \_\_\_\_\_

Address (if different than above): \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Check here if this person will be the Administrator

### Limited English Proficiency (LEP)

Same as Local Contact

Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

### Fair Housing Representative

Same as Local Contact

Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**Section 504 Coordinator** Employs 15 or more persons  Yes  No (if Yes, complete the information below)

Same as Local Contact

Name: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_

### Administrator

If the Administrator is not the Grantee Contact, provide the following information. If the funded organization has hired or intends to hire a for-profit or not-for-profit firm to administer the awarded project, provide the following information:

Firm: \_\_\_\_\_

Name of Grant Administrator

Address

City State Postal Code

Phone Number Fax Number

Email

### Other person(s) to receive copies of all correspondence.

Firm: \_\_\_\_\_

Primary Contact

Address

City State Postal Code

Phone Number Fax Number

Email

**ADDITIONAL CONTACTS:** If you want other persons to receive correspondence, please attach listing of names, titles, mailing addresses, and email address.