



## APPLICATION CHECKLIST – PY 2025

### REQUIRED

- \_\_\_\_\_ Letter of Transmittal
- \_\_\_\_\_ Completed Project Summary Form
- \_\_\_\_\_ Completed Core Application
- \_\_\_\_\_ Statement of Project Eligibility
- \_\_\_\_\_ Statement of National Objective Compliance
- \_\_\_\_\_ Proposed Project Budget (*Construction budget must be signed and sealed by Registered Professional*)
- \_\_\_\_\_ Activity/Program Implementation Schedule
- \_\_\_\_\_ Completed Application Attachment(s) as Relevant (*i.e. Public Facility and Improvement Attachment, Public Service Attachment, Non-Profit Attachment*)
- \_\_\_\_\_ Signed Resolution (**Detailing prioritization for Primary and Alternate applications**)
- \_\_\_\_\_ Public Hearing Notice Proof of Publication (Required for Municipalities)
- \_\_\_\_\_ Public Hearing Minutes (Municipalities)
- \_\_\_\_\_ Board Meeting Minutes (Non-Profits)

### REQUIRED WHERE APPLICABLE

- \_\_\_\_\_ Construction Plans and Specifications
- \_\_\_\_\_ Project Area Map(s) (Delineating physical work locations)
- \_\_\_\_\_ Service Area Map (Use Areas of Low- and Moderate-Income Concentration Map to delineate area that will benefit from the project.)
- \_\_\_\_\_ Photographic Evidence of Need
- \_\_\_\_\_ Eight-Year Street Life Certification (Signed and sealed by Registered Engineer)
- \_\_\_\_\_ Funding Commitment Letter(s) or Copies of Requests for Other Funds
- \_\_\_\_\_ Proof of Required Permits for Activity Implementation
- \_\_\_\_\_ Current CDBG Project Status Report(s)