

Application Exhibits/Uploads Checklist

General Application Exhibits

- Fair Housing Action Plan
- Drug Free Workplace Policy
- ERR documentation
- Cooperation Agreement (Exhibit General 1)
- Public Hearing Documentation
 - Citizen Participation Plan
 - Copy of Advertisements of Public Hearing Notices
 - Copy of Publishers Affidavit
 - Copy of Hearing Minutes for Hearing
 - Copy of Sign-In Sheet for Hearing
 - Copy of response(s) to comments and/or complaints.
 - Copy of Four Factor Analysis
 - Copy of Language Access Plan (if required)
- Adopted Local Resolution (Exhibit General 2)
- Certification of Compliance with the Requirements of 24 CFR 570.606 and the Residential Anti-displacement and Relocation Assistance Plan (24 CFR 42.325) (Exhibit General 3)
- Application Certification (Exhibit General 4)
- Local Assurances (Exhibit General 5)
- Applicant Recipient Disclosure Form HUD 2880 (Exhibit General 6)
- Title VI Compliance (Exhibit General 7) *No Sample provided*
- CDBG Responsibility Matrix (Exhibit General 8)
- Citizen Participation Plan
- Section 3 Plan
- Program Income Plan, as applicable

Project Information Exhibits

- 1.4 Relocation Documentation
 - General Information Notices, when applicable
 - Tenant Relocation Plan
- 1.5 Fair Housing Action Plan, if applicable

Project Need Exhibits

- 2.1 Rehab Program Waiting List (form)

Applicant Capacity Exhibits

- 3.1 Key Personnel Resumes

Project Feasibility and Merit Exhibits

- 4.1 CDBG Financing Plan and Budget (form)
- 4.2.A Operating Funds and Rental Subsidies(form)
- 4.2.B Financial or Programmatic Link with Social Service Providers (form)
- 4.2.C Multi-Unit Housing - Audited Financial Report

Standard Projects

- 4.4 **Site and Building Report (form) or Capital Needs Assessment**
Supporting Data: *Infrastructure Projects require only those in bold.
- Location Map
 - Street Map
 - Existing Zoning Map
 - ***Town/Eng Maps**
 - 6 Interior Photos (min)
 - ***6 Exterior Photos (min)**
 - ***FEMA Flood Insurance Rate Map**
 - Phase I, II Environmental Site Assessments
 - Hazardous Material Reports (if applicable)
 - Hazardous Materials Notifications & Requirements (provide copy)
 - Letter to SHPO
 - SHPO Response Letter
 - Capital Needs Assessment (Housing Authorities Only)
- 4.4.A **Infrastructure Projects (Form)**
- 4.4.B **Coordination/Approval/Clearances (Form)**
- 4.5 **Construction Documents Status (Form Provided)**
- 4.5.A **Construction Specifications Certification (Form)**

- 4.5.A.1 Construction Drawings & Specifications Requirements
- 4.5.B Cost Estimate (Form)
- 4.5.C. Project Development Budget – (Form)
- 4.5.D Professional Services and Construction Procurement Compliance
- 4.5.D.1 Grant Consultant Procurement and Contract (as applicable)
 - Procurement Documents
 - Contract
- 4.5.D.2 Architect/Engineer Procurement and Contract
 - Architect/Engineer RFP/RFQ Advertisement
 - Architect/Engineer RFP/RFQ Advertisement Notice
 - Architect/Engineer RFP/RFQ Responses and Contacts
 - Architect/Engineer Contract
 - Architect/Engineer License
- 4.5.D.3 Construction Procurement Plan
- 4.5.D.4 Draft Bid Advertisement or Quote Solicitation
- 4.5.D.5 Draft Owner-Contractor Agreement

Sustainable Features and Design

- 4.6, 4.6.A, 4.6.B, 4.6.C, 4.6.D thru 4.6.L
 - LEED Certification
 - Utility Incentives/Rebates

Residential Rehabilitation Programs

- 4.7.A.2 Procurement Policy
- 4.7.A.3 Draft Contractor Solicitation
- 4.7.A.4 Draft Bid Package
- 4.7.B.2 Initial Inspection Form
- 4.7.C.2 Standard Hazardous Material Notification
- 4.7.D.2 Progress Inspection Form
- 4.7.G 75% Rule/Walk-Away Compliance (form)
- 4.7.H Rehabilitation Standards/Asbestos/Lead Compliance (form)
- 4.7.I Program Development Budget (form)
- 4.7.J Cost Estimating Document
- 4.7.K Construction Administration/Consultant Agreement

- 4.7.L Energy Star/Sustainable/Green/Eco-Friendly Products, Recycling/Salvage List
- 4.7.M Rehabilitation Guidelines - attach a copy of the Rehab Program Guidelines
- 4.8.C Public Services Program Development Budget (form)
- 4.9.1 Projected Timeline

Community Impact Exhibits

- 5.1.A Community Impact Map
- 5.2 Letters of Support
- 5.3 Resident Participation Plan, if applicable

Housing Programs Only

- 6.2 Section 3 Past Performance
- 6.3 Section 3 Good Faith Efforts
- 6.4 MBE/WBE Past Performance
- 6.6 Section 504/ADA Notice (form) – NEW GRANTEEES ONLY
- 6.7 Section 504/ADA Grievance Procedure (form) - NEW GRANTEEES ONLY
- 6.8 Section 504/ADA Checklist for Existing Facilities - NEW GRANTEEES ONLY
- 6.9 Section 504/ADA Self Evaluation Questionnaire (form) - NEW GRANTEEES ONLY
- 6.10 Section 504/ADA Transition Plan - NEW GRANTEEES ONLY