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

- 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.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 GRANTEES ONLY
6.7 Section 504/ADA Grievance Procedure (form) - NEW GRANTEES ONLY
6.8 Section 504/ADA Checklist for Existing Facilities - NEW GRANTEES ONLY
6.9 Section 504/ADA Self Evaluation Questionnaire (form) - NEW GRANTEES ONLY
6.10 Section 504/ADA Transition Plan - NEW GRANTEES ONLY