# See the source image

# **Application Exhibits/Uploads Checklist**

## General Application Exhibits

**000.1 GCA** Cooperation Agreement ***(General 1)***

**000.2 GALR** Adopted Local Resolution ***(General 2)***

**000.3 GCOC** Certification of Compliance with the Requirements of 24CFR 570.606 and the Residential Anti-displacement and Relocation Assistance Plan (24 CFR 42.325) ***(General 3)***

**000.4 GAC** Application Certification ***(General 4)***

**000.5 GLA** Local Assurances ***(General 5)***

**000.6 GRD** Applicant RecipientDisclosure Form HUD 2880 ***(General 6)***

**000.7 GT5C** Title VI Compliance ***(General 7*)** *No Sample provided*

**000.8 GRM** CDBG Responsibility Matrix **(*General 8)***

**00.1 FHO** Fair Housing Ordinance

**00.2 FHAP** Fair Housing Action Plan

**00.3 S3P** Section 3 Plan

**00.4 DFWP** Drug Free Workplace Policy

**00.5 ERR** ERR Documentation

**00.6 CEPA** CEPA Checklist

**Citizen Participation/Public Hearing Documentation**

**00.7 CPP** Citizen Participation Plan

**00.8 CPHN** Copy of Advertisements of Public Hearing Notices

**00.9 CPA** Copy of Publishers Affidavit

**00.10 CPHM** Copy of Hearing Minutes for Hearing

**00.11 CPAL** Copy of Attendees List

**00.12 CPSIS** Copy of Sign-In Sheet for Hearing

**00.14 CPRCC** Copy of response(s) to comments and/or complaints**.**

**00.15 FFA** Copy of Four Factor Analysis

**00.16 LAP** Copy of Language Access Plan (if required)

**00.17 PIP**Program Income Plan, as applicable

## Project Information Exhibits

**1.1** Project/Program Description

**1.4** Relocation Documentation

**1.4.A** General Information Notices, when applicable

**1.4.B** Tenant Relocation Plan

**1.5** Fair Housing Plan

## Project Need Exhibits

**2.1** Project/Program Need Narrative

**2.1.A** Rehab Program Waiting List (form**)**

## Applicant Capacity Exhibits

**3.1** Key Personnel Resumes

## Project Feasibility and Merit Exhibits

**4.1.A** 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

**Energy and Green Building Features and Design**

**4.6.A** Energy Star Products – Cutsheets / Specifications

**4.6.B** Energy Upgrades – Utility Rebate Letter, Energy Conservation

Plan HERS Calculations

**4.6.C** On-Site Renewable Energy – Energy Projection Report, Energy Percentage Calculation

**4.6.D** Water Efficiency – Plumbing fixture and Appliance Cutsheets / Specifications

**4.6.E** Sustainable Sites – Site Plans, Landscape Plan, Exterior Lighting Plans / Cutsheets

**4.6.F** Materials

* Low Emitting Flooring Cutsheets / Specifications
* Low Emitting Paints, Coatings, Sealants, Adhesives Cutsheets / Specifications
* Low Emitting Composite Woods: No Added Urea Formaldehyde (NAUF)
* Regionally Made Products
* FSC Wood Products
* Construction Waste Management Diversion 75%. Submit CWM Plan.

## 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 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

## Fiscal and Grants Management

**7.10** Fiscal and Grants Management

## Consistency with State Consolidated Plan

## 8.10 Consistency with State Consolidated Plan