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# **Application Exhibits/Uploads Checklist**

## General Application Exhibits

**000.0 SCAPP** Small Cities Application Form ***(General 0)***

**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 Public Hearing Minutes

**00.11 CPAL** Copy of Public Hearing Attendees List

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

**00.14 CPRCC** Copy of Public Hearing 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

**00.18 NO** National Objective

**00.19 TPZC** Town Planning & Zoning Certificate

## 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 (include Blended Information)

**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

**4.3.A** Certify Program Income Account Balance as of April 30, 2022

**4.3.B** Program Income justification/narrative (why DOH should not

recapture the local PI)

**4.3.C** Program Income Justification/Narrative. If there is PI and funds are not reallocated, describe in 200 words or less how the balance of PI will be applied within the next fiscal year (why DOH should not recapture the local PI)

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## Standard/Infrastructure 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**
    - Zoning Map (New Construction/Additions)
    - **FEMA Flood Insurance Rate Map**
    - CEPA Determination
    - Phase I, II Environmental Site Assessments
    - Hazardous Material Reports (if applicable)
    - Hazardous Materials Notifications & Requirements (provide copy)
    - Letter to SHPO
    - SHPO Response Letter
    - 6 Interior Photos (min)
    - 6 Exterior Photos (min)
    - 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.2** Drawings & Specifications

**4.5. B** Cost Estimate (Form)

**4.5. C** Project Development Budget – (Form)

**4.5. D** A/E Professional Services and Construction Procurement Compliance

**4.5. D.1** Grant Consultant Procurement and Contract (as applicable)

* Procurement Doc’s, RFP/Q advertisement, list of responders
* Contract

**4.5. D.2** Architect/Engineer Procurement and Contract

* Architect/Engineer RFP/RFQ Advertisement
* Architect/Engineer List of Responders
* Scoring Sheets
* Architect/Engineer Contract

**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

**4.6. A** Energy Upgrades – Energy Conservation Plan, Utility Rebate Letter

**4.6. B** On-Site Renewable Energy – (drawings/specification)

**4.6. C** Water Efficiency – Plumbing Fixture and Appliance Cutsheets

**4.6. D** Sustainable Sites – Site Plans, Civil/Landscape Plans, Exterior Lighting Plans

**4.6.E** Materials

* Low Emitting Flooring Cutsheets / Specifications
* Low Emitting Paints, Coatings, Sealants, Adhesives Cutsheets/Specifications
* Low Emitting Composite Woods: No Added Urea Formaldehyde (NAUF)

## 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 (Describe promotion methods and execution).

## Fair Housing/Equal Opportunity (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

**7.0** Fiscal and Grants Management

## Consistency with State Consolidated Plan

## 8.0 Consistency with State Consolidated Plan