



APPLICATION CHECKLIST – PY 2026

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)