

## CDBG Attachment Checklist

This checklist is provided for the convenience of Applicants submitting Public Infrastructure, Public Facility, Microenterprise, or Community Planning projects through the NYS Consolidated Funding Application (CFA) process. **The list below may not be all inclusive;** therefore Applicants will need to determine whether additional materials must be included in their application. "Optional" attachments, or those that are not required, may ultimately be necessary in order to provide the best responses to specific questions within the CFA. Please review each question closely to determine whether additional information must be attached.

### Public Infrastructure/Public Facilities

Attachment Name	Required? (Y/N)
<input type="checkbox"/> Applicant Certification Form	Y
<input type="checkbox"/> Applicant/Recipient Disclosure/Update Form	Y
<input type="checkbox"/> Copy of Public Hearing Notice, Affidavit of Publication, List of Attendees, and Hearing Minutes, Evidence of Public Posting	Y
<input type="checkbox"/> Public Infrastructure/Facility Activity Detail Form	Y
<input type="checkbox"/> Program Income Report Form	Y
<input type="checkbox"/> Smart Growth Compliance Form	Y
<input type="checkbox"/> Preliminary Budget Form	Y
<input type="checkbox"/> Evidence of CDBG National Objective Compliance	Y
<input type="checkbox"/> Facility/Maintenance Plan	Y
<input type="checkbox"/> Third-Party Cost Estimates	Y
<input type="checkbox"/> Project Team	Y
<input type="checkbox"/> Civil Rights – Documentation of Section 3 and/or Fair Housing Compliance	Y
<input type="checkbox"/> Engineering Report	N
<input type="checkbox"/> Survey Methodology	N
<input type="checkbox"/> Sample Income Survey Instrument	N
<input type="checkbox"/> Representative Sample of Submitted Surveys	N
<input type="checkbox"/> Summary of Income Survey Data	N
<input type="checkbox"/> Purchase Agreement	N
<input type="checkbox"/> Maps	N
<input type="checkbox"/> Commitment Letters	N
<input type="checkbox"/> Documentation of Unsuccessful Attempts at Pursuing Non-CDBG funding sources	N
<input type="checkbox"/> Cooperation Agreement and Resolution, if County Submitting "on Behalf of"	N
<input type="checkbox"/> Cooperation Agreement and Resolution if a Joint Application	N
<input type="checkbox"/> Written Documentation of Support	N

### Microenterprise

<input type="checkbox"/> Applicant Certification Form	Y
<input type="checkbox"/> Applicant/Recipient Disclosure/Update Form	Y
<input type="checkbox"/> Copy of Public Hearing Notice, Affidavit of Publication, List of Attendees, and Hearing Minutes, Evidence of Public Posting	Y
<input type="checkbox"/> Job Creation/Retention Table	Y
<input type="checkbox"/> Program Income Report Form	Y
<input type="checkbox"/> Preliminary Budget Table	Y
<input type="checkbox"/> Program Design Plan	Y
<input type="checkbox"/> Draft Grant Agreement Between Recipient and Business(es)	Y
<input type="checkbox"/> Entrepreneurial Training Program Syllabus	Y
<input type="checkbox"/> Draft ME Program Application	Y
<input type="checkbox"/> List of Grant Committee Members and Experience	Y
<input type="checkbox"/> Documentation of Third-Party Costs	Y
<input type="checkbox"/> Commitment Letters	Y
<input type="checkbox"/> Civil Rights – Documentation of Section 3 and/or Fair Housing Compliance	Y
<input type="checkbox"/> Project Team	Y
<input type="checkbox"/> Documentation of Unsuccessful Attempts at Pursuing Non-CDBG funding sources	N
<input type="checkbox"/> Written Documentation of Support	N

## Community Planning

<input type="checkbox"/> Applicant Certification Form	Y
<input type="checkbox"/> Applicant/Recipient Disclosure/Update Form	Y
<input type="checkbox"/> Copy of Public Hearing Notice, Affidavit of Publication, List of Attendees, and Hearing Minutes, Evidence of Public Posting	Y
<input type="checkbox"/> Program Income Report Form	Y
<input type="checkbox"/> Preliminary Budget Table	Y
<input type="checkbox"/> Commitment Letters	Y
<input type="checkbox"/> Civil Rights – Documentation of Section 3 and/or Fair Housing Compliance	Y
<input type="checkbox"/> Project Team	Y
<input type="checkbox"/> Documentation of Unsuccessful Attempts at Pursuing Non-CDBG funding sources	N
<input type="checkbox"/> Written Documentation of Support	N
<input type="checkbox"/> Cooperation Agreement and Resolution, if County Submitting “on Behalf of”	N