

CDBG Attachment Checklist - CFA

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)
Applicant Certification Form	Y
Applicant/Recipient Disclosure/Update Form	Y
Copy of Public Hearing Notice, Affidavit of Publication, List of Attendees, 72-hour Attestation of Public Notice and Minutes	Y
Public Infrastructure/Facility Activity Detail Form	Y
Program Income Report Form	Y
Smart Growth Compliance Form	Y
Preliminary Budget Form	Y
Evidence of CDBG National Objective Compliance	Y
Facility/Maintenance Plan	Y
Third-Party Cost Estimates	Y
Project Team	Y
Civil Rights – Documentation of Section 3 and/or Fair Housing Compliance	Y
Engineering Report (required for water and sewer projects)	Y
Survey Methodology	N
Sample Income Survey Instrument	N
Representative Sample of Submitted Surveys	N
Summary of Income Survey Data	N
Purchase Agreement	N
Maps (required for water and sewer projects)	N
Commitment Letters	N
Documentation of Unsuccessful Attempts at Pursuing Non-CDBG funding sources	N
Cooperation Agreement and Resolution, if County Submitting "on Behalf of"	N
Cooperation Agreement and Resolution if a Joint Application	N
Written Documentation of Support	N

Community Planning

Applicant Certification Form	Y
Applicant/Recipient Disclosure/Update Form	Y
Copy of Public Hearing Notice, Affidavit of Publication, List of Attendees, 72-hour Attestation of Public Notice and Minutes	Y
Program Income Report Form	Y
Preliminary Budget Table	Y
Commitment Letters	Y
Civil Rights – Documentation of Section 3 and/or Fair Housing Compliance	Y
Project Team	Y
Documentation of Unsuccessful Attempts at Pursuing Non-CDBG funding sources	N
Written Documentation of Support	N
Cooperation Agreement and Resolution, if County Submitting "on Behalf of"	N