

BEST Supporting Document List

Applicant	
Project Name	
CFA#	
Local ID	

Attach, as appropriate, those items applicable to the proposed project. Each of the items listed below are associated with an individual question within the CFA Portal

Pre-Application

<input type="checkbox"/>	Pre-Submission Form	Q_13140
<input type="checkbox"/>	Preliminary Budget Table	Q_13141
<input type="checkbox"/>	Job Creation/Retention Table	Q_14396

Full Application

Project Information

<input type="checkbox"/>	Documentation of Support	Q_14417
<input type="checkbox"/>	Project Team Form	Q_14421
<input type="checkbox"/>	Draft Environmental Review Record (ERR)	Q_14581
<input type="checkbox"/>	Proposed project financing and lien structure form (Stand-alone)	Q_14652

Citizen Participation Compliance

<input type="checkbox"/>	Public Hearing Notice (as published)	Q_14416
	<i>*Maximum 6 months between public hearing date and application submission date</i>	
<input type="checkbox"/>	Affidavit of Publication	Q_14416
<input type="checkbox"/>	Public Hearing Meeting Minutes	Q_14416
<input type="checkbox"/>	72 Hr Public Posting Evidence	Q_14416

Civil Rights

<input type="checkbox"/>	Fair Housing Statement/Documentation	Q_14422
<input type="checkbox"/>	Section 3 Plan (if applicable)	Q_14423

Certifications

<input type="checkbox"/>	Business Certification (Stand-alone)	Q_15452
<input type="checkbox"/>	Vendor Responsibility Questionnaire (if subrecipient is not-for-profit)	Q_14414
<input type="checkbox"/>	Smart Growth Compliance form (if applicable)	Q_14415
<input type="checkbox"/>	Applicant Certification	Q_14418
<input type="checkbox"/>	Program Income Report	Q_14420

Source Documents

<input type="checkbox"/>	Engineering Report (for public infrastructure projects only)	Q_14406
<input type="checkbox"/>	Third party cost estimates	Q_14413
	<i>*includes documentation of the cost of real property, acquisition, construction/rehabilitation, and/or equipment costs.</i>	
	<i>*Applicants proposing Microenterprise projects that include soft costs such as classroom instruction, technical assistance to businesses, marketing, etc. must provide supporting cost documentation</i>	
<input type="checkbox"/>	Commitment Letter(s) from all other funding sources, including proposed terms	Q_14424
<input type="checkbox"/>	Documentation of attempts to pursue non-CDBG funding.	Q_14425

Additional Stand-Alone Project Requirement (as applicable)

<input type="checkbox"/>	Business Written Commitment	Q_14400
	<i>*make at least 51% of the jobs on a FTE basis available to LMI persons</i>	
	<i>*commitment of the equity contribution proposed in the budget</i>	
<input type="checkbox"/>	Job Retention Family Income Forms	Q_14401
<input type="checkbox"/>	Job Retention Evidence (e.g. Retention Financial Analysis, Job Termination Notice)	Q_14402
	<i>*provide documentation of clear and objective evidence that those jobs would be lost without CDBG assistance</i>	
<input type="checkbox"/>	Description of the hiring process when indicating that at least 51% of the jobs will be “made available” or “taken by” LMI persons	Q_14403
<input type="checkbox"/>	Appraisals of real property (if acquisition is involved)	Q_14404
<input type="checkbox"/>	Evidence of Site Control	Q_14405
<input type="checkbox"/>	Draft Lease Agreement(s)	Q_14405
<input type="checkbox"/>	Financial underwriting methodology description	Q_14407
<input type="checkbox"/>	Draft Grant Agreement between Recipient and Business	Q_14411

Additional Microenterprise Project Requirements (as applicable)

<input type="checkbox"/>	Program Design Plan	Q_14408
	<i>*includes eligibility, funding, marketing and supporting activities, entrepreneurial training requirement, program objectives and impact, and program oversight and grant approvals</i>	
<input type="checkbox"/>	Entrepreneurial Training Program Syllabus	Q_14409
<input type="checkbox"/>	Draft program application and other application forms that are to be completed by each program beneficiary	Q_14410
<input type="checkbox"/>	Draft CDBG Grant Agreement	Q_14411
	<i>*Agreement between Recipient/Subrecipient and Microenterprise</i>	
<input type="checkbox"/>	List of Grant/selection Committee members and experience	Q_14412
<input type="checkbox"/>	Documentation from the business owners interested in participating in the program	Q_14417

Underwriting and Business Financial Information for Stand-Alone Projects**Income and Projections (required attachments)**

2 years of historical, current, and projected financial statements with all notes and disclosures

<input type="checkbox"/>	Income Statement - Two years of historical, current, and projected (For startups, only need first two years)	Q_14407
<input type="checkbox"/>	Balance Sheet - Two years of historical, current, and projected (For startups, only need first two years)	Q_14407
<input type="checkbox"/>	Cash Flow Statement – Two years of historical, current, and projected (For startups, only need first two years)	Q_14407
<input type="checkbox"/>	Profit and loss statement for two years, with and without CDBG	Q_14407
<input type="checkbox"/>	Current and projected detail of existing debt (payments, rate, term, collateral, etc.)	Q_14407
<input type="checkbox"/>	Documentation / analysis of debt Coverage Ratio (Business Cash Flow Available for Debt Service /Debt Service)	Q_14407
<input type="checkbox"/>	Minimum DCR of 1.25 before investment of CDBG	
<input type="checkbox"/>	Minimum DCR of 1.05 after investment of CDBG (if issued as a loan)	

Business Credit History and Analysis (retain on file)

<input type="checkbox"/>	Credit report of the owner(s) and/or developer(s)	Q_14407
<input type="checkbox"/>	Current personal financial statement of principal(s) with 20 percent or more ownership (less than 60 days old)	Q_14407
<input type="checkbox"/>	3 years business tax returns (if applicable)	Q_14407
<input type="checkbox"/>	3 years personal tax returns for each business owner who owns more than 20% of the business	Q_14407

Business Plan Review

<input type="checkbox"/>	Business Plan	Q_14407
<input type="checkbox"/>	Market Analysis	Q_14407
<input type="checkbox"/>	Project Team	Q_14407