

**COMMUNITY DEVELOPMENT WORK STUDY PROGRAM****APPLICATION CHECKLIST**

(Attachment A)

This checklist identifies application submission requirements. Applicants are requested to use this checklist when preparing an application to ensure submission of all required elements. Please present the information in the application in the order outlined below and include the completed checklist.

**I. PART A**

- \_\_\_\_\_ Transmittal Letter
- \_\_\_\_\_ HUD Form 424, Application for Federal Assistance
- \_\_\_\_\_ Table of Contents
- \_\_\_\_\_ Application Checklist
- \_\_\_\_\_ Executive Summary (no more than three (3) pages in length)
- \_\_\_\_\_ HUD 30013, Community Development Work Study Program Designation of Applicable Degree Program
- \_\_\_\_\_ Narrative statement addressing selection factors for award (Must not exceed 50 pages in length excluding required forms and assurances)
- \_\_\_\_\_ Management/Workplan
- \_\_\_\_\_ HUD 30007, Community Development Work Study Program Student Data Sheets
- \_\_\_\_\_ Recipient/Student Binding Agreement (No form provided)
- \_\_\_\_\_ Recipient/Work Placement Agreement (No form provided)
- \_\_\_\_\_ Logic Model Form (See General Section of the SuperNOFA )

**II. PART B**

- \_\_\_\_\_ HUD 30015, Community Development Work Study Program Student Budget Sheet
- \_\_\_\_\_ HUD 30014, Budget Cover Sheet for State/Area-Wide Planning Organizations Budget Summary Sheet (applicable only for states and APOs)