

Appendix A

OMB Approval No. 2506-0153 (exp.8/31/2004)

CHECKLIST AND SUBMISSION TABLE OF CONTENTS

The following checklist helps you to ensure that all of the required items have been submitted in order to receive consideration for funding. The applicant should assemble the application package in the order, shown below, check off each item included in its submission package and note the corresponding page number where the response is located.

<u>Check Off</u>		<u>Page Number</u>
<input type="checkbox"/>	Application for Federal Assistance (HUD-424)	cover page 1
<input type="checkbox"/>	Transmittal Letter	cover page 2
<input type="checkbox"/>	Checklist and Submission Table of Contents	p. 1
<input type="checkbox"/>	Applicant Narrative Statement (3 pages)	p. _____
<input type="checkbox"/>	EDI/BEDI/108/CDBG Funding Eligibility Statement form (2 pages)	p. _____
<input type="checkbox"/>	<u>Request for Loan Guarantee Assistance</u> (check off one of the four options)	p. _____
<input type="checkbox"/>	Formal application	
<input type="checkbox"/>	Brief description; formal application to be submitted in 60 days	
<input type="checkbox"/>	Copy of previously submitted, but not yet approved, Section 108 application.	
<input type="checkbox"/>	Request for Section 108 loan guarantee amendment to increase previously approved amount	
	<u>Response to Rating Factors</u>	
<input type="checkbox"/>	#1 Capacity of the Applicant and Relevant Organizational Experience	p. _____
<input type="checkbox"/>	#2 Distress/Extent of the Problem	p. _____
<input type="checkbox"/>	Distress/Extent of the Problem form (optional)	p. _____
<input type="checkbox"/>	#3 Soundness of Approach	p. _____
<input type="checkbox"/>	Project Timeline form	p. _____
<input type="checkbox"/>	#4 Leveraging Resources/Financial Need	p. _____
<input type="checkbox"/>	Sources and Uses Statement form	p. _____
<input type="checkbox"/>	#5 Results and Program Evaluation	p. _____
	<u>Application Forms and Certifications</u>	
<input type="checkbox"/>	Section 108 Certifications	p. _____
<input type="checkbox"/>	Applicant Assurances and Certifications (HUD-424B)	p. _____
<input type="checkbox"/>	Certification and Disclosure Form Regarding Lobbying (SF-LLL)	p. _____
<input type="checkbox"/>	Applicant/Recipient Disclosure Update Report (HUD-2880)	p. _____
<input type="checkbox"/>	Certification Regarding Debarment & Suspension (HUD-2992)	p. _____
<input type="checkbox"/>	Certification of Consistency with EZ/EC Strategic Plan (HUD-2990)	p. _____
<input type="checkbox"/>	Certification of Consistency with the Consolidated Plan (HUD-2991)	
	<u>Appendices</u>	
<input type="checkbox"/>	Written Agreements or Signed Letters of Understanding - Rating Factor 1	p. _____
<input type="checkbox"/>	Third Party Funding Commitment Letters - Rating Factor 4, subfactor 3	p. _____
<input type="checkbox"/>	Acknowledgment Application Receipt	last page