

COMPLETENESS REVIEW

Applicant Name: _____

Amount Requested \$ _____

*Note: This review sheet accompanies the Grant Application Review Forms found on pages 198-224 of the CDBG Application Handbook

COMPLETENESS REVIEW

Yes	No	An original application and one copy were submitted by ADOH deadline.
Yes	No	Signed documents have an original signature.

Included in the application:

Yes	No		Form 1- Application Cover Sheet
Yes	No		Form 2 – General Administration
Yes	No		Form 3 – Activity Budget
Yes	No	N/A	Form 4 – Public Works and Public Safety
Yes	No	N/A	Form 5 – Community Facilities/Barrier Removal
Yes	No	N/A	Form 8 – Housing
Yes	No	N/A	Form 9 – Economic Development
Yes	No	N/A	Form 10 – Urgent Need
Yes	No		Form 12 – National Objective Compliance – Demographics/Racial Data
Yes	No	N/A	Form 13 – Area-wide Benefit
Yes	No	N/A	Form 14 – Limited Clientele Benefit
Yes	No	N/A	Form 15 – Slum or Blight/Target Area Benefit
Yes	No	N/A	Form 15A – Spot Slum or Blight
Yes	No		Form 16 or 16HR – Milestones for Project Planning
Yes	No		Certifications
Yes	No		Disclosure Report
Yes	No		Public Hearing Information (publications, postings & sign in for both hearings)
Yes	No		Maps
Yes	No		“Before” Photographs
Yes	No	N/A	Sub-Recipient Documentation
Yes	No	N/A	Special Survey or Windshield Survey Approval

Resolutions:

Yes	No		Authorizing Submission
Yes	No		Relocation Assistance Plan
Yes	No	N/A	SB Target Area or Urgent Need
Yes	No	N/A	Leverage
Yes	No	N/A	Housing Rehab Guidelines