NRS REQUIREMENTS CHECKLIST

Applicants requesting approval of a Neighborhood Revitalization Strategy (NRS) should make sure their submission includes all items from the following checklist. Insert page reference for each checklist item. The last column regarding whether the item is included (yes or no) is for ADOH use only. *Do not complete the last column.*

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| **NRS CHECKLIST/REQUIREMENTS** |
| Item No. | Description | Page Location | *ADOH Use Only*Included in submission (Yes or No) |
| 1. | Applicant name and address |       | Yes[ ]  No[ ]  |
| 2. | Name of the NRS area |       | Yes[ ]  No[ ]  |
| 3. | Name, phone number, fax and e-mail address for a Contact Person who answers questions about the NRS |       | Yes[ ]  No[ ]  |
| 4. | A signature by the chief elected official (mayor or chair of the board) indicating that he/she is requesting approval of the strategy which contains accurate information to the best of his/her knowledge |       | Yes[ ]  No[ ]  |
| 5. | An NRS Table of Contents |       | Yes[ ]  No[ ]  |
| 6. | Maps:* NRS Identified on a CDBG Program Census Map
* NRS identified on a different map in which specific boundaries can be easily identified
* Location of major services and facilities and access to such in the NRS area

NOTE: Map boundaries MUST coincide with those described in narrative form. |                 | Yes[ ]  No[ ] Yes[ ]  No[ ] Yes[ ]  No[ ]  |
| 7. | A narrative description of the NRS area |       | Yes[ ]  No[ ]  |
| 8. | A narrative rationale for the selection of the NRS area |       | Yes[ ]  No[ ]  |
| 9. | The demographic characteristics of the NRS area and the basis for such, i.e. documentation in the form of census data, a special survey, poverty data, EZ/EC designation |       | Yes[ ]  No[ ]  |
| 10. | A narrative description of the proposed program linkages, how each relates to the NRS and its implementation, and whether the area is eligible for such funds or services.  |       | Yes[ ]  No[ ]  |
| 11. | A narrative assessment of economic conditions |       | Yes[ ]  No[ ]  |
| 12. | A narrative assessment of problems likely to be encountered in implementing the strategy and proposed solutions to each |       | Yes[ ]  No[ ]  |
| 13. | A narrative description of the consultation process undertaken with reference to appropriate backup materials. |       | Yes[ ]  No[ ]  |
| 14. | Proposed performance measures: goals, planned accomplishments and results |       | Yes[ ]  No[ ]  |
| 15. | A timeline for actions taken: proposed applications for funds, proposed actions from those funding sources, and results |       | Yes[ ]  No[ ]  |