

FY 2014 CDBG APPLICATION SUBMITTAL CHECKLIST

<p>MILWAUKEE COUNTY COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM FY 2014 CDBG APPLICATION</p> <p>Project No. _____ (CDBG Program Office Use Only)</p>

APPLICATION SUBMITTAL CHECKLIST

This checklist must be included as part of your agency's FY 2014 CDBG Application packet. Applications are due July 15, 2013. One original shall be mailed (post marked July 15th or earlier) to Milwaukee County CDBG, 2711 W. Wells, Room 102, Milwaukee, WI 53208. Also email a complete application to CDBGApplications@milwcnty.com putting your organization name in the subject line.

Project Name: _____

Project Type: _____
(Public Service or Economic Development or Capital Improvement)

INSTRUCTIONS

Enter an "X" next to each item below as you complete it. If the form or document listed does not apply to your project, enter "N/A" next to the item. This checklist must be included as part of your agency's FY 2014 CDBG Application packet.

APPLICATION

<i>For All Projects:</i>	
	Application Submittal Checklist (<i>i.e., this form</i>)
	Application for Funding
	Appendix A: Narrative of Project
	Appendix C-1: List of All Funding Sources for Project
	Appendix C-2: Three-Month Cash Rule Test (<i>applicable to non-governmental agencies</i>)
	Appendix D: Project Implementation
	Appendix E: Results of Prior Year Projects (<i>as applicable to project; see form</i>)
	Appendix F: Roster of Board Members and Professions
<i>For Public Service (PS) Projects or Economic Development (ED) Projects:</i>	
	Appendix C-3: Detailed Budget
<i>For Capital Improvement Projects (CIP):</i>	
	Appendix B: CIP Projects Additional Information Form



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	Appendix C-4: Detailed Budget <i>(note that if the project involves Minor Residential Rehabilitation, submit Appendix C-5 instead)</i>
	Appendix C-5: Detailed Budget for Rehabilitation Repair Projects



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CERTIFICATIONS & OTHER DOCUMENTS: Required of ALL applicants

	Project Contact Information Form
	Designated Authorized Signatures
	Current Board of Directors/Governing Board
	Authorization from Governing Board to Submit Application for CDBG Funds for Subject Project <i>(no form provided; submit authorization on official letterhead)</i>
	Certification Regarding FY 2014 CDBG Application Submission <i>(note that there are three distinct forms, based on the type of application [PS, ED, CIP] being submitted)</i>
	Certification Regarding Lobbying
	Certification Regarding Debarment, Suspension, Proposed Debarment, Ineligibility, and Other Responsibility Matters
	Certification for Drug-Free Workplace
	Certification Regarding Compliance with Civil Rights Act and Americans with Disabilities Act
	Certification Regarding Section 504 of the Rehabilitation Act of 1973
	Certification Regarding Compliance with MBE, WBE and Small Business Contracting Requirements <i>(note that there are two distinct forms: one for non-profit agencies and another one for governmental organizations)</i>
	Certification Regarding Compliance with Conflict of Interest and Procurement Policies
	Questionnaire Regarding Conflict of Interest and Procurement Policies
	Assurance of Audit Requirements
	Certification Regarding Section 3 of the Housing and Urban Development Act of 1968, as amended
	FY 2014 CDBG Application Handbook Certification
	Applicant's Financial Management Procedures

APPLICANT INFORMATION: Required of all applicants that are Non-Governmental Agencies

	Federal Tax Exemption Determination Letter
	Applicant's Procurement Procedures (per 2 CFR Part 215.44)
	Audited FY 2012 Financial Statements (see below regarding alternative)
	FY 2012 Single Audit Report <i>(only required of applicants that are non-governmental agencies that <u>spent \$500,000 or more in federal funds during FY 2012</u>; see below regarding alternative)</i>
	Signed Copy of FY 2012 Federal Tax Form 990 (see below regarding alternative)



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<p><i>If audited FY 2012 Financial Statements, Single Audit Report, and Tax Forms 990 and 199 are not available at the time this application is due, identify the last date of your agency's fiscal year during calendar year 2012 here ____ AND submit the FY 2011 documents as noted below. Note that, if your project is selected for funding, you will be required to submit the FY 2012 documents on or before 08/15/2013. The allocation reserved for your project will be assigned to another project if this deadline is not met. No exceptions will be made.</i></p>	
	Acknowledgement regarding reallocation of awarded funds if, as applicable, FY 2012 Audited Financial Statements, Tax Forms 990 and 199 and FY 2012 Single Audit Report, are not submitted by 05/15/2013.
	Audited FY 2011 Financial Statements
	FY 2011 Single Audit Report <i>(only required of applicants that are non-governmental agencies that spent \$500,000 or more in federal funds during FY 2012)</i>
	Signed Copy of FY 2011 Federal Tax Form 990

PROJECT-SPECIFIC REQUIREMENTS: For CAPITAL IMPROVEMENT PROJECTS only

	Certification Regarding Use of Real Property <i>(This certification is required only for projects where real property is acquired and/or improved in whole or in part with CDBG funds in excess of \$25,000.)</i>
	Written documentation of the construction schedule developed for the proposed project.
<i>If property proposed to be improved with CDBG funds is leased or rented by applicant:</i>	
	Certification Regarding Property Owner Authorization to Complete CDBG Activities on Property
	Copy of Lease Agreement. <i>(Note that the lease expiration must be no earlier than 5 years from the project completion date for the project to be eligible.)</i>
<i>If property proposed to be improved with CDBG funds is owned by applicant:</i>	
	Copy of Deed
<i>Given that projects must be completed on/or before December 31, 2014, provide evidence to demonstrate project readiness. As available/applicable, mark the items being submitted below. (If any of these are not available and/or applicable to your project, attach a brief narrative explaining why that is and/or their status, if applicable):</i>	
	Building Permit(s)
	Discretionary Permit(s) <i>(such as Site Development Permit or Conditional Use Permit)</i>
	Governing Board Resolution(s)
	Copy of Phase I Environmental Site Assessment <i>(title page and executive summary only)</i>
	Copy of Historical Resource Technical Report <i>(title page and executive summary only)</i>
	Copy of Asbestos and Lead-Paint Assessment Report <i>(title page and executive summary only)</i>
	Attached brief narrative explaining why documentation above is not applicable and/or currently available and its status, if applicable
<i>If relocation of tenants will be required to complete project activities:</i>	
	Copy of Agency Relocation Plan approved by the State of Wisconsin



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	Copy of General Information Notice Issued to Tenants <i>(Required to be issued to impacted tenants prior to submission of FY 2014 CDBG application.)</i>
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CDBG Eligible Activity for Capital Improvement Projects (must select one):

<i>Public Facilities and Improvements:</i>			
	Senior Centers		Health Facilities
	Centers for the Disabled		Facilities for Abused and Neglected Children
	Homeless Facilities		Facilities for AIDS Patients
	Youth Centers		Tree Planting
	Neighborhood Facilities		Asbestos Removal
	Parking Facilities		Other Public Facilities/Improvements
	Child Care Centers		
<i>Public Facilities and Improvements – Municipal/Government Department Applicants Only:</i>			
	Parks, Recreational Facilities		Water/Sewer Improvements
	Street Improvements		Sidewalks
<i>Residential Rehabilitation:</i>			
	Single-Unit Residential		
	Multi-Unit Residential		
	Energy Efficiency Improvements		
	Lead-Based Paint/Lead Hazards Testing/Abatement		
	Special Residential Projects		



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PROJECT-SPECIFIC REQUIREMENTS: For PUBLIC SERVICES projects only

	Copy of Rental or Lease Agreement (<i>A copy of the lease is only required if CDBG funds are proposed to be used to make a portion of lease payments.</i>)
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CDBG Eligible Activity for Public Services Projects (must select one):

<i>Public Facilities and Improvements:</i>			
	General Public Services		Child Care Services
	Homeless/AIDS Services		Health Services
	Senior Services		Abused and Neglected Children
	Disability Services		Mental Health Services
	Legal Services		Lead Based Paint/Lead Hazards Screening
	Youth Services		Subsistence Payments
	Transportation Services		Homeownership Assistance (not direct)
	Substance Abuse Services		Rental Housing Subsidies
	Battered and Abused Spouses		Security Deposits
	Employment Training		Housing Counseling
	Crime Awareness		Neighborhood Cleanups
	Tenant/Landlord Counseling		Food Banks

PROJECT-SPECIFIC REQUIREMENTS: For ECONOMIC DEVELOPMENT projects only

CDBG Eligible Activity for Economic Development Projects (must select one):

	Economic Development: Microenterprise Assistance
	Economic Development: Other job creation

OPTIONAL DOCUMENTS: Not required from any applicant, but enter an "X" next to the items included in your application submittal

	Exhibits: These refer to no more than two 8.5" X 11" pages of exhibits that you may use to supplement your application materials. You may include photographs, charts, pictures, conceptual drawings, and/or anything else you consider suitable within the 2-page limit (may be in color or black and white).
	You may submit up to 10 letters of support for your project as part of your application submittal. Non-profits are encouraged to get municipal letters of support.

