

**CDBG HOMEBUYER ASSISTANCE & HOUSING SUSTAINABILITY APPLICATION REVIEW SHEET**

<b>APPLICATION CHECKLIST:</b>	<b>YES</b>	<b>NO</b>	<b>N/A</b>
1. Is the DUNS# provided?	_____	_____	
2. Is the grant amount at or below the allowable amounts?	_____	_____	
3. Is the CEO signature on the Federal Assurance page?	_____	_____	
4. If a joint application, is the Assurance page for each entity included?	_____	_____	_____
5. Is HUD Disclosure Form 2880 completed and signed?	_____	_____	

<b>APPLICATION REVIEW:</b>	<b>YES</b>	<b>NO</b>
6. Does the project meet the national objectives of assisting Low-to-Moderate Income (LMI) Households?	_____	_____
7. Are the number of units being proposed at or below the allowable threshold? (5 – Homebuyer 6 – Housing Sustainability)	_____	_____

<b>PUBLIC HEARING NOTICE/MINUTES:</b>	<b>YES</b>	<b>NO</b>
8. Is the publication date no less than 4 days but no more than 20 days prior to the hearing?	_____	_____
9. Are public hearing minutes uploaded and do they include the hearing date?	_____	_____
10. Do the minutes include how the proposed activity will be funded and the sources of funds?	_____	_____
11. Do the minutes include the date the application will be submitted?	_____	_____
12. Do the minutes include the amount of federal funds requested?	_____	_____
13. Do the minutes include the estimated portion of federal funds that will benefit persons of low to moderate income?	_____	_____
14. Do the minutes list the plans to minimize displacement of persons and businesses as a result of funded activities?	_____	_____
15. Do the minutes list plans to assist persons actually displaced?	_____	_____
16. Do the minutes list the nature of the proposed activity or project?	_____	_____
17. Is the community needs assessment less than a year old and included and adopted at a Public Hearing for this project?	_____	_____

**GENERAL INFORMATION**

**YES NO N/A**

18. Is there assurance of compliance with HUD’s Lead Safe Housing Regulations?

\_\_\_\_\_

19. Is there assurance from the community that it has read, understands, and agrees to comply with the Guidance for whichever program(s) it is applying?

\_\_\_\_\_

20. Does the community currently have any open Housing Contract Agreements with IEDA?

\_\_\_\_\_

21. If yes, is the current program drawing and expending funds at an acceptable proportional rate in comparison to the timeframe of the project?

\_\_\_\_\_

22. Is this proposal a continuation of a previous or existing program?

\_\_\_\_\_

**BUDGET**

**YES NO**

23. Does the project budget add up correctly?

\_\_\_\_\_

24. Are computations in the Project Budget chart correct? (Cross-Check Total Budget with Total on Per Unit Breakdown of Costs)

\_\_\_\_\_

25. Is the total activity or project costs per unit (amount + other – general admin) acceptable?

\_\_\_\_\_

26. Is the Administrative amount 10% or less of the CDBG amount or Total Costs?

\_\_\_\_\_

27. Is the Hard Cost request per unit (not including general admin costs) acceptable?

\_\_\_\_\_

28. Is the total amount for technical services acceptable?

\_\_\_\_\_

**ACTIVITY INFORMATION**

**YES NO**

29. Is the activity in a 100-year floodplain?

\_\_\_\_\_

30. Is there assurance the properties will be the homeowner’s principle residence?

\_\_\_\_\_

The next question is applicable to **Housing Sustainability ONLY**.

**YES NO N/A**

31. Has the community identified and determined eligible, those properties that are going to receive assistance?

\_\_\_\_\_

32. Does each property listed have only one program application type?

\_\_\_\_\_

33. Are the number of eligible units sufficiently documented?

\_\_\_\_\_

**GENERAL ADMINISTRATION**

**YES NO**

34. Has the administrator been identified for this activity?

\_\_\_\_\_

- 35. Has the administrator dealt with previous/existing contracts in a timely fashion? \_\_\_\_\_
- 36. Have rehabilitation standards and/or lead safe housing been enforced by the administrator in previous programs? \_\_\_\_\_

**TECHNICAL SERVICE**

**YES NO N/A**

- 37. Has the technical service provider been procured for and identified? \_\_\_\_\_
- 38. Is the technical provider experienced? \_\_\_\_\_

**LEAD SAFE HOUSING**

**YES NO N/A**

- 39. Is the supervisor of lead hazard reduction acceptable? \_\_\_\_\_

**REQUIRED ATTACHMENTS:**

**YES NO**

- 40. Have all documents under the "Required Uploads" been uploaded? \_\_\_\_\_
- 41. Is the environmental review complete and ready for publication? \_\_\_\_\_

**PROGRAM MANAGER COMMENTS**

**REVISIONS AND CORRECTIONS REQUESTED AND COMPLETED ACCORDINGLY:**

**DECLINED OR APPROVED:**