Delaware County CDBG Program

APPLICATION CHECKLIST – PY 2027

REQUIRED

_____ Letter of Transmittal

_____ Completed Project Summary Form

_____ Completed Core Application

- _____ Statement of Project Eligibility
- _____ Statement of National Objective Compliance

_____ Proposed Project Budget *(Construction budget must be signed and sealed by Registered Professional)*

_____ Activity/Program Implementation Schedule

_____ Completed Application Attachment(s) as Relevant *(i.e., Public Facility and Improvement Attachment, Public Service Attachment, Non-Profit Attachment)*

_____ Signed Resolution (**Detailing prioritization for Primary and Alternate applications**)

_____ Public Hearing Notice Proof of Publication (Required for Municipalities)

_____ Public Hearing Minutes (Municipalities)

_____ Board Meeting Minutes (Non-Profits)

REQUIRED WHERE APPLICABLE

_____ Construction Plans and Specifications

_____ Project Area Map(s) (Delineating physical work locations)

_____ Service Area Map (Use Areas of Low- and Moderate-Income Concentration Map to delineate area that will benefit from the project.)

_____ Photographic Evidence of Need

_____ Eight-Year Street Life Certification (Signed and sealed by Registered Engineer)

_____ Funding Commitment Letter(s) or Copies of Requests for Other Funds

_____ Proof of Required Permits for Activity Implementation

_____ Current CDBG Project Status Report(s)