

## DEMOLITION ATTACHMENT CHECKLIST

Submit all required items in the order and with the exact titles listed below. Items without labels will not be reviewed. Check off each item as you attach it and include this completed checklist with your application submission.

*Important: Attachment T must be submitted as an individual, standalone file.*

- ☐ A. Local Procurement Policy and Procedure Manual
- ☐ C. Other Funding Sources Commitment Letters – Signed (if applicable)
- ☐ D. Citizen Participation Documentation
  - ☐ Tear sheet or copy of the advertisement of both published public hearings  
\*Note: The date of publication must be visible on the tear sheet or advertisement.
  - ☐ Affidavit of the advertisement, notarized, for BOTH public hearings
  - ☐ Signed minutes of meeting by author of BOTH public hearings
  - ☐ Sign-in sheets of BOTH public hearings with date, time and location of meeting
  - ☐ Citizen Participation Plan of Subrecipient
- ☐ G. Slum & Blight Documentation – Health & Environmental
- ☐ H. Aerial Map
  - Identify on map; outline of jurisdiction (i.e. City/County line), exact location of proposed structure.
- ☐ I. Local Code Official Report
  - Must be no more than 24 months old.
- ☐ M. Cost Estimates
  - Must be no more than 12 months old at time of application submission and be signed and dated by the preparer
- ☐ O. Project structure Blueprints and Design (IF AVAILABLE)
- ☐ P. Resolution Authorizing Filing of Application by local governing City of County
- ☐ Q. Fair Housing Plan
  - PLEASE NOTE, A FAIR HOUSING PROCLAMATION IS NOT A SUBSTITUTE FOR A FAIR HOUSING PLAN.
- ☐ R. Resolution with HUD Fair Housing Logo

The applicant resolution must include a statement that the unit of local government is an equal opportunity employer and takes steps to affirmatively further fair housing in all public notices, ads and publications.

☐ S. SAM.gov Registration Screen Shot

Include a screenshot for both the unit of local government and the RPDC/project administrating agency. Both entities must have an active registration at the time of application submission and maintain an active registration throughout the duration of the project if funded.

☐ T. Copy of most recent Independent Audit.

☐ U. Photos of structure to be demolished.