

PUBLIC FACILITY 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 from the advertised notice of both published public hearings. Date of publication must be visible on the Tear Sheet.
 - ☐ 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
- ☐ J. Photographic evidence of Current Facility Barrier
- ☐ K. ACS Data and other data used for LMI-C Analysis
- ☐ 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 applicable)
- ☐ P. Resolution Authorizing Filing of Application by local governing City or 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.