

CDBG Application Submission Checklist

All CDBG applications will be screened for completeness. Applicants must complete and submit this checklist with the application. **Please ensure your Application includes all of the listed information.** Use the right-hand column, labeled "Page Number" to indicate the page for each item.

PROJECT INFORMATION

PAGE NUMBER

- ___ Completed Submission Checklist (this Page)
 - ___ Letter of Transmittal from Chief Elected Official (completed by Village)
 - ___ State of Illinois - DCEO Uniform Grant Application (completed by Village)
 - ___ Applicant Project Information (Village & business information)
 - ___ Uniform GATA Budget-DSBS (completed by the Village and business)
 - ___ Project Summary (from business)
 - ___ Net Income Verification (from business)
 - ___ Copy of Most Recent Bank Statement (from business)
 - ___ Other Supporting Documentation (from business)
 - ___ Documentation of Employee Status (from business)
 - ___ Council Resolution of Support (Village with assistance from business)
 - ___ Resident Participation (Village with assistance from business):
 - ___ 7-Day Public Hearing Notice
 - ___ Publisher's certification
 - ___ Certified minutes
 - ___ Attendance sheet(s)
 - ___ Village Certifications (completed by Village)
 - ___ Business Certifications (from business)
 - ___ Mandatory Disclosures (completed by Village)
 - ___ Conflict of Interest (completed by Village)
 - ___ Fair Housing Resolution (completed by Village)
 - ___ W-9 (for Village)
 - ___ SAM Registration (CAGE # - for Village)
 - ___ IRS Certification Letter (for Village)
 - ___ HUD Exempt/Categorically Excluded not subject to 58.5 Environmental Review form
 - ___ FEMA FIRMette with business location marked (business with assistance from Village):
 - ___ Participation Agreement (business and Village):
 - ___ Certificate of Good Standing from the Secretary of State of Illinois (from business)
- This requirement does not apply if the business is a Sole Proprietorship. Indicate N/A.*