


**Program Year 2020  
HUD Entitlement Grant Program  
APPLICATION CHECKLISTS**

**HOUSING APPLICATIONS**

Required Attachments:

- Excel budget spreadsheet (*inserted* immediately after page 2 of application) 

HOUSING spreadsheet contains six *separate* tabs. Only complete the Excel tabs relevant to the project: “Development Budget – Permanent Financing” is required for all housing applications; “Development Budget – Construction Financing,” if applicable; “Rental Income and Rental Pro-Forma” is required for all rental housing applications; “For-Sale” is required for all for-sale housing applications; and “Development Budget – TBRA,” if for Tenant-Based Rental Assistance.

- Funding Application Addendum (Fundraising Initiatives)
- Resumés of key staff/consultants
- List of your organization’s current board members
- Architectural drawings, including site plans
- All environmental reports and related documents (e.g., SHPO review) completed to date
- Cost estimates prepared by qualified third parties (e.g., architect, engineer, etc.)
- Letter(s) of commitment from any other individuals or organizations (outside your own)
- Evidence of commitment for any funds indicated as “secured” in project budget
- Most recent Form 990 or tax returns for applicant entity (only 1 copy)

Optional Attachments:


- Letters of support
- Program materials (e.g., brochures, program guidelines, marketing/outreach materials)

Submission Requirements:

- 1 ORIGINAL of complete application (not 3-hole punched), including all attachments (with Form 990/tax return)
- 12 double-sided, 3-HOLE PUNCHED (not manually punched) CLIPPED OR RUBBER-BANDED COPIES of complete application, including all attachments — except Form 990/tax return (only 1 copy)
- 1 ELECTRONIC PDF FILE of entire application with attachments — combined into a *single* PDF file, not multiple files — on a disc or a flash/thumb drive (there should be no password restrictions on any digital submissions)

**ECONOMIC DEVELOPMENT APPLICATIONS**

Required Attachments:

- Excel budget spreadsheet (*inserted* immediately after page 2 of application) 
- Funding Application Addendum (Fundraising Initiatives)



- All application materials should be 3-HOLE PUNCHED — *except* original.
- All application materials should be CLIPPED securely in sets — NO STAPLES or loose-leaf uncollated sets.
- Each CLIPPED OR RUBBER-BANDED set should include all components of the application.
- No paper heavier than 20 LB. (75 G/M2) STANDARD should be submitted.
- All application materials should be on 8.5”x11” paper, if at all possible.



Notify the IURA if any SENSITIVE OR CONFIDENTIAL information is contained in your application that needs to be redacted/handled in a special manner.

## **ECONOMIC DEVELOPMENT APPLICATIONS (CONT.)**

### Required Attachments (cont.):

- For projects that will “CREATE OR RETAIN LMI JOBS,” please add following business/financial information:
  - Projected profit-and-loss statement for three years
  - Balance sheet; and profit-and-loss statements for past three years
  - Current business financial statements (less than 90 days old)
  - Current business debt schedule (e.g., notes, mortgages, accounts payable > 90 days)
- If applying for funding portion of MIXED-USE PROJECT, please submit “Uses & Sources” table for complete project cost.
- Resumés of key staff/consultants
- List of your organization’s current board members
- Letter(s) of commitment from any other individuals or organizations (other than your own)
- Evidence of commitment for any funds indicated as “secured” in project budget
- Most recent Form 990 or tax returns for applicant entity (only 1 copy)

### Optional Attachments:


- Letters of support
- Program materials (e.g., brochures, program guidelines, marketing/outreach materials)

### Submission Requirements:

- 1 ORIGINAL of complete application (not 3-hole punched), including all attachments (with Form 990/tax return)
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## **PUBLIC SERVICES APPLICATIONS**

### Required Attachments:

- Excel budget spreadsheet (*inserted* immediately after page 2 of application) 
- Funding Application Addendum (Fundraising Initiatives)
- Resumés of key staff/consultants
- List of your organization’s current board members
- Letter(s) of commitment from any other individuals or organizations (outside your own)
- Evidence of commitment for any funds indicated as “secured” in your project budget
- Most recent Form 990 or tax returns for applicant entity (only 1 copy)

### Optional Attachments:

- Letters of support
- Program materials (e.g., brochures, program guidelines, outreach materials)


## **PUBLIC SERVICES APPLICATIONS (CONT.)**

### Submission Requirements:

- 1 ORIGINAL of complete application (not 3-hole punched), including all attachments (with Form 990/tax return)
- 12 double-sided, 3-HOLE PUNCHED (not manually punched) CLIPPED OR RUBBER-BANDED COPIES of complete application, including all attachments — except Form 990/tax return (only 1 copy)
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## **PUBLIC FACILITIES-INFRASTRUCTURE APPLICATIONS**

### Required Attachments:

- Excel budget spreadsheet (*inserted* immediately after page 2 of application)   
PUBLIC FACILITIES spreadsheet contains 2 *separate* tabs: “Public Facilities - Perm.” and “Public Facilities - Constr.”
- Funding Application Addendum (Fundraising Initiatives)
- Resumés of key staff/consultants
- List of your organization’s current board members
- Architectural drawings (including site plans)
- All environmental reports and related documents (e.g., SHPO review) completed to date
- Cost estimates prepared by qualified third parties (e.g., architect, engineer, etc.)
- Letter(s) of commitment from any other individuals or organizations (outside your own)
- Evidence of commitment for any funds indicated as “secured” in your project budget
- Most recent Form 990 or tax returns for applicant entity (only 1 copy)

### Optional Attachments:

- Letters of support
- Program materials (e.g., brochures, program guidelines, marketing/outreach materials)

### Submission Requirements:

- 1 ORIGINAL of complete application (not 3-hole punched), including all attachments (with Form 990/tax return)
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