



CDBG Application Checklist (2026)

Organize your application materials into 11 folders, shown in bold blue caps. Each folder should contain the applicable documents listed under each heading. For additional items not named on the checklist, you can include in the folder that seems appropriate or in the "other" folder. Please follow the numbering and naming protocols shown below. Be sure to use the exact file names shown – based on name of your entity.

1. **TRANSMITTAL LETTER** (*Application Instructions, page 38*)

a. **Transmittal Letter**

Yes ☐ No ☐ File Name: Transmittal Letter_Municipality/County_2026

b. **Certifications of Passed Application Tests**

Yes ☐ No ☐ File Name: Test-Applying Entity Municipality/County_2026

Yes ☐ No ☐ File Name: Test-Project Administrator_Municipality/County_2026

2. **CERTIFICATION AND ASSURANCES** (*Application Instructions, page 43*)

a. **HUD Applicant Disclosure Report (Exhibit 1-F)**

Yes ☐ No ☐ File Name: 1-F_Municipality/County_2026

b. **Certifications & Federal Assurances**

Yes ☐ No ☐ File Name: Certifications and Assurances_Municipality/County_2026

3. **PUBLIC PARTICIPATION** (*Application Instructions, pages 13-14*)

a. **Public Hearing Notice - English & Spanish (Exhibit 1-Q)**

Yes ☐ No ☐ File Name: 1-Q_Municipality/County_2026

b. **Evidence of Publication / Posted Notice (Exhibit A)** (if applicable)

Yes ☐ No ☐ N/A ☐ File Name: A_Municipality/County_2026

c. **Affidavit of Publication** (if applicable)

Yes ☐ No ☐ N/A ☐ File Name: Affidavit_Municipality/County_2026

d. **Pre-selection Public Meeting Agenda/Minutes (Exhibit 1-Q-1)**

Yes ☐ No ☐ File Name: 1-Q-1_Municipality/County_2026

e. **Pre-selection Sign-in Sheet(s)**

Yes ☐ No ☐ File Name: Pre-selection Sign-in_Municipality/County_2026

f. **Post-selection Public Meeting Agenda/Minutes (Exhibit 1-Q-2)**

Yes ☐ No ☐ File Name: 1-Q-2_Municipality/County_2026

g. **Post-selection Sign-in Sheet(s)**

Yes ☐ No ☐ File Name: Post-selection Sign-in_Municipality/County_2026

4. **LOW-TO-MODERATE INCOME (LMI)** (*Application Instructions, pages 15-22*)
LMI Type: American Community Survey (ACS), Limited Clientele (LMC), Survey

ACS

- a. **Request for ACS Methodology Approval**
Yes ☐ No ☐ N/A ☐ File Name: ACS Request_Municipality/County_2026
- b. **DFA-CDBG Approval of ACS Methodology**
Yes ☐ No ☐ N/A ☐ File Name: ACS Approval_Municipality/County_2026
- c. **Census Data used to meet low/moderate income requirements**
Yes ☐ No ☐ N/A ☐ File Name: Census_Municipality/County_2026
- d. **Correspondence/Back up Data relevant to the application** (if applicable)
Yes ☐ No ☐ N/A ☐ File Name: LMI Back up_Municipality/County_2026

LIMITED CLIENTELE (LMC)

- e. **Request for Limited Clientele Methodology Approval**
Yes ☐ No ☐ N/A ☐ File Name: LMC Request_Municipality/County_2026
- f. **DFA-CDBG Approval of Limited Clientele Methodology**
Yes ☐ No ☐ N/A ☐ File Name: LMC Approval_Municipality/County_2026
- g. **Correspondence/Back up Data relevant to the application**
Yes ☐ No ☐ N/A ☐ File Name: LMC Back up_Municipality/County_2026

SURVEY

- h. **Request for Survey Methodology Approval**
Yes ☐ No ☐ N/A ☐ File Name: Methodology Request_Municipality/County_2026
- i. **DFA-CDBG Approval of Survey Methodology**
Yes ☐ No ☐ N/A ☐ File Name: Survey Methodology Approval_Municipality/County_2026
- j. **Methodology Materials**
Yes ☐ No ☐ N/A ☐ File Name: Methodology Materials_Municipality/County_2026
- k. **Completed Surveys (Exhibit C)**
Yes ☐ No ☐ N/A ☐ File Name: Completed Survey_Municipality/County_2026
- l. **Income Survey Certification (Exhibit D)**
Yes ☐ No ☐ N/A ☐ File Name: D_Municipality/County_2026
- m. **LMI Worksheet (Exhibit E)**
Yes ☐ No ☐ N/A ☐ File Name: E_Municipality/County_2026
- n. **Spreadsheet Summarizing Survey Results**
Yes ☐ No ☐ N/A ☐ File Name: Spreadsheet Summary Municipality/County_2026
- o. **DFA-CDBG Completed Survey Approval**
Yes ☐ No ☐ N/A ☐ File Name: ACS Request_Municipality/County_2026

5. SITE CONTROL *(Application Instructions, page 37)*

a. CDBG Site Certificate (Exhibit F)

Yes ☐ No ☐ File Name: F_Municipality/County_2026

b. Deed of Trust or other legal document proving ownership, access, right of way

Yes ☐ No ☐ N/A ☐ File Name: Deed of Trust_Municipality/County_2026

c. Map/s

Yes ☐ No ☐ N/A ☐ File Name: Map_Municipality/County_2026

6. APPLICATION FORM *(Application Instructions, pages 44-47)*

a. Application Form (Exhibit G)

Yes ☐ No ☐ File Name: Application-Exhibit G_Municipality/County_2026

b. SAMs Government Clearance (Exhibit 1-X)

Yes ☐ No ☐ File Name: 1-X_Municipality/County_2026

7. CASH MATCH/LEVERAGING *(Application Instructions, pages 23-25)*

a. Resolution for Matching Funds (Exhibit H)

Yes ☐ No ☐ File Name: Matching Funds Resolution_Municipality/County_2026

b. Cash Match - supporting documentation proof

Yes ☐ No ☐ File Name: Cash Match_Municipality/County_2026

c. Leveraging - supporting documentation proof

Yes ☐ No ☐ File Name: Leverage_Municipality/County_2026

8. PROJECT NARRATIVE & SCOPE OF WORK *(Application Instructions, pages 39-42)*

Project Type: Water, Wastewater, Public Facility, Street/Drainage

a. Questions & Answers - for project type(s)

Yes ☐ No ☐ N/A ☐ File Name: QA for Municipality/County_2026

b. Full Scope of work (Exhibit 1-A)

Yes ☐ No ☐ N/A ☐ File Name: Full 1-A_Municipality/County_2026

9. COST ESTIMATES *(Application Instructions, pages 26-28)*

a. Certified Cost Estimates (for applications exceeding \$500,000)

Yes ☐ No ☐ N/A ☐ File Name: Certified Costs_Municipality/County_2026

b. Cost Estimates (for applications at or below \$500,000)

Yes ☐ No ☐ N/A ☐ File Name: Uncertified Costs_Municipality/County_2026

c. Project Cost Financing Summary, full project (Exhibit 1-C)

Yes ☐ No ☐ File Name: Full 1-C_Municipality/County_2026

10. PLANNING AND READINESS *(Application Instructions, pages 29-37)*

a. Infrastructure Capital Improvement Plan (ICIP)

Yes ☐ No ☐ N/A ☐ File Name: ICIP_Municipality/County_2026

b. Asset Management Plan

Yes ☐ No ☐ File Name: Asset Management Plan_Municipality/County_2026

c. **Project Schedule (Exhibit 1-B)**

Yes ☐ No ☐ File Name: 1-B_Municipality/County_2026

d. **Plans and Specifications**

Yes ☐ No ☐ N/A ☐ File Name: Plans - Specs_Municipality/County_2026

e. **Preliminary Engineering Report (PER)**

Yes ☐ No ☐ N/A ☐ File Name: PER_Municipality/County_2026

f. **Professional services** (as per checklist #6 Professional Services)

Yes ☐ No ☐ N/A ☐

g. **Environmental** (as per checklist #7a or 7b)

Yes ☐ No ☐ N/A ☐

11. OTHER

** For a comprehensive list of CDBG exhibits & documents, see the updated [Implementation Manual](#) (2025)*

CDBG Website Links

Application Information, Exhibits & Videos [ACCESS HERE](#)

Implementation Manual, Exhibits & Videos [ACCESS HERE](#)

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