

Applicant: _____

**Application Review Checklist for
Colonia Fund: Planning**

The following items **must** be included in the application. If any item is not included, the application will be deemed incomplete and disqualified. Applications requiring clarification of any submitted item will be given 10 business days to satisfy those deficiencies. Failure to respond and correct necessary clarifications by the prescribed deadline will result in a finding that the application is incomplete and ineligible for funding and the application will be withdrawn from consideration. Applicant or Application Preparer must initial for each item included in the application or indicate that the item is not applicable. **Print this page separately and insert directly behind the Application Coversheet.**

<p>COLONIA FUND: PLANNING Application Contents</p>	<p align="center">Applicant Use Initial if complete NA if not applicable</p>
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Original Application – Part 1

Cover Sheet	
Most recent (2013 or later) Annual Audit’s or CPA Opinion Letter	
Completed 424 Form with original signature	
Project Approval Information with all questions answered	
Community Needs Assessment	
Description of Planning Activities	
Justification for Target Area	
Benefit to Low- and Moderate-Income Persons	
National Program Objectives	
Community Base Questionnaire	
Colonia Planning Fund Questionnaire	
Colonia Identification	

Attachments – Part 2

Resolution passed by the applicant	
Match documentation - Letter(s) of Commitment	
Public notices	
Copy of actual published public hearing notice or Publisher’s Affidavit and copy of notice	
Copy of actual published notice of application activities and availability of the application for public review or Publisher’s Affidavit and copy of notice	
Listing of the local service providers that were sent the written notification of the public hearing	
Project Map including Census Maps	
Documentation of beneficiaries including Survey Documentation if applicable	
Evidence of Active SAM Registration	
A302 Exemption Determination for Activities Listed at 24 §58.34 w/58.6 Checklist	
Pre-Agreement Request letter (if applicable)	
Application Checklist	