

# City of North Las Vegas - Community Development Block Grant Program

If the application is found to be substantially incomplete, it will be returned without further consideration

Check if Complete N/A if not applicable	<h2 style="margin: 0;">2010/2011 Construction/Rehabilitation Application Checklist</h2>	For City Use Only
ORGANIZATION :		
PROJECT NAME :		

**Presentation of Application**

	1. Fully Completed Application - Two (2) original & fourteen (14) copies	
	2. PART III & PARTS VI & VIII Documents/Attachments – two (2) copies if not already on file	
	3. Application Checklist placed in front of application package	

**Project Information**

	All items thoroughly answered	
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**PART I – Applicant Information**

	All items thoroughly answered	
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**PART II – Organization Narrative**

	1. All narrative questions thoroughly answered	
	2. Copy of OMB A-133 Audit (Required if \$500,000 in aggregate Federal funds expended) – ATTACHMENT II	
	3. Financial statement audited by a CPA (only if <u>not</u> qualified for A-133) – ATTACHMENT II	
	4. Certified Annual Financial Statement – ATTACHMENT II	

**PART III –Documentation Checklist** (Provide 3 copies if not already on file)

		On File
	1. Non-profit status – ATTACHMENT III-A	
	2. For-profit status – ATTACHMENT III-A.1	
	3. Nevada Secretary Of State Incorporation - Receipt of Good Standing - ATTACHMENT III-B	
	4. Board Of Directors – ATTACHMENT III-C	
	5. Organizational Chart - ATTACHMENT III-D	
	6. Mission or Objective Statement - ATTACHMENT III-E	
	7. Business License or Non-Profit Registration Verification - ATTACHMENT III-F	

**PART IV – National Objective Requirements**

	1. National Objective selected	
	2. National Objective Qualifier selected	
	3. Provided explanation of eligibility requirements and how documented	

**PART V – Categories of Projects**

	1. Construction/Rehabilitation Activity selected	
	2. Facility Service Purpose Selected	

**PART VI – Project Narrative**

**A. Evidence of Site or Property Control**

	1. Site or Property Control Information completed	
	2. Site or Property Control documentation provided - ATTACHMENT VI-A	

**B. Site Description**

	1. Site Description completed	
	2. CNLV Planning Department zoning designation letter - ATTACHMENT VI-B	

**C. Valuation Information**

	1. Appraised Valuation Information completed	
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	<b>ORGANIZATION :</b>	
	<b>PROJECT NAME :</b>	
	2. Appraisal or Comparables - ATTACHMENT VI-C	
	3. Assessed Value completed	
	<b>D. Statement of Problem or Need</b>	
<input type="checkbox"/>	All narrative questions thoroughly answered	<input type="checkbox"/>
	<b>E. Description of Existing Conditions &amp; Trends</b>	<input type="checkbox"/>
	<b>F. Project Description</b>	
<input type="checkbox"/>	1. Description of work to be performed on project provided	<input type="checkbox"/>
<input type="checkbox"/>	2. Description of architectural work needed for project provided	<input type="checkbox"/>
<input type="checkbox"/>	3. Licenses or permits required - ATTACHMENT VI-D	<input type="checkbox"/>
	<b>G. Development Team/Other Partners</b>	
<input type="checkbox"/>	1. Provide all applicable information	<input type="checkbox"/>
<input type="checkbox"/>	2. Letters of intent - ATTACHMENT VI-E	<input type="checkbox"/>
	<b>H. Development Timeline</b>	
<input type="checkbox"/>	Completed timeline	<input type="checkbox"/>
	<b>PART VII – Outcome Performance Measurement System</b>	
<input type="checkbox"/>	1. Project Goal(s) listed	<input type="checkbox"/>
<input type="checkbox"/>	2. HUD Objective selected	<input type="checkbox"/>
<input type="checkbox"/>	3. Project Activities listed	<input type="checkbox"/>
<input type="checkbox"/>	4. Project Outcomes listed	<input type="checkbox"/>
<input type="checkbox"/>	5. HUD Outcome selected	<input type="checkbox"/>
<input type="checkbox"/>	6. Project Indicators listed	<input type="checkbox"/>
	<b>PART VIII – Project Budget Certification</b>	
<input type="checkbox"/>	1. Line items entered	<input type="checkbox"/>
<input type="checkbox"/>	2. Davis-Bacon Exception Form completed-only if applicable – ATTACHMENT VIII	<input type="checkbox"/>
<input type="checkbox"/>	3. Budget certified and signed	<input type="checkbox"/>
<input type="checkbox"/>	4. Project priorities line Item and amounts listed	<input type="checkbox"/>
	<b>PART IX – Project Budget – Detailed Description</b>	
<input type="checkbox"/>	1. Line items listed	<input type="checkbox"/>
<input type="checkbox"/>	2. Line item descriptions/calculations completed	<input type="checkbox"/>
	<b>PART X – Project Funding Summary</b>	
<input type="checkbox"/>	1. Funding sources listed	<input type="checkbox"/>
<input type="checkbox"/>	2. Construction Loan Data provided	<input type="checkbox"/>
	<b>PART XI – Organization Funding History</b>	
<input type="checkbox"/>	All columns completed	<input type="checkbox"/>
	<b>PART XII –Project Budget Narrative</b>	
<input type="checkbox"/>	All narrative questions thoroughly answered	<input type="checkbox"/>
	<b>PART XIII– Certifications</b>	
<input type="checkbox"/>	Completed and signed by authorized Agency representative	<input type="checkbox"/>