

**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	<b><u>2008/2009 Construction/Rehabilitation Application Checklist</u></b> <b>Application Contents</b>	For City Use Only
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**Presentation of Application**

<input type="checkbox"/>	1. Fully Completed Application and Attachments - One (1) original & ten (10) copies	<input type="checkbox"/>
<input type="checkbox"/>	2. PART III Documents – three (3) copies if not already on file	<input type="checkbox"/>
<input type="checkbox"/>	3. Application Checklist placed in front of application package	<input type="checkbox"/>

**Project Information**

<input type="checkbox"/>	All items thoroughly answered	<input type="checkbox"/>
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**PART I – Applicant Information**

<input type="checkbox"/>	All items thoroughly answered	<input type="checkbox"/>
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**PART II – Organization Narrative**

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

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

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

**PART IV – National Objective Requirements**

<input type="checkbox"/>	1. National Objective selected	<input type="checkbox"/>
<input type="checkbox"/>	2. National Objective Qualifier selected	<input type="checkbox"/>
<input type="checkbox"/>	3. Provided explanation of eligibility requirements and how documented	<input type="checkbox"/>

**PART V – Categories of Projects**

<input type="checkbox"/>	1. Construction/Rehabilitation Activity selected	<input type="checkbox"/>
<input type="checkbox"/>	2. Facility Service Purpose Selected	<input type="checkbox"/>

**PART VI – Project Narrative**

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

<input type="checkbox"/>	1. Site or Property Control Information completed	<input type="checkbox"/>
<input type="checkbox"/>	2. Site or Property Control documentation provided - ATTACHMENT VI-A	<input type="checkbox"/>

**B. Site Description**

<input type="checkbox"/>	1. Site Description completed	<input type="checkbox"/>
<input type="checkbox"/>	2. CNLV Planning Department zoning designation letter - ATTACHMENT VI-B	<input type="checkbox"/>

Check if Complete N/A if not applicable	<h2 style="margin: 0;">2008/2009 Construction/Rehabilitation Application Checklist</h2> <h3 style="margin: 0;">Application Contents</h3>	For City Use Only
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	<b>C. Valuation Information</b>	
<input type="checkbox"/>	1. Appraised Valuation Information completed	<input type="checkbox"/>
<input type="checkbox"/>	2. Appraisal or Comparables - ATTACHMENT VI-C	<input type="checkbox"/>
<input type="checkbox"/>	3. Assessed Value completed	<input type="checkbox"/>

	<b>D. Statement of Problem or Need</b>	
<input type="checkbox"/>	All narrative questions thoroughly answered	<input type="checkbox"/>

	<b>E. Project Description</b>	
<input type="checkbox"/>	1. Goals and Objectives described	<input type="checkbox"/>
<input type="checkbox"/>	2. Description of work to be performed on project provided	<input type="checkbox"/>
<input type="checkbox"/>	3. Description of architectural work needed for project provided	<input type="checkbox"/>
<input type="checkbox"/>	4. Licenses or permits required - ATTACHMENT VI-D	<input type="checkbox"/>

	<b>F. Development Team/Other Partners information provided</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>G. 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. Budget signed certifying reasonable and accurate	<input type="checkbox"/>
<input type="checkbox"/>	3. Davis-Bacon Exception Form completed-only if applicable – ATTACHMENT VIII	<input type="checkbox"/>
<input type="checkbox"/>	4. Project priorities line item categories 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 – Project Budget Narrative</b>	
<input type="checkbox"/>	All narrative questions thoroughly answered	<input type="checkbox"/>

	<b>PART XII – Funding History</b>	
<input type="checkbox"/>	All columns completed	<input type="checkbox"/>

	<b>PART XIII– Certifications</b>	
<input type="checkbox"/>	Completed and signed by authorized Agency representative	<input type="checkbox"/>