Application Review Checklist for Colonia Fund-Construction

The following items **must** be included in the application.   If the application is found to be substantially incomplete it will be denied without further consideration. Applications that have deficiencies will be given 10 business days to satisfy those deficiencies. 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.

COLONIA FUND-CONSTRUCTION **Application Contents**	**Initial if complete NA if not applicable**

Original Application – Part 1

Cover Sheet	
Most recent Annual Audit's or CPA Opinion Letter	
Completed 424 Form with original signature	
Project Approval Information with all question answered	
Community Needs Assessment	
Project Summary by Target area and locations identified & Source and Use of non-TxCDBG funds Disclosure	
Cranston-Gonzalez National Affordable Housing Act	
Model Subdivision Rules Assessment	
Table 1	
Table 2	
National Program Objectives	
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 documenting the Benefit area	
Census Maps for documenting the Benefit area when using Census data to qualify for LMI	
Waiting List and Selection Guidelines for Housing Activities (Rehab or OSSF) (if applicable)	
Documentation supporting Low-to-Moderate Income beneficiaries (See Appendix I)	
Evidence of Active SAM Registration	
Pre-Agreement Request letter (if applicable)	

Electronic Copy– Part 3

Only the PDF document of the of the application is needed. CD-Rom or email to cdbgapps@TexasAgriculture.gov	