

**ECONOMIC DEVELOPMENT
CDAP SUBMISSION CHECKLIST AND TABLE OF CONTENTS**

All CDAP applications will be screened for completeness. Applicants must complete and submit this checklist with the application. **All pages of the application must be sequentially numbered.** Use the right-hand column, labeled "Page Number", to indicate the page for each item.

- ___ Letter of Transmittal from Chief Elected Official
- ___ One original and one copy of the application
- ___ Completed Submission Checklist/Table of Contents

PROJECT INFORMATION

PAGE NUMBER

- | | |
|--|-------|
| ___ CDAP Applicant Project Information | _____ |
| ___ CDAP Economic Development Fact Sheet | _____ |
| ___ Business Financial Documentation Required for Financial Assistance | _____ |
| ___ Business Financial Documentation Required for Infrastructure | _____ |
| ___ Project Summary | _____ |
| ___ Project Location Map | _____ |
| ___ CDAP Leveraging Information | _____ |
| ___ Leverage Commitment Letter(s) | _____ |
| ___ Project Schedule | _____ |
| ___ Necessary or Appropriate Review Form | _____ |
| ___ Program Income from Previous Grants | _____ |
| ___ Analysis of Benefit to Low-to-Moderate Income Persons | _____ |
| ___ Job Creation/Retention Impact Analysis | _____ |
| ___ Employee Income Certification - Job Creation | _____ |
| ___ Employee Income Certification - Job Retention | _____ |
| ___ Minority Benefit/Affirmative Housing Statement | _____ |
| ___ Administrative Budget Detail | _____ |
| ___ Local Government Financial Checklist (Infrastructure Grants Only) | _____ |

DOCUMENTATION, CERTIFICATIONS, RESOLUTIONS

- | | |
|--|-------|
| ___ Council Resolution of Support | _____ |
| ___ Citizen Participation/Public Hearing - 7 day notice, newspaper clippings, publisher's certification, certified minutes, attendance sheet | _____ |
| ___ Local Government Certifications | _____ |
| ___ Business Certification | _____ |
| ___ Recapture Strategy (Loans to Businesses Only) | _____ |
| ___ Applicant/Grantee/Recipient Disclosure Certification | _____ |
| ___ Intergovernmental Cooperation Agreement, if applicable | _____ |

ATTACHMENTS (Provided by Unit of Local Government)

- ___ Early Warning Letters of Notification for Environmental Review
- ___ Vendor Cost Estimates for CDAP-related activities
- ___ Detailed narrative of all non-CDAP related activities which references all sources of financing and corresponding specific uses of funds.
- ___ Local Government Audit (Infrastructure Grants Only)