

CDBG-DR 1-1
REQUEST FOR APPROVAL OF EVIDENTIARY MATERIALS

Subrecipient Name:		Grant Agreement Number:	
Subrecipient Address:		Date of Request:	
Evidentiary Materials		Items* Included	State Use Only
1. Environmental Review	I hereby state that the community has completed the required environmental review process and required documentation is attached to this request for approval of evidentiary materials.		
2. Other Fund Commitments	I hereby state that firm commitments for “other funds” anticipated in the approved application are attached to this request for approval of evidentiary materials. The local contribution should be placed in a restricted account for project use only.		
3. Duplication of Benefits (DOB)	I hereby state that a duplication of benefits analysis has been conducted and the CDBG-DR funds are being used to address the unmet need. The DOB analysis demonstrating the unmet need is attached.		
4. Approved Budget	I hereby state that the Budget Ordinance/Amendment was approved and is attached along with the authorized signatures.		
6. Adopted Resolution	I hereby state that a copy of adopted resolution approving the CDBG-DR procurement code (see Chapter 4: Procurement) is attached.		
7. Cost Overrun Resolutions	I hereby state that the cost overrun resolution stating that any cost overruns will be paid for by the grantee is attached.		
8. Green Building	I hereby state that attached is evidence of meeting Green Building and Energy efficiency Requirements (if applicable)		
9. State Clearinghouse	I hereby state that attached is our State Clearinghouse assurance and comments		

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10 Fair Housing	I hereby state that attached is our Fair Housing Resolution or Ordinance (See Chapter 7: Fair Housing and Equal Opportunity)		
11 FHEO Official	I hereby state that attached is our Letter of designation of local Fair Housing/EEO responsible official		
12 Language Access	I hereby state that attached is our Language Access Plan (LAP)		
13 Citizen Participation	I hereby state that attached is our Citizen Participation Plan (CPP)		
14 Grantee Assurances	<p>I hereby state that attached is our written assurance (on grantee letterhead signed by the designated grantee official) regarding</p> <ul style="list-style-type: none"> ▪ Maintenance of a copy of the State's Fair Housing Analysis of Impediments (AI) ▪ Commitment to carry out fair housing activities (see list in Chapter 7) ▪ Maintenance of demographic records ▪ Required posters will be displayed ▪ Adoption of the State Title VI Plan ▪ Adoption of a drug-free workplace policy 		
15 FHEO – Disability Status	I hereby state that attached is out Policy of Non-Discrimination on the Basis of Disability Status (for grantees with 15 or more employees) (See Chapter 7: Fair Housing and Equal Opportunity)		
16 Section 504	I hereby state that attached is our Section 504 Accessibility Self Evaluation and Transition Plan (See Chapter 7)		
17 Title VI	I hereby state that attached is our Title VI Self Survey and Statement of Assurance or Title VI Implementation Plan (See Chapter 7)		

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18 Drug Free	I hereby state that attached is our Drug Free Workplace Statement		
19 Legal Commitments	I hereby state that attached is a submission of legally binding commitments between subrecipients, private participants and the grantee		
20 Grant Agreement	I hereby state that attached is a fully executed grant agreement		
21 Inter-local Agreements	I hereby state that attached are copies of all inter-local agreements must be submitted for approval by either DLG or the AG office (if applicable);		
22 Funds Signatory	I hereby state that attached is an Authorized Signature and Electronic Transfer of Funds Forms (See Chapter 3: Financial Management)		
Project Specific Requirements or Conditions			
Typed Name and Title of City/County Official:	Signature of City/County Official:	Date:	
FOR STATE USE ONLY			
Action Taken:	Individual Authorizing Action:	Date:	

* Items Included Code:

N/A = Not Applicable to this program

X= Included