



PLEASE SUBMIT WITH YOUR 2019 APPLICATION

It is your obligation to make certain that your application is complete. Use this list to make sure and turn in with your signed application.

A FINAL REVIEW LIST

INITIAL EACH ITEM TO VERIFY

- _____ All five parts of the Application are **TYPED** and completed.
- _____ Each individual question has been answered.
- _____ Font size is 12 or larger throughout application and application is typed.
- _____ Total request for nonprofit or faith-based community does not exceed \$35,000 per agency (page 20 of application handbook).
- _____ Total request for city or county department does not exceed \$100,000 each program year (page 19 of application handbook).
- _____ Total request for city or county department may be \$200,000, but in 2019 they would be ineligible to apply (page 19 of application handbook).
- _____ The appropriate official signed the original application in two places: on page 2 of the Project Summary and page 2 of the Certifications.
- _____ 7 copies + 1 original (8 total) 7 copies three-hole punched, but NOT THE ORIGINAL.
- _____ The original and the copies are not stapled or bound, a clip is used.
- _____ 8 colored maps, 8½ x 11, are included showing where the activity will take place.
- _____ If the activity is carried out at more than one location, a separate sheet and map is included with complete addresses for each location.
- _____ For a City - documentation of city council holding a public hearing and proof of publication is included.
- _____ For a Nonprofit - a copy of your 501(c)(3) IRS tax exemption is included.
- _____ For a Nonprofit or Faith-based community - documentation of a formal board action endorsing this application is included.
- _____ The previous 2 years (2017 & 2018) Performance Measures are attached. Page 2, Part 2 of Project Narrative.
- _____ In Section 3, total revenue is equal to total expenses.
- _____ Page limits were not exceeded.
- _____ Conflict of interest information received, signed and understood. Please submit hard copy.
- _____ DUNS # completed on Page 1 of Part 1, Project Summary.
- _____ Fair Housing Activities completed on Page 2 of Part 1, Project Summary.
- _____ Strategic Priorities questions completed on Page 2 of Part 1, Project Summary.

Person completing form: _____

Printed Name

Title

Signature: _____ Date: _____

<http://www.jocogov.org/dept/community-development/application-information>