

**Minnesota Community Development Block Grant**

**COVID-19 (CDBG-CV)**

**CHECKLIST - REQUIRED ATTACHMENTS**

Please attach the required attachments below in the same order as listed in the checklist to the top of the application.

[ ]  **Application Cover Sheet**

[ ]  **Master Budget**

[ ]  **Duplication of Benefits policy and procedures**

*Applicants must develop and maintain adequate procedures to prevent duplication of benefits. Procedures must include that persons/entities receiving CDBG-CV funds must repay duplicative assistance and a method to assess whether CDBG-CV funds will duplicate financial assistance that is already received or likely to be received by acting reasonably.*

[ ]  **Urgent Need Certification Worksheet (if applicable)**

[ ]  **Grantee Summary Information Sheet**

*List of names, duties, experience, capacity or any other relevant information of the local government staff or other essential players for the proposed project.*

[ ]  **Conflict of Interest Disclosure Form**

[ ]  **Federal Requirement and Certifications**

[ ]  **Resolution to submit CDBG-CV Application**

[ ]  Provide copies of the Board/Council Resolution to Apply, posted Public Hearing Notices, Certified Meeting Minutes for Public Hearings, and evidence of outreach efforts to inform the public of each public hearing. The outreach efforts must be conducted as noted in the Citizen Participation Plan.

[ ]  **Local Government Resolution for Secondary Applying Communities and Resolutions authorizing the Agreements** *– (if applicable)*

[ ]  **Required Maps:**

[ ] Project Map identifying the location and service area of project activities. Map must be labeled and include a legend.

[ ]  Low-Moderate Area Map must illustrate the distribution/concentration of low to moderate areas in the jurisdiction that will be targeted. *(Not applicable for Commercial and Shelter Rehabilitation projects)*

[ ]  Eligible Census Tracts Map

[ ]  **Letters of Commitment, Conditional Commitment, and Evidence of Funding Application from all other (Non-CDBG) sources of funds and/or resources** – (if applicable).