



# Application Checklist

## Directions:

1. Answer all of the following questions. All answers should be "YES" or "N/A" before submitting your application.
2. Print, sign with a **wet** signature, and then scan this form to your computer.
3. Save this form and attach it to your Smartsheet form application in the "Attachments" section before application submittal.

## Checklist:

1. Have you attached a Project Outcomes Spreadsheet to your application?

Yes

2. Have you attached an Area Surrounding the Project Site and Relative Population Benefit to Underserved Communities Form to your application?

Yes

3. Have you attached a Narrative to your application?

Yes

4. Have you attached a Scope of Work, Cost, and Schedule Workbook to your application?

Yes

5. Have you attached a Local Match Calculation Form to your application?

Yes

*N/A (this attachment is only optional if the primary applicant or sub-applicant is a Federally Recognized Tribal Government and the project area is located within or partially within tribal lands)*

6. If you are requesting Advance Payment, have you attached a Spending Plan to your application?

Yes

N/A

7. If you are receiving in-kind contributions, have you attached Letters of Commitment from the Third Party Contributors, in a single, combined PDF?

Yes

N/A

8. If you have an infrastructure project, have you attached a copy of the Right of Way Certification document?

Yes

N/A

9. Have you attached any other materials that help demonstrate project need or viability (e.g. Letters of Support, Board Resolutions, Project Renderings, Survey Results, etc.) to this application, as a single, combined PDF?

Yes

N/A (*this is an optional attachment*)

10. Are all applicable fields in the main Smartsheet form application complete and accurate?

Yes

11. Will you attach this checklist to your application before submittal?

Yes

**Primary Applicant:** Chief Executive Officer, Public Works Director, or other officer authorized by the governing board. The undersigned affirms that their agency will be the "Implementing Agency" for the project if funded with CCLGP funds and they are the Chief Executive Officer, Public Works Director or other officer authorized by their governing board with the authority to commit the agency's resources and funds. They are also affirming that the statements contained in this application package are true and complete to the best of their knowledge. **The application will not be accepted without the below signature.**

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Primary Applicant Agency Contact Signature

Date

Primary Applicant Agency Contact Full Name

Primary Applicant Agency Contact Title

Primary Applicant Agency Contact Email

Primary Applicant Agency Contact Phone