

**Georgia Department of Community Affairs**  
**Attachment to Form DCA-1 RD**  
**Applicant Completeness Checklist**

Applicant: \_\_\_\_\_  
 Original  Amendment, Dated: \_\_\_\_\_

This checklist is designed to assist applicants in completing the application package, and to prevent delays in DCA review. To assist the applicant and DCA, please check the appropriate box.

YES	NO	N/A	GENERAL
_____	_____	_____	Grant request is within the limits established
_____	_____	_____	If joint or regional application, cooperating agreement executed and attached
_____	_____	_____	Original signatures included on at least one original (with original pictures) copy of "Application Summary", "Certified Assurances" and "CDBG Disclosure Report"
_____	_____	_____	Activity(s) meet the minimum benefit threshold requirement of 51%
YES	NO	N/A	SPECIFIC
_____	_____	_____	Form DCA-1 RD "Application Summary"
_____	_____	_____	Form DCA-2 RD "Proposed Accomplishments"
NOT REQUIRED			Form DCA-3 RD "Community-wide Needs Assessment"
_____	_____	_____	Form DCA-4 RD "Description of Needs to be Addressed"
_____	_____	_____	Form DCA-5 RD "Description of Activities"
_____	_____	_____	Form DCA-6 RD "Low and Moderate Income Benefit Calculation"
_____	_____	_____	Form DCA-7 RD "Budget Summary"
_____	_____	_____	Form DCA-8 RD "Budget Analysis"
_____	_____	_____	Form DCA-9 RD "Environmental Review Information"
_____	_____	_____	Form DCA-10 RD "Certified Assurances"
_____	_____	_____	Form DCA-11 RD "Cooperating Agreement"
_____	_____	_____	Form DCA 12 RD "Maps"
_____	_____	_____	Form DCA-13 RD "CDBG Disclosure Report"
_____	_____	_____	Supplemental Documentation for Infrastructure or Direct Loans
_____	_____	_____	Economic Development and RD Supplemental Information and Documentation
_____	_____	_____	Public Hearing Notice (from newspaper) and Minutes
_____	_____	_____	SAMs Certification and Civil Rights Survey
_____	_____	_____	Original and five (5) unbound copies