

Rural Services Block Grant Application Check List

*Please make sure that you have included all of the Rural Services Block Grant application information. If you have not included required information, include a note explaining the situation. This check list is for your benefit only and is not required information for our offices.

1. ___ RSBGP Applicant Coversheet
2. ___ RSBGP Applicant Contact Information
3. ___ Project Summary-Brief Description of Project
4. ___ Documentation of Public Support (State Representative/Senator and Congressional Rep)
5. ___ Project Narrative-1-5 pages
6. ___ Needs Assessment-1-5 pages
7. ___ Preliminary floor plan and site map of the proposed project
8. ___ 8 ½” X11” map of the county indicating location **and** service area
9. ___ Form RSBGP-1 Notice of Public Hearing and Proof/Certification of Posting
10. ___ Form RSBGP-2 Public Hearing Attendance Roster
11. ___ Minutes from Public Meeting
12. ___ Form RSBGP-3 Statement of Assurances and Certifications
13. ___ Form RSBGP-4 Resolution
14. ___ Form RSBGP-5 Proposed RSBGP Project Budget
15. ___ Form RSBGP-6 RSBGP Citizen Participation Plan
16. ___ Form RSBGP-7 Project Milestone Schedule
17. ___ Form RSBGP -8 Excessive Force Resolution
18. ___ Form RSBGP-9 Anti-Displacement Plan
19. ___ Form RSBGP-10 Proposed Beneficiaries Form
20. ___ Form RSBGP-11 FFATA Reporting Form
21. ___ Form RSBGP-12 Four Factor Analysis & Language Assistance Plan
22. ___ (Fire Departments Only) ISO rating documentation
23. ___ Deed or Proof of Public Ownership
24. ___ Asbestos Study Documentation and Hold Harmless Waiver (if renovation project)
25. ___ Appendix A cost estimate documentation
26. ___ Appendix B cost match documentation
27. ___ Proof of SAM.gov Registration
28. ___ LMI Survey Documentation or other LMI Verification Method
(Only if LMI is not based on the ACS 5-Year 2006-2010 LMI Summary Data)