

Preliminary Review Checklist U.S. Department, of Housing  
 and Urban Development Exhibit 4-1  
 Community Development Office of Community Planning  
 Technical Assistance Program and Development

Name of Applicant or Proposer	Title	
Date of Application/Proposal Reviewed by	Date	Recommendation to Process
		Yes No

Comment:

Please record your determination as to whether the attached application or proposal contains sufficient technical or cost information for a full, comprehensive review.

- |   |     |              |
|---|-----|--------------|
|   | Yes | No           |
| 1. A brief letter of transmittal signed by the Chief Executive Officer of the proposing organization.<br>Comment:   |     | Page No.____ |
| 2. A SF-424, Application, signed by a person authorized to contractually commit the applicant or proposer.<br>Comment:  |     | Page No.____ |
| 3. A brief abstract of the project summarizing the proposal and total cost<br>Comment:  |     | Page No.____ |
| 4. A SF-424 B, Assurances, with signature of an authorized certifying official..<br>Comment:  |     | Page No.____ |
| 5. A six-part narrative statement that:   |     |              |
| a. Identifies specific activities of States, units of general local government or Indian Tribes which are to receive technical assistance; indicates the CDBG dollar amount committed to these activities (now or in the future); or otherwise demonstrates a clear and direct connection to local CDBG/Title I or Urban Homesteading program activities and will aid eligible Title I or Urban Homesteading program participants in planning developing or administering programs funded or to be funded with Title I or Urban Homesteading funds.<br>Comment: |     | Page No.____ |

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|--|-----|--------------|
|  | Yes | No           |
| b. Describes the project's benefits or expected results.<br>Comment: |     | Page No.____ |
| c. Provides the names of each eligible Title I/                      |     |              |

Urban Homesteading State, unit of local government or Indian Tribe to be assisted.  
Comment:

Page No.\_\_\_\_

d. Includes a letter signed by each Chief Executive Officer designating the applicant or proposer as a technical assistance provider.  
Comment:

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e. Demonstrates that a significant Title I or Urban Homesteading program need is addressed for each State, unit of local government and/or Indian Tribe.  
Comment:

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f. Provides a work plan which describes the planned schedule; and identifies steps in the work process required for completing the work and the period of time needed to accomplish each step; and describes the financial and other resources allocated to each task.  
Comment:

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6. Indicates work tasks to be carried out (as described in a Statement of Work) in sufficient detail for HUD reviewers to assess their content, feasibility and cost.  
Comment:

Page No.\_\_\_\_

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7. Indicates the staff to be assigned to the project with biographical information on all of the key personnel.  
Comment:

Yes No

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8. Provides a proposed budget-by-task clearly showing how CDBG TA funds and funds committed to the project by other sources would be used (including proposed travel costs, administrative and subawardee costs, and indirect costs).  
Comment:

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9. Explains how the applicant/proposer estimated the amount of time needed to conduct the key activities (as described in the budget-by-task), including a description of the workload factors, or methods used to determine the appropriate level-of-effort for each major task.  
Comment:

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10. Includes a brief description of the proposer's background organizational structure, number of employees, skills/knowledge, previous public and private contracts which demonstrate experience in

the field.  
Comment:

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- 11. Where required for proposed refunding of an existing project: provides preliminary information on the effectiveness of the project in achieving project objectives and in increasing the "effectiveness with which eligible block grant communities use CDBG funds." (This information should be complete enough to permit an assessment of the organization's capabilities by HUD's panel of reviewers - most of whom will be unfamiliar with the organization's work).  
Comment:

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- 12. Where required, provides documentation of official action by the city's Chief Executive Officer or legislative body designating the organization as a group designated by such governmental units to assist (it) in carrying out assistance under the Title I or Urban Homesteading program.  
Comment:

Page No.\_\_\_\_

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- |   | Yes | No           |
|---|-----|--------------|
| 13. Where analysis is feasible, provides documentation complete enough to indicate that, as far as can be determined on a preliminary basis, none of the following ineligible activities are included:  |     |              |
| a. Administrative expenses incurred by the State in administering its State CDBG program for non-entitlement communities.<br>Comments:  |     | Page No.____ |
| b. The cost of carrying out the activities under the title I or Urban Homesteading program such as for the provision of public services, construction, rehabilitation, and administration.<br>Comments: |     | Page No.____ |
| c. The cost of acquiring or developing the specialized skills or knowledge to be provided by proposer.<br>Comments:   |     | Page No.____ |
| d. Research activities.<br>Comments:  |     | Page No.____ |
| e. The cost of identifying units of governments needing assistance.<br>Comments:  |     | Page No.____ |
| f. Activities designed to primarily benefit HUD in  |     |              |

carrying out its responsibilities.  
Comments:

Page No.\_\_\_\_

14. Where analysis is feasible: provides documentation complete enough to indicate that, as far as can be determined on a preliminary basis, none of the activities duplicate other TA projects.  
Comments:

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