

Application Submission Checklist

Before submitting your application(s) please use the following checklist to be sure that you have included all required items.

Application(s) must be assembled in the following order with original and 8 copies. All applications are to be typed with a pitch of no smaller than 12.

Application Form "Attachment D" with attachments behind application.

- Attachment I - "Cost Estimates" limited to one (1) page per estimate
- Attachment II - "Current Budget"
- Attachment III - "Audit"
- Attachment IV - "Leverage/Match"
- Attachment V - "Board Authorization Resolution"
- Attachment VI - "Contracts and/or Agreements with other Organizations" that will assist in the administration of the project.
- Attachment VII - "IRS 501 (c) or State and County/City Business License".
- Attachment VIII - "Articles of Incorporation"

Failure to provide original and 8 typed copies of Attachment D application, including all applicable attachments following application, will eliminate the application from being evaluated. Faxed, electronically submitted or applications not submitted on Attachment D will also not be evaluated.

Deadline for submission is **September 23, 2004 at 5:00 p.m.** Any applications received after 5:00 p.m. will not be considered for evaluation. Submit applications to the following address:

Office of Housing and Community Development
Community Preservation and Development Division
Attn: Bill Lake, Community Preservation and Development Manager
Dr. A. J. Ferlazzo Building
15941 Donald Curtis Drive, Suite 112
Woodbridge, Virginia 22191-4291

For further information contact:

Bill Lake, Community Preservation and Development Manager
703-792-7532 or e-mail blake@pwcgov.org