


## FY 2024 Indian Community Development Block Grant NOFO Submission Checklist

This document is for reference only and does not replace or supersede the [NOFO](#).

<b>REMINDERS</b>				
<i>Do not apply for more than your grant ceiling amount per NOFO page 14, or less than the minimum amount of \$500,000 (see NOFO page 15).</i>				
<i>Period of performance (POP) for your proposed project cannot exceed five years from the project start date. NOFO page 16 estimates a POP start date of 11/13/2024 and end of 11/13/2029.</i>				
<i>Low and Moderate Income (LMI) Benefit: Your application must demonstrate that at least 70 percent of the grant funds will be used for activities that benefit LMI persons in accordance with the requirements of 24 CFR 1003.208.</i>				
	<b>Form Number</b>	<b>Checklist Item</b>	<b>Notes</b>	<b>Curable or Non-Curable Deficiency</b>
<b>REQUIRED FOR ALL APPLICANTS</b>				
	<a href="#">SF-424</a>	Application for Federal Assistance	Standard form required for submission for ICDBG applications. Details on NOFO page 26.	Non-curable
	<a href="#">HUD-4125</a>	Implementation Schedule	Information on the implementation schedule for the project or projects. Details on NOFO page 26.	Only curable if IHBG form HUD-53247 is submitted instead of HUD-4125
	<a href="#">HUD-4123</a>	Cost Summary	Summary of cost information including specific activity costs, administration, planning, and total resources that will be committed to the project. If your application includes multiple projects, submit a separate Cost Summary for each project. Details on NOFO pages 26-27.	Only curable if IHBG form HUD-53246 is submitted instead of HUD-4123
		Workplan Narrative	This contains your narrative responses to all five rating factors, and sections should be labeled with the Rating Factor/Subfactor numbers. If you are proposing several projects, include a separate, labeled, narrative for each project. No page limit. Carefully review instructions on pages 27-30 for elements that must be included in your Workplan Narrative based on project type or under certain circumstances.	Non-curable

		Budget Detail	This may be in the format of your choosing and may be a part of your Workplan Narrative or a standalone document. If you are proposing multiple projects, you must submit a separate Budget Detail for each project.	Non-curable
		Citizen Participation	Submit a Tribal resolution dated within 12 months of July 15, 2024, stating that citizen participation requirements were met. Details on NOFO page 27 and 24 CFR 1003.604.	Non-Curable
	<a href="#">HUD-424B</a>	Applicant and Recipient Assurances and Certifications	All general federal nondiscrimination requirements in the administration of the federal assistance award. Details on NOFO page 31.	Curable
	<a href="#">SF-424D</a>	Assurances for Construction Programs	General federal assurances, some of which may not be applicable to your project or program.	Curable
	<a href="#">HUD 2880</a>	Applicant/Recipient Disclosure/Update Report	Required if you are applying for assistance on any project subject to the HUD Reform Act (Sec 102d). Details on NOFO pages 31-32.	Curable
		One-Page Proposal Summary	If you are proposing multiple projects, include a one-page summary for each project and label the summary with the project type. Details on NOFO page 27.	Curable
		Experience Promoting Racial Equity (EPRE) Statement	Required. All applicants must submit a statement in the Workplan Narrative or a separate document indicating how you will satisfy the EPRE requirement. You may state, for example, that “The applicant’s experience described in the IHP fulfills this requirement,” or you may submit a separate narrative on your relevant experience serving underserved communities. Details on NOFO pages 22, 25-26.	Curable
<b>REQUIRED IF APPLICABLE</b>				
		Resolution for Tribal Organization to Submit	If a tribal organization defined in 24 CFR 1003.5(b) will apply, you must provide a current (within 12 months of July 15, 2024) tribal resolution authorizing the tribal organization to apply on behalf of the Tribe. Details on NOFO page 28.	Non-curable

		BIA/IHS letter for Tribal Organizations	If a tribal organization is applying, you must provide a letter from BIA or IHS stating the tribal organization is eligible under Title I of the Indian Self Determination and Education Assistance Act. Only applicable if not already on file with the AONAP. NOFO page 28.	Non-curable
		Alaska applicants: Resolution for tribal organizations to submit	If a tribal organization applying from Alaska, you must submit a current (within 12 months prior to the application deadline date) concurring resolution from each tribe or village authorizing the submission of the application.	Non-curable
	<u>SF-LLL</u>	Disclosure of Lobbying Activities	State-recognized Indian Tribes and TDHE's established under State law must submit. Details on NOFO pages 32-33.	Curable
		Certification Regarding Lobbying	State-recognized Indian Tribes and TDHE's established under State law must submit. Details on NOFO pages 32-33.	Curable
		Code of Conduct	Applications must include a Code of Conduct document only if the applicant's current code of conduct is not listed on the HUD's website <a href="#">here</a> or the version online is not the current version. Details on NOFO pages 30 and 32.	Curable
		Indirect Cost Rate	This must be submitted with an application if indirect costs are part of the project budget. Details on NOFO page 30.	Curable
		Advancing Racial Equity Narrative	Optional, if you believe there are barriers to historically underserved communities benefitting from the grant. Details on NOFO page 25.	Curable
		Evidence of Partner Commitment	For projects proposing partnerships, submit evidence that entity is willing and able to participate per the instructions on NOFO page 30.	Non-Curable
		Firm Commitment Documentation	For project proposing leverage, submit appropriate documentation per Rating Factor 4.	Non-curable

<b><i>New Housing Construction Projects</i></b>				
		CBDO requirement	Include documentation that project will be implemented through a Community Based Development Organization (NOFO p28-29), if not previously approved.	Non-Curable
		Statement about Compliance with Constructions Standards	Include a statement in the Workplan Narrative that the project will be constructed in accordance with construction standards that were adopted by tribal resolution prior to the application deadline date. See Section IV.B.1.p. on NOFO pages 29.	Non-Curable
		Required documentation for new housing construction projects	You must provide documentation that addresses specific requirements (no other housing is available and no other sources can meet the need; rehab is not feasible or the households are overcrowded or have no current residence). NOFO page 29.	Non-curable
		Statement about Assistance to LMI Households	For construction, rehab, acquisition or housing assistance, include a statement that all units (whether funded by ICDBG or leverage resources) will be occupied by LMI households upon completion or when assistance (e.g. down payment assistance) is provided.	Non-Curable
<b><i>Housing Rehabilitation Projects</i></b>				
		Statement about Assistance to LMI Households	Include a statement in accordance with 24 CFR 1003.208(c) that all units (whether funded by ICDBG or leverage resources) will be occupied by LMI households upon completion or when assistance (e.g. down payment assistance) is provided.	Non-Curable
		Statement about Adoption of Standards and Policies Prior to Submission	Include a statement (not the policies themselves) in your Workplan Narrative that you have adopted housing rehabilitation standards and policies before application submission as specified in Section IV.B.1.o. on page 28 of the NOFO.	Non-Curable

		Statement about Homeowner Payments	If your housing rehab project includes homeownership units, include a statement in the Workplan Narrative that ICDBG funds will be used to rehabilitate housing only when the homeowner's payments are current or the homeowner is current in a repayment agreement; or you may include a request in your application for an exception. See details in Section IV.B.1.o. on page 28 of the NOFO.	Non-Curable
<b><i>Other Project Types</i></b>				
		Demonstration or Statement of LMI Benefit	For non-housing projects, demonstrate that at least 70% of the grant funds will be used for activities that benefit LMI persons in accordance with the requirements of 24 CFR 1003.208. See Section V subfactor 2.2 Project Benefit, pages 46-49.	Non-Curable
		Economic Development Project Analysis	For economic development projects, provide analysis per the instructions on NOFO page 29. This may be included in your Workplan Narrative or as a standalone document.	Non-Curable
		Infrastructure Project Evidence of Completion in 5 years	For infrastructure projects that support future housing or community development projects, submit evidence per NOFO instructions on page 29 that the housing/community development project will be completed in 5 years.	Non-Curable
		Land Acquisition Projects	For land acquisition to support new housing projects, include evidence the land is suitable for housing and that the number of acres to be purchased is reasonable (NOFO page 29).	Non-Curable
		Health Care Facilities	For facilities that would provide health care services funded by the Indian Health Service (IHS), include a statement in the Workplan Narrative that the facility will meet all applicable IHS facility requirements. See details in Section IV.B.1.t. on NOFO page 29.	Non-Curable

		Correctional Facility or Juvenile Detention Center Statement about Compliance with Standards	For a correctional facility or juvenile detention center that would provide correctional services to be funded by the U.S. Department of Justice (DOJ) and/or Bureau of Indian Affairs (BIA), include a statement in the Workplan Narrative that the facility meets all applicable BIA/DOJ standards regarding correctional operations, programs and designs. See details in Section IV.B.1.u. on NOFO page 30.	Non-Curable
		Demographic Data	For any type of project other than a housing project, include information about the number of LMI persons that will benefit from the project. See NOFO page 28, and pages 46-49, Rating Factor 2, in Section V.A.1 of this NOFO.	Non-Curable
<b>OPTIONAL SUBMISSIONS</b>				
	<a href="#">HUD-50153</a>	Certification of Consistency with Promise Zone Goals and Implementation (Promise Zone Preference Points)	Submission is required if applicant is requesting consideration for Preference Points. Details on NOFO page 30 and online <a href="#">here</a> .	Non-Curable if Requesting Preference Points
		Climate Change Preference Points	Attachments that describe Climate Change mitigation efforts for applicants that are requesting Climate Change points. Details on NOFO page 30.	Non-Curable if Requesting Preference Points