Submit checklist and attachments to duluthcommdev@DuluthMN.gov

PROJECT CONTACT INFORMATION

Lead Agency/Organization:

Contact Name: Contact Email:

Program Name **(*required if you have a contract with the City for this project**; it can be found in Exhibit A of your contract):

City Project Number **(*required if you have a contract with the City for this project**; it can be found in Exhibit A of your contract):

PROJECT FUNDING INFORMATION

HUD funding source: ☐ CDBG

☐ HOME

☐ OTHER (please explain):

HUD funding fiscal year:

HUD grant number:

HUD funding amount: $

Total project cost: $

PROJECT DESCRIPTION

Street address of project site (including zip code):

Project type: ☐ Single-family residential (1-4 units)

☐ Multi-family residential (5 or more units)

☐ Other, please explain in the project description

Describe the project in the box below or provide an attachment with the full scope of work. **Include all project activities, even those not funded by HUD dollars.**

☐ Check this box if you are attaching a scope of work instead of describing the project below.

Describe the existing conditions at the project site:

PROJECT INFORMATION

1. **Does the project include any of the following? Check all that apply:**
    ☐ Work on, or demolition of, an existing building
    ☐ Ground disturbance (including grading, adding fill, sewer lines, utility lines, posts and footings, etc.)
    ☐ None of the above

2. **Required attachments for all projects.** Check all that you are attaching, **your submission is not considered complete unless all items are included:**
    ☐ Detailed project description/scope of work
    ☐ Detailed project budget/sources and uses
    ☐ A photo of the front of the building or the vacant site
    ☐ St. Louis County Property Report for each parcel in the project site (https://www.stlouiscountymn.gov/departments-a-z/economic-community-development/enterprise-gis/county-land-explorer)

3. Optional attachments (include if you have them now; we may request them later if you do not include them in your original submission). Check all that you are attaching:
    ☐ Phase I ATSM
    ☐ Phase II ATSM
    ☐ Detailed photos of existing conditions **(*required for rehab and demolition projects)**
    ☐ Site plans, elevations, drawings
    ☐ Other environmental studies and reports (ex: soil reports, geotechnical studies, historical or archaeological studies, etc.)