

The public reporting burden for this collection of information for the Choice Neighborhoods Program is estimated to average ten minutes, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information and preparing the application package for submission to HUD.

Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions to reduce this burden, to the Reports Management Officer, Paperwork Reduction Project, to the Office of Information Technology, US. Department of Housing and Urban Development, Washington, DC 20410-3600. When providing comments, please refer to OMB Approval No. 2577-0269. HUD may not conduct and sponsor, and a person is not required to respond to, a collection of information unless the collection displays a valid control number.

The information submitted in response to the Notice of Funding Availability for the Choice Neighborhoods Program is subject to the disclosure requirements of the Department of Housing and Urban Development Reform Act of 1989 (Public Law 101-235, approved December 15, 1989, 42 U.S.C. 3545).

**FY 2021 CHOICE NEIGHBORHOODS PLANNING GRANT  
APPLICATION CHECKLIST/TABLE OF CONTENTS**

**NARRATIVE EXHIBITS**

**Page Number**

**Exhibit A: SUMMARY INFORMATION**

A Executive Summary

**Exhibit B: REQUIREMENTS**

B.1 Threshold Requirements Narrative

**Exhibit C: CAPACITY**

C Capacity Narrative Response

**Exhibit D: NEED**

D.1 Need – Structural Deficiencies

D.2 Need – Design Deficiencies

**Exhibit E: SOUNDNESS OF APPROACH**

E.1 Resident Engagement

E.2 Community Engagement

E.3 Assets and Needs Assessment

E.4 Visioning and Decision-Making

E.5 Partnerships

E.6 Doing While Planning

E.7 Staffing Plan

E.8 Planning Schedule

E.9 Budget

**Exhibit F: LIKELIHOOD OF IMPLEMENTATION**

F.1 Alignment with Existing Efforts

**ATTACHMENTS**

1. Key Eligibility Data Form (HUD-53152)

2. Eligible Applicants Documentation (if applicable)

3. Eligible Target Housing Doc. – Severe Distress of Targeted Project Cert. (HUD-53232) \_\_\_\_\_
4. Eligible Neighborhoods Documentation – Eligible Neighborhoods Data \_\_\_\_\_
5. Resident Involvement Certification (HUD-53151) \_\_\_\_\_
6. Documentation for Planning Partner or Planning Coordinator (if applicable) \_\_\_\_\_
7. Need – Immediate Project Capital Needs \_\_\_\_\_
8. Need – Structural Deficiencies Documentation \_\_\_\_\_
9. Need – Design Deficiencies Documentation \_\_\_\_\_
10. Need – Substandard Housing Documentation \_\_\_\_\_
11. Need – Part I Violent Crimes Documentation \_\_\_\_\_
12. Evidence of Partnerships \_\_\_\_\_
13. Staffing Plan \_\_\_\_\_
14. Planning Schedule \_\_\_\_\_
15. Budget \_\_\_\_\_
16. Documentation to Support Consistency with Consolidated Plan  
and PHA/MTW Plan \_\_\_\_\_
17. Alignment with Existing Efforts \_\_\_\_\_
18. Evidence of Local Government and School District Support \_\_\_\_\_
19. Leverage documentation (HUD-53154) \_\_\_\_\_
20. Preference Points, if applicable (HUD-2996, HUD-50153) \_\_\_\_\_
21. City and Neighborhood Maps \_\_\_\_\_
22. Current Site Plan \_\_\_\_\_
23. Photographs of the Target Housing and Neighborhood \_\_\_\_\_
24. Application Certifications – Planning Grants (HUD-53156) \_\_\_\_\_
25. Standard Forms (see NOFO) \_\_\_\_\_