

Place on Letterhead

### NEP PRE-APPROVAL REQUEST FORM

**TO:** Champion Name \_\_\_\_\_

Approval Date \_\_\_\_\_

**FROM:** Contact Agency Name \_\_\_\_\_

Contact Name \_\_\_\_\_

**DATE:** \_\_\_\_\_

**RE:** Grant # \_\_\_\_\_

- Pre-approval Request
- Update/Revision to Previous Request

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NEP Activity Category Requested:

#1 Beautification \$ \_\_\_\_\_

#2 Neighborhood Public Amenity \$ \_\_\_\_\_

#3 Housing Enhancement

Single-Family Owner-Occupied \$ \_\_\_\_\_

Rental Occupied \$ \_\_\_\_\_

(MSHDA pre-approval date: \_\_\_\_\_)

Administration \$ \_\_\_\_\_

Total Requested \$ \_\_\_\_\_

1. Activity Description/Specific Location (Breakdown each Address – attach additional pages if necessary):

\_\_\_\_\_  
\_\_\_\_\_

2. Provide a description of the procurement method used to determine cost reasonableness (Attach a minimum of two quotes):

\_\_\_\_\_  
\_\_\_\_\_

3. Have the specs/work orders been approved by all parties? Yes or No

If No, Explain: \_\_\_\_\_

4. Are all of the proposed activities being completed by licensed and insured contractors?  Yes or  No

If No, Explain: \_\_\_\_\_

5. Has the self-certification eligibility form been completed by all homeowners?  Yes or  No or  N/A

If No, Explain: \_\_\_\_\_

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