



Pre-Approval Request Form

TO: Champion Name _____

Approval Date _____

FROM: Contact Agency Name _____

Contact Name _____

DATE: _____

RE: Grant # _____

Homeowner name: _____

Homeowner address: _____

- Pre-approval Request
 Update/Revision to Previous Request

NEP Activity Category Requested:

#1 Housing Enhancements/Exterior Rehabilitation	#1 \$ _____
#2 Neighborhood Public Amenity Enhancements	#2 \$ _____
#3 Housing Enhancement/Interior Rehabilitation	#3 \$ _____
#4 Administration - Note tracking form required for reimbursement	#4 \$ _____

Total Requested (Entry of a dollar amount is required)

Total: \$ _____

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 Household Self-Certification eligibility form been completed by all homeowners/s?
 Yes or No or N/A (If No, Explain):

6. If utilizing volunteer labor, please provide a written description:

7. If undertaking Covid service activities, please provide a written description of what specific service/activity is being provided/undertaken and a brief description of the population being served/benefitting:
