



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

#2 Housing Enhancement \$ \_\_\_\_\_  
(Single-Family Owner-Occupied)

#3 Administration \$ \_\_\_\_\_

**Total Requested (amount required)** \$ \_\_\_\_\_

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

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

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3. Have the specs/work orders been approved by all parties?  Yes or  No  
(If No, Explain):

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4. Are all of the proposed activities being completed by licensed and insured contractors?  
 Yes or  No (If No, Explain):

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

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

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