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**NEW 5310 PROGRAM APPLICANT**

**APPLICATION CHECKLIST**

**Instructions:**

1. Review FTA Section 5310 Program Guidelines
2. Download Application from Website to complete
3. Draft and send in public notice for application of federal funds to be published
4. Attain a copy of the Articles of Incorporation (non-profits only)
5. Get a resolution from non-profit Governing Board approving application
6. Submit application with attachments into the form on the website by October 31.

**Ensure completion of the following as the review committee will confirm:**

* Include an active UEI from SAM.gov
* Confirm non-profit organization status
	1. If Governmental, contact Carly Grutel at 402-479-3185 or carly.grutel@nebraska.gov;
* Maintenance Certification is signed with title listed and dated
* The full application is complete and signed with title listed and dated
* Articles of Incorporation (non-profits only)
* Affidavit of proof of public notice published in newspaper
* Resolution from Governing Board approving application with an authorizing person to sign documents on behalf of corporation. The resolution must reference the 5310 Program.