

Application Checklist	
<input type="checkbox"/> Application	<input type="checkbox"/> IRS W-9 Form
<input type="checkbox"/> Documentation of Ownership	<input type="checkbox"/> Estimate of Cleanup Cost
<input type="checkbox"/> Copy of property card/tax information	<input type="checkbox"/> Review from Taxing Jurisdiction
City/County review:	
Approved on:	
I hereby declare that all the above provided information is correct and accurate to the best of my knowledge. I agree to the terms and conditions outlined.	
Applicant Signature:	
Applicant Name:	
Date Submitted:	
Application is to be filled out in its entirety. All requested information will be used to process the application. Dunn County JDA reserves the right to request more information on any project at any time.	
Carie Boster, Executive Director:	
Approved on:	

Community Revitalization Program

Checklist

For Internal Use Only	
Name of City: _____	
Date Application Received: _____	
Eligibility	
<input type="checkbox"/> Property located in Dunn County.	
<input type="checkbox"/> Property owned by city applying.	
Approval	
Application Approved by Dunn County JDA: _____ / _____ / _____	
Funding Amount Approved: \$ _____	
Notification of Funding: _____ / _____ / _____ Send MOU with notice of funding.	
<input type="checkbox"/> Signed Memorandum of Understanding	
<input type="checkbox"/> Add City and Applicant Information into the Master Incentive Tracker	
Reimbursement Process	
<input type="checkbox"/> Eligible Expense Receipts Submitted by the city:	
<input type="checkbox"/> Date Initial Receipts Received: _____ / _____ / _____	
<input type="checkbox"/> Date All Receipts Received: _____ / _____ / _____	
<input type="checkbox"/> Update Master Incentive Tracker with reimbursement status and disbursement dates.	
<input type="checkbox"/> Initial Reimbursement: _____ / _____ / _____ Amount: \$ _____ Balance: \$ _____	
<input type="checkbox"/> Final Reimbursement: _____ / _____ / _____ Amount: \$ _____ Balance: \$ _____	
Post Approval Reporting and Compliance	
<input type="checkbox"/> Final Report Received from City: _____ / _____ / _____	
<input type="checkbox"/> Expense Documentation	
<input type="checkbox"/> Project Final Report	
<input type="checkbox"/> Collect and file before and after photos of the property.	