

Pre-approval Request Form

(Completed by Grantee then forwarded to MSHDA)

TO: Champion Name _____
Approval Date _____

FROM: Contact Agency Name _____
Contact Name _____

DATE: _____
Grant # _____

RE: ☐ Pre-approval Request
☐ Update/Revision to Previous Request

NEP Activity Category Requested:

#1 Beautification	\$ _____
#2 Neighborhood Public Amenity	\$ _____
#3 Housing Enhancement	
Single-Family Owner-Occupied	\$ _____
#4 Emergency Repair/Urgent Need	\$ _____
#5 Affordable Housing Opportunities	\$ _____
Homebuyer (HPR)	
(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/homebuyers?
☐ Yes or ☐ No or ☐ N/A (If No, Explain):

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