



## **FY26 UGA Pre-Application Quick Reference Guide (Phase 1)**

**Pre-Applications due June 3, 2024**  
**Program Applications in EBS open July 1, 2024**  
**Program Applications in EBS due October 4, 2024**

**Step 1:** Click and complete the [Pre-Application Registration Form \(smartsheet.com\)](#).

**Step 2:** Sub-recipient will receive an email from the assigned Regional Grant Specialist (RGS). The email contains a hyperlink to a customized FY26 Application Submission Workspace for your organization. The sub-recipient will complete and attach all required documents below in this Smartsheet workspace. Templates for documents can be accessed and downloaded from [UGA Website](#).

- Transportation Advisory Board Composition
- Conflict of Interest Policy
- UEI Annual Registration
- DBE Certification Form (Smartsheet)\*
- Equal Employment Opportunity (EEO) Form (Smartsheet)\*
- Title VI Certification (Smartsheet)\*
- Delegation of Authority Form (Smartsheet)\*
- Anticipated DBE (Smartsheet)\*

*\*These documents are completed through Smartsheet. Click the [hyperlink](#) and complete the required information in the Pre-Application Materials form. Once the form is submitted, the sub-recipient will receive an email to sign and date the completed PDF forms. The sub-recipient will then upload the signed and completed documents into the organization's dedicated FY26 Application Submission Workspace.*

If your organization is a non-profit, please complete and upload the additional documentation to the Smartsheet workspace. (If not a non-profit, skip this section).

- IRS Letter
- Articles of Incorporation
- By-Laws
- Members of Board of Directors

**Step 3:** The Pre-Application phase is **COMPLETE** after all documents listed above have been submitted to your organization's FY26 Application Submission Workspace. The RGS will review all documents for completeness and accuracy and notify you if corrections are required. After reviews are complete, the RGS will email a **Pre-Application APPROVAL LETTER**.

**Note: For detailed instructions, please refer to the [UGA Guidance](#) on the IMD website. 5311 allocations will not be disbursed until required documents are completed.**