



FY27 UGA Pre-Application Quick Reference Guide (Phase 1)

Pre-Applications due June 2, 2025
Program Applications in EBS open July 1, 2025
Program Applications in EBS due October 3, 2025

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

Step 2: Subrecipient will receive an email from the assigned Regional Grant Specialist (RGS). The email contains a hyperlink to a customized FY27 Application Submission Workspace for your organization. The subrecipient 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
- Signed Conflict of Interest Statements
- 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)*
- [Capital Needs Request Form](#) (if applying for Combined Capital Applications)

**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 subrecipient will receive an email to sign and date the completed PDF forms. The subrecipient will then upload the signed and completed documents into the organization's dedicated FY27 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 FY27 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.