CDBG APPLICATION UPLOAD CHECKLIST

EXCEPT FOR A GOVERNMENT AGENCY, ALL APPLICANTS MUST SUBMIT THE FOLLOWING DOCUMENTS.

☐ IRS Tax-exemption Certificate - Non-profit organizations must submit 501(c)(3) determination.
☐ Authorization Letter to Request Funds – meeting minutes, Resolution or other communication authorizing application for CDBG funding.
☐ Grant application signature sheet.
☐ Documentation/support/lease from legal owner, if applicable.
☐ Support letters from neighbors, community, agencies and organizations; newspaper articles.
☐ Resumes of Chief Program Administrator and Chief Fiscal Officer.
☐ Resumes of project staff who will be involved in this project and/or position descriptions of vacant positions.
☐ Federal Insurance Rate Map (FIRM) of project location.
☐ Project Schedule form.*
☐ Project Financing form.*
☐ Other funding or commitment letters.
☐ Project Budget form.*
☐ Single Audit Report or IRS Form 990, Return of Organization Exempt from Income Tax.
☐ Executed copy of Charter or Articles of Incorporation and By-laws or Management Policies. (Highlight conflict of interest policy)
☐ Statement of ability to comply or Certificate of Liability Insurance (COLI) with County’s insurance requirements.
☐ List of current officers/board of directors (must include position title, address, phone number, term expiration date, and occupation).
☐ Organizational Chart.
☐ HCE Certificate of Compliance.

*Forms are part of CDBG Application

SUBMIT THE FOLLOWING DOCUMENTS AS APPLICABLE TO YOUR PROJECT.

For Construction/Acquisition Projects
☐ Property ownership or permission (lease or deed).
☐ Plans and Specifications.
☐ Maps & surveys.
☐ Cost Estimates.
☐ Disability & Communications Access Board Review.
☐ Federal Insurance Rate Map (FIRM).
☐ Environmental Assessment.

For Economic Development Projects
☐ 3-year business plan.
☐ Project Policies or Rules.