



# GENERAL COMPLETENESS CHECKLIST

The following documents must be attached to each application; those submitting an LOI should only follow this checklist after the LOI has been approved. Refer to your respective application for an additional category-specific checklist that provides further requirements that are unique to the program.

For Applicant Use

For CD Use

**THIS SECTION APPLIES TO ALL APPLICANTS**

- \_\_\_\_\_ Assurance A – Acceptance of Grant Conditions and Terms of CDBG, HOPWA and ESG \_\_\_\_\_
- \_\_\_\_\_ Assurance C – Assurance of Compliance with Ordinance No. 9779 \_\_\_\_\_
- \_\_\_\_\_ Assurance D – Accessibility / Letter of Assurance and Self-Evaluation \_\_\_\_\_
- \_\_\_\_\_ Documentation certifying that applicant is registered and has an active record status on the System for Award Management (SAM) – refer to Attachment L \_\_\_\_\_
- \_\_\_\_\_ Attendance of the Mandatory Training Workshop by appropriate personnel. \_\_\_\_\_
- \_\_\_\_\_ Certified audit, covering a period ending on a date after January 31, 2020. \_\_\_\_\_
- \_\_\_\_\_ Zoning Conformance – must attach Zoning Verification Letter \_\_\_\_\_

**THIS SECTION APPLIES TO NON-MUNICIPAL GOVERNMENT ENTITIES AND NON-PROFIT AGENCIES ONLY**

- \_\_\_\_\_ Written minute action and/or Board approval documentation signed by the Board President authorizing submittal and signature of the CDBG application by Board President (or other authorized representative) \_\_\_\_\_
- \_\_\_\_\_ Approved documentation certifying whom from the applicant’s organization is the authorized signatory who can sign contracts on behalf of the agency. \_\_\_\_\_
- \_\_\_\_\_ List of Current Board of Directors (Certified by Board President or Secretary) \_\_\_\_\_

**THIS SECTION APPLIES TO NON-PROFIT AGENCIES ONLY**

- \_\_\_\_\_ Assurance B – Assurance of Applicant Eligibility for Non-Profit Organizations \_\_\_\_\_
- \_\_\_\_\_ Articles of Incorporation (to include any Amendments) \_\_\_\_\_
- \_\_\_\_\_ Certificate of Status from the Texas Secretary of State – refer to Attachment K \_\_\_\_\_
- \_\_\_\_\_ Organizational By-Laws \_\_\_\_\_
- \_\_\_\_\_ IRS 501 (c)(3) certification letter \_\_\_\_\_