

CA-ESG CV2 GRANT APPLICATION REQUIRED DOCUMENTS CHECKLIST

The following are required for all grant applications:

- ☐ **Program Description:** Please provide a project description of the proposed program and what it plans to accomplish if funded.
- ☐ **Proof of Insurance:** Provide a copy of appropriate Insurance Coverage for Agency.
- ☐ **Copy of the Agency's Board of Directors Approved Minutes:** authorizing the action to submit an application for funds, for Stanislaus County funds.
- ☐ **Articles of Incorporation:** Copy from the California Secretary of State identifying the Agency as nonprofit.
- ☐ **By-Laws:** Copy of Agency By-laws as registered with the California Secretary of State.
- ☐ **Letter from the California Franchise Tax Board:** determining tax-exempt status under Section 23701d, Revenue and Taxation Code.
- ☐ **Certified Audit and/or Financial Statement:** Provide most recent certified audit and/or Financial Statement (most recent).
- ☐ **Business License:** Provide a copy of the business license(s) for the proposed program.
- ☐ **Board of Directors Information:** Copy of names, addresses, phone numbers and title of current members of the Board of Directors and Officers of the Agency.
- ☐ **Site Control:** Please attach documentation regarding the status of or evidence of site control.

If Applicable:

- ☐ **Certifications:** Please provide copies of current applicable licenses, evidence that fingerprinting requirements of staff have been met, and certifications that pertain to the project or project component that will utilize funds.
- ☐ **Services contracted out to other entities** are required to have MOUs/Agreements allowing County and HUD access to program-related documents and client files and must follow the same program regulations. The Agency must have policies and procedures in place to ensure that program regulations and requirements are met. Please provide copies of any existing or pending MOU, agreement, or contract information.
- ☐ **Construction or Rehabilitation Projects:** Site information must include a complete legal description of the property. The adjoining land uses must also be described. The present zoning of the property must be indicated. Land use entitlements must be in place prior to submitting application.