

MEMO



The following is a list of required documents to have completed and attached to the application when applying for CDBG funds:

- Activity/Project budget
- Agency budget
- Letter of Good Standing with the State of Indiana (not expired)
- Agency Organizational Chart
- List of Board Members and Key Staff (include titles and who is authorized to sign and negotiate for agency)
- Resumes for Program Administrator and Program Staff
- Most recent audit or complied financial statement (PDF link is acceptable)
- Conflict of Interest Policy
- Conflict of Interest disclosure form (per agency's Conflict of Interest Policy)
- Articles of Incorporation
- Agency Bylaws
- Agency Policy and Procedure manual (PDF link is acceptable)
- Agency Procurement procedure (PDF link is acceptable)
- Agency Document Retention policy (PDF link is acceptable)
- State Tax Exemption Determination letter
- Federal Tax Exemption Determination letter
- Evidence of registration in the federal System for Award Management (SAM.GOV)
- UEI number required

If awarded funds, the following insurance and worker's compensation documentation is required:

- Liability insurance and amount of coverage
- Payment of payroll taxes
- Payment of worker's compensation

If the project funds will be used for building improvements, the following will be required prior to any funds released:

- Proof of building coverage insurance that meets or exceeds the CDBG investment
- Proof of current paid taxes

Please note: Liability insurance should be a minimum of \$1,000,000 general and \$2,000,000 aggregate; the City of Elkhart should be listed as certificate holder. If the agency has fidelity bond coverage for principal staff, please provide the amount and with what insuring agency.

