

CDBG PUBLIC SERVICES APPLICATION REQUIRED DOCUMENT CHECKLIST

The following documents are required with submission of the application unless otherwise noted. Documentation that is not available at time of application may result in the application not being considered and/or will be required prior to commitment of CDBG funds. The Public Services Program Guidelines include additional information about the required documents and can be viewed at <https://www.cityofboise.org/public-services>. This webpage also includes access to City forms and templates referenced in this list.

The corresponding section and question from the application are included for easy reference.

DOCUMENTS REQUIRED WITH APPLICATION

A. GENERAL INFORMATION

A.6.

- Proof of agency's Unique Entity Identifier (UEI) and up-to-date registration through the System for Award Management (sam.gov).

A.12.

- Proof of activity (program) Unique Entity Identifier (UEI) and up-to-date registration through the System for Award Management (sam.gov) *(if different than agency)*

A.14.

- Job descriptions for staff positions involved in the CDBG-funded activity
- Resumes of Chief Administrator (Executive Director/CEO), Chief Fiscal Officer, Accountant (whether internal or contracted staff)

B. AGENCY INFORMATION

B.1.

- Articles of Incorporation/ByLaws
- Financial Management System Description using the City's template (available at <https://www.cityofboise.org/public-services>)
- Liability Insurance Certificate
- List of Board of Directors (including name, contact information, occupation/affiliation, and identification of principal/executive officers)
- Nonprofit Determination (Tax Exemption Determination Letter)
- Organizational Chart

B.5.

- Certificate of Good Standing with the State

B.6.

- Negotiated Indirect Cost Rate Agreement (NICRA) *(if applicable)*

C. ACTIVITY (PROGRAM) INFORMATION

C.3.

- Program Policies and Procedures

C.7.

- Client beneficiary data collection form

C.9.

- ADA/Accessibility and Language Access Policies
- Program pamphlets/brochures/flyers/marketing materials

E. BUDGET

E.3.

- Most recent annual financial statement OR most recent audit (audit required for subrecipients receiving a total of \$750,000 or more of federal assistance, per 2 CFR 200)

E.9.

- Sample Employee Timesheet (*only if requesting salary reimbursement with CDBG funds*)

BEFORE SUBMITTAL

- Authorization from board to request funds (meeting minutes or other official action)
- Designation of Authorized Official form (available at <https://www.cityofboise.org/public-services>)

ADDITIONAL DOCUMENTS

Additional documents are required for applicants selected for a grant award. The following must be submitted prior to the commitment of funds (execution of a Subrecipient Agreement) using the City's templates (available at <https://www.cityofboise.org/public-services>).

- Sect. 504 Self-Evaluation (and Transition Plan if applicable)
- Hourly Billing Rate form for any staff salary to be reimbursed with CDBG funds (*if applicable*)
- Activity Budget including the costs and funding sources for the activity/program (City will provide this template)
- Lobbying Certificate (and disclosure if applicable) (City will provide this template)