

BEFORE YOU SUBMIT YOUR PROPOSAL FOR CDBG FUNDING
PLEASE CHECK OFF ALL MANDATORY FORMS AND SIGN CHECKLIST

- 1. Articles of Incorporations/Bylaws
- 2. Schedule of when Agency is due to file State and Financial reports below #3, #4, #5 and #6 (Provide on letterhead)
- 3. Evidence of current annual report filed with Secretary of Commonwealth
- 4. Evidence of current annual report filed with Attorney General of Commonwealth
- 5. Evidence current filings of IRS 990
- 6. One of the three types of Financial Statements (A. or B. for past recipients)
 - (A) Copy of OMB A-133 Audit (Required if \$750,000 or more in aggregate Federal Funds Expended), or
 - (B) Financial statements compiled by CPA (if not bound by the requirements of OMB A-133), or
 - (C) Most recent Profit and Loss Statement (only first time applicants may submit)
- 7. Current List of Board of Directors with Addresses and organizational chart
- 8. IRS 501(c)(3) Designation Letter, unless a department of the City of Lawrence
- 9. Proof of SAM.gov registration (copy of screen shot)
- 10. Signed CDBG conflict of interest questionnaire and affidavit form (Separate attachment)

I have reviewed and certify that all above documents are attached and up to date.

Print Name

Sign Name