

**CDBG/HOME/ESG APPLICATION
SUPPORTING DOCUMENTATION EXPLANATIONS**

1. Application Completed & Signed Certification

The agency head is required to sign and date each application submitted for review. The certification section is located on the last page of the application package.

2. Articles of Incorporation and Bylaws

Articles of Incorporation are recognized by the State as formally establishing a private corporation, business, or agency. Nonprofit organizations must submit tax exempt determination letters from the Federal Internal Revenue Service, including their federal tax identification number.

3. State and Federal Tax Exemption Determination Letters

An official IRS copy of the agency's state and federal tax exemption approved, if any.

4. Federal Employee Identification Numbers

A copy of the agency's federal tax identification number.

5. D-U-N-S Number

A copy of the agency's D-U-N-S Number (Dun and Bradstreet 9-digit number a certification).

6. List of Board of Directors, their Titles and Contact Information

A list of the organization's Board of Directors or governing body of the agency. The list will include the name, telephone number, address, occupation, committee assignments, if any, affiliation of each member, and must identify the principal officers (i.e. President, Vice President).

7. Board of Director's Designation of Authorized Official:

Documentation of the governing body's action authorizing the representative of the agency to negotiate for and contractually bind the agency. Documentation of this consists of a signed letter from the chairperson of the governing body providing the name, title, address and telephone number of each authorized individual. This information may also be outlined in the organization's bylaws, in which case, the applicable pages should be provided with the application.

8. Organization Chart

The chart should describe the agency's administrative framework and staff positions. The chart should indicate where the proposed project will fit into the organizational structure and that identifies any staff positions of shared responsibility.

9. Resume of Chief Fiscal Officer

Provide a resume of the agency's chief fiscal officer.

10. Financial Statement and Most Recent Audit Report

**CDBG/HOME/ESG APPLICATION
SUPPORTING DOCUMENTATION EXPLANATIONS**

Provide a copy of the agency's most recent audit report. Organizations receiving \$500,000 or more in federal funds are required to have a Single Audit completed to include the Schedule of Expenditures of Federal Awards. This document must list the CFDA numbers of all federal grants including the City's HUD entitlement programs if funds were awarded and expended in prior grant years.

11. Matching Funds Commitments Documentation:

*Matching funds **are required** for HOME Program and the Emergency Solutions Grant Program.*

The matching funds commitment documentation are the reports the sub-recipients indicate expenses that have been paid from matching funds during the current reporting period and the cumulative matching funds expended to date. Preferably, the matching funds should be provided at the same rate as the program is being expended in order to avoid the problem of reaching the project completion state without having secured the needed proportionate amount required in the grant agreement.

For example of the Emergency Shelter Grant which requires dollar for dollar matching funds commitment. A \$50,000.00 project requires \$50,000.00 match. Provide justifications if matching funds are required.

NOTE: Matching funds documentation (i.e. grant award letters) may be provided to document matching funds for CDBG programs.

12. List of Collaborative Partners and their role:

Collaborative partners collaboratively address and focus on areas to achieve the goals of the program as well as provide partnerships on a formal and informal level that affect the population and achieve the shared vision of everyone living better, build and support healthy communities, and evaluate strategies to address infrastructure and community priorities for Norfolk residents.

13. 504 Self Evaluation Plan (Americans with Disabilities Act) Agencies with 15 or more Employees

A copy the agency's ADA provision. This would apply to those private employers, State and local governments, employment agencies, and labor unions. It guarantees equal opportunity for individuals with disabilities in public accommodations, employment, transportation, State and local government services, and telecommunications.

14. Employee Handbook

A copy of written policies that address the following areas as well as the procedures governing policy adoption and revision: employee compensation and expense reimbursement, bargaining agreements, if any, job descriptions, salary ranges by position, compensation in addition to salary, leave policies, equal employment opportunity, nepotism, and procurement policy.

15. Grievance Procedure/ Policy (Clients)

A copy of a Grievance Procedure that will be used to provide a mechanism through which the agency and the community may be protected if there is misconduct on the part of the agency.



**CDBG/HOME/ESG APPLICATION
SUPPORTING DOCUMENTATION EXPLANATIONS**

Other:

Project Implementation Timeline

A copy of the project timeline from inception through completion with project outputs and outcome measures.

Other:

Certificate of Insurance

Provide a copy of the agency's Certificate of Insurance for the program year.

Lease Agreement

Provide a listing of all lease agreements related to the project. For example, rental space, vehicles, equipment-leasing contracts.

Note: The City staff will monitor and review compliance with the above listed management protocol, and report to the City Council regarding the degree of compliance by each organization annually. Contents of this report will be included in deliberations of initial and future funding decisions. Compliance with this policy will be requirement for initial and future contract approval by the City.

****ALL REQUIRED DOCUMENTS ARE REQUIRED TO BE WITH YOUR APPLICATION.**