|  |  |
| --- | --- |
| https://my.elpasotexas.gov/documents/management-toolkit/Site%20Guide%20and%20Templates/EPTX%20-%20Logo%20%5bColor%5d%20PNG.png?1619459511 | **GENERAL COMPLETENESS CHECKLIST** |

The following documents must be attached to each application. Refer to your respective application for an additional category-specific checklist that provides further requirements that are unique to the program.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **For Applicant Use** |  |  |  | **For CD Use** |
| THIS SECTION APPLIES TO ALL APPLICANTS | | | | |
|  |  | Assurance A – Acceptance of Grant Conditions and Terms of CDBG, HOPWA HHSP and ESG |  |  |
|  |  | Assurance C – Assurance of Compliance with Ordinance No. 9779 |  |  |
|  |  | Assurance D – Accessibility / Letter of Assurance and Self-Evaluation |  |  |
|  |  | Documentation certifying that applicant is registered and has an active record status on the System for Award Management (SAM) – refer to Attachment L |  |  |
|  |  | Attendance of the Mandatory Training Workshop by appropriate personnel. |  |  |
|  |  | Certified audit, covering a period ending on a date after January 31, 2021. |  |  |
|  |  | Zoning Conformance – must attach Zoning Verification Letter |  |  |
|  |  |  |  |  |
| THIS SECTION APPLIES TO NON-MUNICIPAL GOVERNMENT ENTITIES AND NON-PROFIT AGENCIES ONLY | | | | |
|  |  | Written minute action and/or Board approval documentation signed by the Board President authorizing submittal and signature of the CDBG application by Board President (or other authorized representative) |  |  |
|  |  | Approved documentation certifying whom from the applicant’s organization is the authorized signatory who can sign contracts on behalf of the agency. |  |  |
|  |  | List of Current Board of Directors (Certified by Board President or Secretary) |  |  |
|  |  |  |  |  |
| THIS SECTION APPLIES TO NON-PROFIT AGENCIES ONLY | | | | |
|  |  | Assurance B – Assurance of Applicant Eligibility for Non-Profit Organizations |  |  |
|  |  | Articles of Incorporation (to include any Amendments) |  |  |
|  |  | Certificate of Status from the Texas Secretary of State – refer to Instructions to Obtain Certificate of Account Status |  |  |
|  |  | Organizational By-Laws |  |  |
|  |  | IRS 501 (c)(3) certification letter |  |  |