

GENERAL COMPLETENESS CHECKLIST

The following documents must be attached to each HHSP application.

For
Applicant
Use

For
DCHD
Use

THIS SECTION APPLIES TO ALL APPLICANTS

_____	Assurance A – Acceptance of Grant Conditions and Terms	_____
_____	Assurance C – Assurance of Compliance with Ordinance No. 9779	_____
_____	Assurance D – Accessibility / Letter of Assurance and Self-Evaluation	_____
_____	Attendance of the Mandatory Training Workshop by appropriate personnel.	_____
_____	Zoning Conformance – must attach Zoning Verification Letter.	_____
_____	HHSP Budget and Performance Workbook	_____
_____	HHSP Proposal Narrative	_____
_____	HHSP Outcome Statement Worksheet	_____

THIS SECTION APPLIES TO NON-MUNICIPAL GOVERNMENT ENTITIES AND NON-PROFIT AGENCIES ONLY

_____	List of Current Board of Directors (Certified by Board President and Secretary)	_____
_____	Certified audit, covering a period ending on a date after January 31, 2019.	_____
_____	Written minute action and/or Board approval documentation signed by the Board President authorizing submittal and signature of the HHSP 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.	_____

THIS SECTION APPLIES TO NON-PROFIT AGENCIES ONLY

_____	Assurance B – Assurance of Applicant Eligibility for Non-Profit Organizations	_____
_____	Certificate of Status from the Texas Secretary of State	_____
_____	Organizational By-Laws	_____
_____	IRS 501 (c)(3) certification letter	_____