

APPLICATION CHECKLIST

To ensure that all necessary pages and documents are enclosed, please complete this checklist. This form must be signed and returned with the application

Application:

- _____ Face Sheet (Signature Required)
- _____ Application Checklist (Signature Required)
- _____ Part A - Project Summary and Narrative
- _____ Part B - Project Budget
- _____ Part C – Assurances, Compliances & Conditions (Signatures Required)
 - _____ 1. Certification of Non-Federal Match
 - _____ 2. Standard Assurances, Compliances, and Conditions
 - _____ 3. Accounting Systems Certification
 - _____ 4. Compliance Assurance for Acquisition, Alteration, Renovation
 - _____ 5. Facilities and Program Accessibility Survey
 - _____ 6. Certificate of Fire Safety

Required Attachments:

- _____ Agency Budget
- _____ Agency Organizational Chart
- _____ Most Recent Audit/Financial Statement
- _____ List of Board of Directors
- _____ Bonding & Insurance Information
- _____ Copy of 501(c)(3) Certification
- _____ Letters from other community organizations indicating shared resources/support
- _____ Documentation of Federally Approved Indirect Cost Rate

Signature of Project Director

Name & Title of Project Director

This form must be signed and returned with the application immediately following the face sheet.