

Organization: _____

SAM Registration Expiration Date: _____

Activity Name & Code: _____

CDBG Funding Request: _____

LMI LC Benefit: _____

- ☐ Completed CDBG PY50 Competitive Application
- ☐ Completed *Other Assistance Provided/Expected Sources of Additional Funding* form
- ☐ Award letters from all funding sources that have committed funds to the activity **or** Board-approved operating budget **clearly** highlighting the additional funds supporting this activity
- ☐ Completed *Activity Partners* form
- ☐ Completed *Activity Budget* form
- ☐ Completed *Certificate of Authority*
- ☐ Board Authorization letter **or** official meeting record containing vote to authorize application
- ☐ ACORD Certificate for General Liability and Workers Compensation Insurance containing "The City of Waltham is named as an additional insured with regard to general liability" in the Description of Operations/Locations/Vehicles
- ☐ Organization's most recent total annual operating budget
- ☐ Most recent IRS record of tax exemption status
- ☐ MA Secretary of State Corporate Entity Summary
- ☐ List of organization's Board members, their affiliations, and their term expirations
- ☐ Organization's most recent audit, sworn financial statements, **or** profit and loss statement
- ☐ Organization's written Non-Discrimination and Equal Access policy
- ☐ Organization's written Conflict of Interest policy
- ☐ Conflict of Interest Disclosure completed
- ☐ Statement of Assurances completed and signed