

FY 2011-2012 CONSOLIDATED ACTION PLAN APPLICATION CHECKLIST

ATTACHMENTS FOR ALL ORGANIZATIONS NOT FUNDED PREVIOUSLY

- Organization Charter
- Articles of Incorporation
- By-Laws with appropriate minutes

APPLICATION ATTACHMENTS FOR ALL ORGANIZATIONS

Section A: Applicant (Agency) Information – signed **blue** ink

- A1: Board of Directors information
- A2: Board of Directors resolution authorizing submission of application/pay request

Section B: Minimum Program Requirements

- B1: Information RE: Agencies located outside the City of Clearwater (if applicable)

Section C: Project or Activity Description

- C3: Concise Program Narrative
- C4: Service area map (if applicable)
- C6: How project/activity will facilitate community and economic development
- C7: How program meets Neighborhood Revitalization Strategy Areas objectives
- C8: How program meets Consolidated Plan Objectives

Section D: Performance Measures

- D1: Narrative RE: Performance Measures
- D2: Performance Measures Outline
- D5: Participating agency information (if applicable)

Section E: Program Implementation

- E1: Agency Organizational Chart
- E2: Resumes/job descriptions for participating Management/Supervisory staff
- E3: Resumes/job descriptions for other participating personnel
- E4: List of Volunteers and applicable information
- E5: Program Narrative
- E6: Program Implementation Schedule Form

Section F: Budget and Detailed Budget Narrative

- F1: Budget Narrative
- F2: Resume for person assigned to maintain sponsor's financial records
- F3: Copy of agency's most recent budget
- F4: Most recent Financial Audit, or current year-end financial statement
- F5: Copy of executed agreement or award letter re committed funds (if applicable)
- F6: IRS letter establishing sponsor's tax-exempt status & most recent IRS 990 report
- F7: Franchise Tax Board letter establishing sponsor's tax-exempt status
- F8: Project Budget Form

Section G: Other Program Requirements

- G2A: Property owner, parcel number, and copy of deed (if applicable)
- G2B: Construction cost estimate, project schedule, three bids (if applicable)
- G2C: MAI or SRA appraisal, contract of sale or option to purchase (if applicable)
- G2D: Copy of lease (if applicable)
- G2E: Public agency information and agency letter verifying willingness (if applicable)
- G2F: Letters of support/recommendation and letter from City (if applicable)
- G3A: Documentation RE: CHDO (if applicable)
- G3B – G3D: Narrative RE: affordable housing objectives (if applicable)
- G3E – G3G: Narrative RE: meeting needs of special needs population (if applicable)