# ESG 2017 Application Checklist

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|  | Two (2) full applications with attachment with original signatures in 3-ring binders |
|  | One (1) full application on flash drive with agency label |
|  | **Non-profits only**—State of Nevada Copy of Certificate of Good Standing or, a print out from Nevada’s Secretary’ of State’s free Business Entity Search showing active status. |
|  | Corrective Action Plan(s) for any HUD findings within the last 5 years |
|  | Applicant Agency’s Organizational Chart |
|  | **Non-profits only-**Most recently completed IRS Form 990 |
|  | Cash Match- Copy of Funding Awards or Commitments |
|  | In-Kind Volunteer Match-Letter documenting proposed match on agency letterhead |
|  | In-Kind Paid Staff Match- Letter documenting proposed match on agency letterhead |
|  | In-Kind Supplies, Equipment, Buildings or leases-Documentation of fair market value |
|  | Budget Narrative-Documentation of proposed equipment purchases |
|  | Budget Narrative-Documentation of proposed rehabilitation or major repair |
|  | 2017 ESG Proposed Budget |
|  | Signed Statement of Certifications |