# 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 |