

## EFSP PHASE 28 REQUIRED DOCUMENTATION CHECKLIST

Name of Applicant Organization: \_\_\_\_\_

The following items **must** be submitted with this application. If it is not applicable to your organization, please explain why. Please attach all required documentation to this checklist. If the required documentation is not included with each copy of the application, the application will be considered incomplete. Incomplete applications **will not** be reviewed or scored.

1. 5 signed original copies of this application signed in BLUE INK.
  
2. Most recent IRS 501(c)3 status letter.  
[ ] Included. [ ] Not Included. Explanation:  
\_\_\_\_\_  
\_\_\_\_\_
  
3. Board Roster, including full name, address, phone number, and role on board. (Designate board officers)  
[ ] Included. [ ] Not Included. Explanation:  
\_\_\_\_\_  
\_\_\_\_\_
  
4. List of scheduled board meetings for the past year and copies of last three (3) meeting minutes.  
[ ] Included. [ ] Not Included. Explanation:  
\_\_\_\_\_  
\_\_\_\_\_
  
5. Complete copy of most recent fiscal year-end report provided to agency board.  
[ ] Included. [ ] Not Included. Explanation:  
\_\_\_\_\_  
\_\_\_\_\_
  
6. Copy of most recent independent annual audit (within past 12 months) in accordance with Government Auditing Standards, if your organization received \$50,000 or more from the EFSP last year. Organizations that received \$25,000 to \$49,999 from EFSP last year must attach an annual review.  
[ ] Included. [ ] Not Included. Explanation:  
\_\_\_\_\_  
\_\_\_\_\_

**EFSP PHASE 28 REQUIRED DOCUMENTATION CHECKLIST**

7. Copy of organization’s application form, sign-in sheet or intake form used for clients receiving EFSP services.

Included.  Not Included. Explanation:

---

---

8. A copy of organization’s official document which addresses non-discrimination.

Included.  Not Included. Explanation:

---

---

9. A copy of the organization’s official mission statement.

Included.  Not Included. Explanation:

---

---

10. If requesting funding for motel vouchers, please attach a copy of the agreement with the motel or hotel.

Included.  Not Included. Explanation:

---

---

I certify that the information provided in this proposal is true and correct to the best of my knowledge. I am authorized to submit this proposal on behalf of this organization. I understand that if awarded Emergency Food and Shelter funding, the amount requested may not be the amount awarded, and a contract will be written directly from this proposal, allowing only minor revisions. No additional funding will be awarded, nor will service units be reduced. My organization will comply with all reporting requirements.

\_\_\_\_\_  
SIGNATURE AND TITLE (Blue Ink Only)

\_\_\_\_\_  
DATE