



# Mayor's Office of Housing and Community Development

## Checklist of Required Documents for 2018-2019 Grantees

Please upload these documents onto GMS – “Agency Docs.” First, select the 2018-19 Project Year from the Agency Projects form. Then select Agency Docs – this will bring you to the 2018-19 Agency Docs form. Please name each document using the naming convention in quotes after each item (for example, “**Agency Budget**”) followed by the program year (“2018-19”) and your agency name (i.e., “Agency Budget 2018-19 Agency Name”).

### Organization Financial Documents

- NEW – Board Resolution Authorizing Signatory – If the grant agreement is not being signed by Board President/Chair, upload a board resolution authorizing the position of the individual (i.e., “Executive Director”) who signed the agreement to do so (“**Signatory Authorization**”)
- Agency Global Budget (“**Agency Budget**”)
- Cost Allocation Plan (“**Allocation Plan**”)
- Total Project Budget, including other funding sources (“**Project Budget**”) or [**Project Budget for Capital Projects – Construction**]
- Prior Year IRS Form 990, Return of Organization Exempt From Income Tax, and Schedule A of Form 990; if prior year is not yet available, copy of Request for Extension (if applicable) and latest Form 990 available. (“**990**”)

### One of the following audit documents:

- OMB A-133 audit if agency expended more than the threshold amount of \$750,000 or more in federal funds) in the previous fiscal year (“**OMB A-133**”)
- Standard CPA audit, accompanied by letter stating OMB A-133 Audit is not required because agency expended less than the threshold amount in federal funds during previous fiscal year. Standard audit required for agencies with a total budget over \$500,000 in the previous fiscal year (“**Standard Audit**”) (“**Audit Exemption Letter**”)
- CPA Financial Review, accompanied by letter stating OMB A-133 Audit is not required because agency expended less than the threshold amount in federal funds during previous fiscal year. Allowed in place of standard audit for agencies with a total budget between \$250,000 and \$500,000 in the previous fiscal year (“**Financial Review**”) (“**Audit Exemption Letter**”)
- Letter stating no audit performed and that Agency Global Budget is less than \$250,000 (“**No Audit Letter**”)

### Notes on audit information:

- Fiscal Year Audits (7/1/16-6/30/17)** should have been completed by March 31, 2018 and the OMB A-133 audit exemption letter must be consistent with *these* dates, on letter head, and signed by the Executive Director.
- Calendar Year Audits (1/1/16-12/31/16)** should have been completed by September 30, 2017 and the OMB A-133 audit exemption letter must be consistent with *these* dates, on letter head, and signed by the Executive Director. Calendar Year 2017 audits must be uploaded as “Audit #2” when those are completed.

### Certificates of Insurance (“**Insurance Certificate**”) – These must be kept updated throughout program year.

- Comprehensive General Liability (\$1,000,000 or more)
- Comprehensive Automobile Liability (\$1,000,000 or more per occurrence; must include un-owned autos, i.e. those autos driven by employees in the course of their work but not owned by agency)
- Workers Compensation (\$1,000,000 or more per accident)
- Real and Personal Property (**Capital Projects only**)

### Other Documents

- Current Board of Directors List (with affiliations and addresses, and names of other boards of directors on which they serve (“**Board List**”)
- Board meeting dates, including Sunshine Ordinance Open Meeting Dates (if agency’s funding from or through City and County of San Francisco is \$250,000 or more) (“**Board Meetings**”)
- Current lease/rental agreement for office and/or program space (if CDBG funds used to pay for rent) (“**Lease**”)
- Deed of Trust or Lease Amendment [**Capital Projects only**] (“**Deed**” or “**Lease Amendment**”)
- First Source Hiring Agreement (Attachment to Grant Agreement; only applicable if > \$50,000 in PS, ED and/or ESG grants or >\$350,000 in Capital grants. (“**First Source**”)

- ( ) ADA Program Accessibility Survey (if requested by MOHCD) (“**StreetNameAddress#AgencyName**”)
- ( ) Project Eligibility Determination [**Capital Projects only**] (“**Eligibility**”)
- ( ) Demographic Information Sheet [**Capital Projects only**] (“**Demographics**”)
- ( ) Work Program [**Capital Projects only**] (“**Work Program**”)
- ( ) Matching Funds Documentation, if required [**Capital Projects only**] (“**Matching Funds**”)

TWO (2) Complete Signed Grant Agreements -- Agreement will be generated at conclusion of online negotiation [**except for Capital projects**]; Complete **Appendix B-Interest in other City Contracts** (or mark N/A if not applicable); Mail or hand-deliver two complete original copies of final grant agreement with signatures in blue ink