Please upload these documents onto GMS – “Agency Docs.” First, select the 2019-20 Project Year from the Agency Projects form. Then select Agency Docs – this will bring you to the 2019-20 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 (“2019-20”) and your agency name (i.e., “Agency Budget 2019-20 Agency Name”).

**Organization Financial Documents**

( ) 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 (7/1/17-6/30/18) should have been completed by March 31, 2019 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 (1/1/17-12/31/17) should have been completed by September 30, 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 2018 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 (Only applicable if > $50,000 in services 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 (“Demographics”)
GRANT AGREEMENTS AND APPENDIXES:

IF THIS IS A NEW ONE-YEAR AGREEMENT, then a complete Grant Agreements 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.

NOTE: 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”)

IF THIS IS THE SECOND YEAR OF A TWO-YEAR AGREEMENT, then the “agreement” generated on GMS will only be the workplan for the 2019-20 project. No document will need to be hand-signed, since we already have a two-year signed agreement. Please attach the new workplan as a separate Appendix to the two-year grant agreement.