

Required Documents:

*Required Universal Application attachments to be uploaded. It is not a required field – optional field**

- Completed Budget Form
- Letters of commitment and/or awards from other funding sources for this project
- Resolution from the Board of Directors authorizing the application for and use of funds from the City of Jacksonville's Neighborhoods Department, Housing and Community Development Division for activities described in the proposal and, if awarded funds, shall implement the activities in a manner to ensure compliance with all applicable federal and local laws and regulations
- Current 501(c)(3) status
- Articles of Incorporation
- Most recent Organization By-Laws
- Year to date Financial Statement
- Most recent Certified Audit, Management letter and Agency Response
- Organizational Chart with employee names and titles
- Job descriptions with pay scales for proposed positions to be funded
- Resumes of Executive Director, Fiscal Officer, Program Administrator, Staff, copies of certifications and Consultant Contract (if applicable)
- List of Board Members
- Conflict of Interest Form for Board Members/Commission Members, Executive Management/Officers and Program Staff associated with Delivery of Program
- Procedures for selecting contractors/consultants/purchasing
- Letters of Support
- Letter of Endorsement from the Northeast Florida Continuum of Care (ESG applicants only)
- Proof of General Liability Coverage
- Proof of Fidelity Bond Coverage for principals on staff
- Copy of Sunbiz Agency Report (Page showing Officers and Active Status, etc.)
- Maps showing area served and census tract - may be obtained from the public library, the Property Appraisers database and/or the Planning Department
- Mandatory Workshop Certificate
- Other optional documents*