

Q5: In the evaluation and monitoring question I have listed our Compliance Officer by name. Do I need to include a Conflict-of-Interest Form, resume, and job description for her?

A5: Yes, please include a Conflict-of-Interest Form (a signed and scanned copy is sufficient; please do not use Adobe electronic signature), resume, and job description for the Compliance Officer. Please also make sure she is included in the list of current staff associated with the program/grant (item 10 on the required document checklist) and the organization chart (item 11 on required document checklist).

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Q6: Do we need to include Board minutes or is the board resolution and signing authority sufficient?

A6: The board resolution and signing authority sufficient; Board minutes do not need to be included.

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Q7: Our Organizational Chart has multiple programs shown under one umbrella, but the other programs not usually intertwine with ESG, CDBG, or HOPWA programs... Are we required to provide resumes and conflict of interest forms simply because they are under the same umbrella as the ESG, HOPWA, and CDBG programs? Or should I remove the extra people from the org chart who are not directly associated with program delivery for ESG, CDBG, and HOPWA?

A7: You may remove the extra people from the org chart who are not directly associated with program delivery for the specific grant the application is for, except for any Board member, Executive Management staff, Commission Member, and Officer. Please bear in mind that we have asked for a list of all current and proposed staff names and titles directly associated with the specific grant/program (item #10 on the required document checklist) and the scorers will use it as a reference throughout the scoring process. If you prefer, you may keep your org chart unchanged (as long as it is complete and use it for each application) while changing the list of staff names to suit the specific application.

The resumes, conflict of interest forms, and job descriptions that must be included are only for staff directly associated with program delivery for the specific grant the application is for. Be sure to also include any Board member, Executive Management staff, Commission Member, and Officer. Please note that the conflict-of-interest form can be signed and scanned, but no Adobe electronic signatures are permitted.

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Q8: Is an audit required if the company has revenue less than \$100,000?

A8: An audit is required for any organization that has been in operation more than one year.

Any organization that has been in operation for less than one year may provide financial statements that have been compiled or reviewed by a licensed CPA.