**CDBG YEAR 48 PUBLIC SERVICE & ECONOMIC DEVELOPMENT CHECKLIST**

**JULY 1, 2022 - JUNE 30, 2023**

**Complete check list and submit with documentation by October 23, 2022.**

**Legal Name of Agency (**as filed with the CT Secretary of State)

Name of Program

Award Category (circle one) Public Service Economic Development

Names of Current Agency:

|  |  |
| --- | --- |
| Board Chair/President |  |
| Secretary |  |
| Treasurer |  |

DUNS Number 501-C3 Tax Identification Number

**Required Documentation**

\_\_\_\_\_ **Board Resolution** – See instructions with your award email.

\_\_\_\_\_ **Insurance** – See instructions with your award email.

\_\_\_\_\_ **Automobile Insurance Exemption Letter** – See instructions with your award email.

\_\_\_\_\_ **Budget** (Use the Excel Budget attached to your award email.)

\_\_\_\_\_ **Scope of Service** – Program Activities/Outcome Measurements

\_\_\_\_\_ **Payroll Certification** – verification of Federal & State tax filings for the period ending

 3/31/22

\_\_\_\_\_ **Accessibility Self-Assessment** – Program site in compliance with ADA regulations

\_\_\_\_\_ **Current Audit/Financial Statement** – due 6 months after close of fiscal year

\_\_\_\_\_ **Agency Intake Form** (used to determine Program client eligibility)

Check list completed by (Print Name)

Signature Date

Title