

Required Attachments

Include the following on the CD or flash drive as separate attachments, formalized (on letterhead where necessary), labeled as specified in the checklist and in the order in which they are here:

1. Current Nonprofit IRS Designation Letter (cannot be older than 2 years) showing valid Federal Tax ID number (EIN).
2. Current Articles of Incorporation
3. State Certificate of Incorporation
4. By Laws
5. Year to Date Financial Statements
 - i. Balance Sheet
 - ii. Profit and Loss
6. Most Recent Audit
7. 2012 Organizational Operating Budget
8. Current Board list – With names, addresses, affiliations, phone and email contact info, and Board Officers indicated (Include titles and responsibilities.)
9. Current Staff/Consultant/Major Volunteer list (Include titles and responsibilities.)
10. Proposed Project Budget(s)
11. Current Certificate of Liability Insurance coverage and Fidelity Bonding (where applicable),
12. Signed Memorandum of Understanding
13. Board Resolution of Officers/Staff/Board Members authorized to sign all Operating Support Invoices, Contracts and documentation for the organization.
14. Application Checklist (included in the 2012 Application Worksheet)

Attachment 4.12

Memorandum of Understanding with CDC Association of Greater Cincinnati

If selected to receive CDBG and/or HOME operation funding by the Selection Committee of the CDC Association and the City of Cincinnati, we, the undersigned, understand that the CDC Association, using the proposal submitted by the CDC, shall establish performance measurement criteria specific to the proposal, to measure the CDC's progress. Work plans for current and future projects will be reviewed by the CDC Association for compliance with CDBG and HOME regulations. Work plans may be adjusted if the amount allocated is less than the amount requested.

We, the undersigned CDC/CHDO, if awarded funding, agree to enter into a contract with CDC Association for the funds, meet regularly with the CDC Association and provide monthly documentation that allows the CDCAGC to properly assess our work-plan progression and assist in increasing our capacity.

Organization Name

President/Executive Director

Signature

Date
