

CDBG ECONOMIC DEVELOPMENT

APPLICANT DOCUMENT CHECKLIST

I. BUSINESS IDENTIFICATION & LEGAL STATUS

- Business name and DBA (if applicable)
 - Legal structure identified (LLC, corporation, sole proprietor, partnership)
 - Articles of Incorporation / Organization
 - Operating Agreement or Bylaws (if applicable)
 - Employer Identification Number (EIN)
 - Proof of active registration / good standing with the State
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II. OWNERSHIP & MANAGEMENT INFORMATION

- Ownership disclosure (names and ownership percentages)
 - Identification of principals and key managers
 - Resumes of owners/managers (if requested)
 - Related-party disclosure
 - Conflict of Interest disclosure form
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III. FINANCIAL INFORMATION – EXISTING BUSINESSES

- Last 2–3 years of business financial statements (Balance Sheet, P&L, Cash Flow)
- Most recent interim financial statements
- Federal business tax returns (matching financials)

If start-up, complete Section IV instead.

IV. FINANCIAL INFORMATION – START-UP / EXPANSION

- Business plan
 - Market analysis or narrative
 - Start-up or expansion budget
 - Pro forma financial statements (2–3 years)
 - Cash flow projections with assumptions
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V. SOURCES & USES OF FUNDS

- Complete project budget
 - Sources and uses statement
 - Evidence of all funding sources (bank loans, equity, grants)
 - Commitment letters or loan denial letters (as applicable)
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VI. NEED FOR CDBG ASSISTANCE

- Financing gap explanation
 - Documentation showing private financing is insufficient or unavailable
 - Explanation of why CDBG assistance is necessary to proceed
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VII. JOB CREATION / RETENTION INFORMATION

- Current number of employees (baseline employment)
 - Job titles, wages, and benefit information
 - Number of jobs to be created and/or retained
 - Job descriptions and minimum qualifications
 - Hiring timeline
 - Statement confirming at least **51% LMI benefit**
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VIII. JOB RETENTION (IF APPLICABLE)

- Documentation that existing jobs are at risk
 - Explanation of how CDBG assistance prevents job loss
 - Identification of retained positions
 - LMI status of retained employees or commitment that jobs will be made available to LMI persons
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IX. USE OF FUNDS DETAIL

- Description of proposed use of CDBG funds
 - Cost estimates, quotes, or invoices
 - Equipment lists (if applicable)
 - Working capital breakdown (if applicable)
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X. REAL PROPERTY / CONSTRUCTION (IF APPLICABLE)

- Property address and site control documentation (deed, lease, option)
 - Purchase agreement or lease agreement
 - Construction plans or scope of work
 - Cost estimates
 - Environmental review information (as requested)
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XI. FEDERAL CERTIFICATIONS & ASSURANCES

- Equal Opportunity / Non-Discrimination certification
 - Debarment and Suspension certification
 - Lobbying certification
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XII. SECURITY & ENFORCEMENT ACKNOWLEDGMENTS

- Agreement to repayment, recapture, or clawback provisions
 - Acknowledgment of job reporting and monitoring requirements
 - Insurance documentation
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APPLICANT CERTIFICATION

I certify that the information provided is true, complete, and accurate to the best of my knowledge and understand that submission does not guarantee funding.

Authorized Signature: _____ **Date:** _____