

**Hampden County CoC Program – Checklist of Required Documents and Forms**  
**To be submitted with application for new or renewal funds**

	<i>These columns for City of Springfield use</i>	
<b>Document or Form</b>	<b>Form in file</b>	<b>Initial and date</b>
Insurance certificate		
Agency Articles of Incorporation		
Minutes of Board of Directors meeting authorizing application for new or renewal funding		
Vote of Corporation Authorizing Execution of Contract		
Current List of Board of Directors with identification of Officers and terms		
Certified Organization Audit/Financial Statements of most recent year : <ul style="list-style-type: none"> <li>• Copy of OMB A-133 Audit (Required if \$500,000 or more in aggregate Federal funds expended); or</li> <li>• Financial statements audited by a CPA (if not bound by the requirements of OMB A-133); or</li> <li>• Profit and Loss statement (only first time applicants or those who do not meet above criteria may submit)</li> </ul>		
IRS 501(c)3 Designation Letter		
Notarized Tax Certification Affidavit		
Conflict of Interest Statement		
Debarment Certificate		
Internal Control Questionnaire		
Agency EEO policy		
Agency Fair Housing Policy		
Agency Drug-Free Workplace Policy		