



**SUBMITTAL CHECKLIST**

This checklist **must be included** as part of your agency’s Community Development Block Grant (CDBG) application packet. Check each completed item below and provide the number of documents indicated.

<b>Name of Agency:</b>	
<b>Proposed Project Title:</b>	

<b>REQUIRED OF ALL APPLICANTS</b>	
<input type="checkbox"/>	Submittal Checklist (this form). Provide one (1) original signed form.
<input type="checkbox"/>	Application. Provide one (1) original signed form.
<b>REQUIRED OF ALL NON-GOVERNMENTAL APPLICANTS. Provide one copy of each.</b>	
<input type="checkbox"/>	Most current copy of agency’s audited financial statement
<input type="checkbox"/>	Most current signed copy of agency’s Federal Tax form 990 (no older than FY22/CY22)
<input type="checkbox"/>	Most current signed copy of agency’s State Tax form 199 (no older than FY22/CY22)
<input type="checkbox"/>	Copy of Federal & State Tax Exemption Determination Letter/Non-Profit Certification (e.g., IRS 501(c)(3) letter) <b>For Non-Profit Entities</b>
<input type="checkbox"/>	List of Board Members. This list must include the name, telephone number, address, occupation or affiliation of each member, and must identify the principal officers of the governing body.
<input type="checkbox"/>	Agency Bylaws or Articles of Incorporation
<input type="checkbox"/>	Organizational Charts for the Agency and Proposed Project Personnel
<input type="checkbox"/>	Resumes for Key Personnel Overseeing the Proposed Project
<input type="checkbox"/>	Certificate of General Liability and Property Damage
<input type="checkbox"/>	Certificate of Worker’s Compensation Insurance
<input type="checkbox"/>	Client Intake Form Qualifying Low-Mod Income Status of Persons Benefitted

**SIGNATURE AND CERTIFICATION**

The undersigned hereby acknowledges and confirms submittal of an application the City of Pico Rivera’s CDBG Program and certifies that, to their best knowledge and belief, all information provided is true and correct.

\_\_\_\_\_  
 Name of Authorized Representative

\_\_\_\_\_  
 Title

\_\_\_\_\_  
 Signature of Authorized Representative

\_\_\_\_\_  
 Date

**Applications must be received by the City of Pico Rivera no later than 3:00 p.m. on February 8, 2024.**

**MAIL APPLICATIONS TO:**

City of Pico Rivera  
Community & Economic Development Department  
6615 Passons Boulevard  
Pico Rivera, CA 90660.

**OR**

**EMAIL APPLICATIONS TO:**

Eduardo Lizarraga, Analyst  
[elizarraga@pico-rivera.org](mailto:elizarraga@pico-rivera.org)  
Please use “**CDBG FY 24-25 Application**” in the subject line.

**Late applications will not be accepted.**