| **Operating Assistance Grants Required Documents**  **APPLICATION CHECKLIST** | |
| --- | --- |
|  | **ALL APPLICANTS MUST PROVIDE:** |
|  | **Project Location Map:** *verify that the project is located in and/or serves a designated Sustainable Community area – a screenshot of the map can be obtained using the* [DHCD Neighborhood Revitalization Mapper Tool](https://portal.dhcd.state.md.us/GIS/revitalize/index.html)*.* |
|  | **Proof of Site Control:** (*if applicable*) P*rovide verification of site control: copy of deed and/or commitment from property owner, signed letter or Memorandum of Agreement or the like, must be submitted with application* |
|  | **Applicant and/or Other Funds Letter(s) of Commitment: (Required only if your budget lists other funds than those requested – including those provided by the applicant)** *must be on organizational or company letterhead and must include the dollar amount of the contribution, reference the proposed or related project/activity and be signed.* |
|  | **Debarment Affidavit:** *completed, signed and dated - a blank copy can be found on the* [*DHCD website*](https://dhcd.maryland.gov/Communities/Pages/tag/default.aspx) |
|  | **FOR NONPROFIT APPLICANTS:** *In addition to the items listed under “All Applicants”, nonprofit organizations must submit the following:* |
|  | **Corporate Resolution/Authorized Officers:** completed, signed and dated - *a blank copy can be found on the* [*DHCD website*](https://dhcd.maryland.gov/Communities/Pages/tag/default.aspx)*.* |
|  | **Internal Revenue Service Letter of Determination**: verifying organization’s approved nonprofit status. ***NOTE:*** *This should be uploaded to the Organizational Uploads page associated with your organization* |
|  | On-line Verification of **Certificate of Good Standing** Maryland State Department of Assessments and Taxation: [*https://egov.maryland.gov/BusinessExpress/EntitySearch*](https://egov.maryland.gov/BusinessExpress/EntitySearch) ***NOTE:******Do not obtain an official Certificate at the time of application.*** *If an award is made, DHCD will request an official Certificate when the agreement is executed.* |
|  | **Corporate Diversity Addendum:** ***NOTE:*** *You may provide DHCD with a copy of what you submitted to SDAT in your most recent annual filing.* |
|  | **Charitable Registration Letter:** Under the Maryland Solicitations Act, charitable organizations soliciting in Maryland generally must file documents annually with the Office of the Secretary of State at <http://sos.maryland.gov/Charity/Pages/Registering-Charity.aspx> ***NOTE:*** *You may provide us with copies of the application and form of payment for the reinstatement of the Charitable Registration in place of the letter.* |
|  | **Articles of Incorporation:** *(including any amendments)* ***NOTE:*** *This should be uploaded to the Organizational Uploads page associated with your organization* |
|  | **Organizational By-Laws:** *(including any amendments)* ***NOTE:*** *This should be uploaded to the Organizational Uploads page associated with your organization* |
|  | **Current List of Board of Directors/Trustees:** (List should include: Board member’s name, occupation, number of years with your non-profit and if applicable, the constituency each represents. It should be on letterhead and dated.) ***NOTE:*** *This should be uploaded to the Organizational Uploads page associated with your organization* |