

NON-PROFIT CHECKLIST (to be completed by non-profit applicants only)

During the ESG application process, documentation must be submitted to verify applicant eligibility. THDA uses both PIMS and GMS to collect required forms from applicants. Use this checklist to ensure all documentation is uploaded to the correct site. Missing, incorrect and incomplete documentation will result in a 5 point deduction to the overall application score. Applicants will have five business days after notification of missing, incorrect or incomplete documentation to correct and send back to THDA. Failure to submit corrections within five business days will result in a void application.

Documentation to be uploaded and submitted through THDA's Participant Information Management System (PIMS):

- A. Documentation of an IRS designation under Section 501(c)(3) or 501(c)(4) of the federal tax code. A 501(c)(3) non-profit organization may not submit an application until they have received their designation from the IRS. A 501(c)(4) non-profit applicant must provide documentation satisfactory to THDA, in its sole discretion, that the non-profit has filed the necessary material with the IRS and received a response from the IRS demonstrating 501(c)(4) status.
- B. Copy of Organizational Charter
- C. Copy of Organizational By-laws
- D. List of Board members, including: name, occupation, role on the Board, a description of the member's primary contribution to the Board, length of service to the Board, date the term of service expires, home address, phone number, and email address. (Form is provided on PIMS website to capture information).
- E. Business plan or strategic management plan that demonstrates the agency's short term and long term goals, objectives, and plans to achieve them.
- F. The most recent financial audit or audited financial statements of the organization. If the issuance date of the financial audit or audited financial statement is more than 12 months prior to the date of the application, a statement signed by the Executive Director or Board Chairman must be provided indicating reasons for the delay in obtaining an updated audit.
- G. Board Member Disclosure Forms *completed, signed by the organization's Executive Director and each Board Member and notarized.*
- H. Corporate Disclosure Form completed, *signed by the Chairman of the Board or Executive Director on behalf of the organization and notarized.*

Documentation to be uploaded and submitted in THDA's Grants Management System (GMS):

- A. If the nonprofit is organized and existing under the laws of Tennessee, a current Certificate of Existence from the Tennessee Secretary of State's office. The certificate must be purchased from the Secretary of State's office and must be dated no more than **30 days** prior to the application due date.

OR

If the nonprofit is organized and existing in a state outside of Tennessee, (1) a current Certificate of Existence from the office of the Secretary of State in which the organization is organized and existing and dated no more than **30 days** prior to the application due date AND (2) a Certificate of Authorization to do business in Tennessee from the Tennessee Secretary of State and dated no more than **30 days** prior to the application date.

- B. Attach the resolution by the Board of Directors authorizing the submission of this application.
- C. Attach the minutes of the most recent Board meeting at which this application were discussed.
- D. Documentation of operating funds from other sources, including how much annually and from what sources.
- E. Explanation of any other programs operated by the organization, including the program(s) and its funding source(s). Do not include a description of the future activities proposed in this application for which funds are sought.
- F. Certification of Shelter Standards (only if applying for shelter funding)
- G. Certification of Local Government (only if applying for shelter funding)
- H. Written Standards for ESG program which aligns with 24 CFR 576.400(e)(3)
- I. Certification of Consistency with Con Plan (WITHIN LOCAL HUD CONSOLIDATED PLAN)
- J. Certification of Matching Funds