

# ATTACHMENT ONE: NON-PROFIT CHECKLIST – TENNESSEE HOUSING TRUST FUND

1. Legal Name of Organization: \_\_\_\_\_
2. IRS Tax Exempt Number: \_\_\_\_\_
3. Documentation to be uploaded and submitted through THDA’s Participant Information Management System (PIMS). Upload items A-G to 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 and By-laws
  - C.  Board Member Information Form for each Board Member.
  - D.  Business plan or strategic management plan that demonstrates the agency’s short term and long term goals, objectives, and plans to achieve them.
  - E.  The most recent financial audit or audited financial statements of the organization. Financial audit must be dated within 12 months prior to the application due date.
  - F.  If the period covered by the financial audit or audited financial statement is more than 12 months prior to the due date of the application, a statement indicating the reason for the delay in obtaining an updated audit must be submitted along with 2024 unaudited financial statements that may include but are not limited to the balance sheet and profit and loss statements.
  - G.  Applicant Board Member and Corporate Disclosure Forms *completed, signed by the organization's Executive Director and each Board Member and all forms are notarized.*
  - H.  Applicant/Board Member and Corporate Disclosure Form *completed, signed by the Chairman of the Board or Executive Director on behalf of the organization and the form is notarized.*
4.  PIMS Confirmation. Submit email confirmation reflecting PIMS documents have been successfully uploaded.
5.  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.

6.  One page explanation of how the Board of Directors is involved in the operation of the agency, including how often the Board meets, how the Board monitors and provides oversight for the agency's programs.
7.  Attach the resolution by the Board of Directors authorizing the submission of this application. The resolution must mention the **2025 THTF Competitive Grant**.
8.  Attach the minutes of the most recent Board meeting at which this application and/or proposal were discussed.
9.  List of staff members employed by the organization, including how many are full-time or part-time, their specific responsibilities related to housing programs, and how many years of experience each staff member has in housing development.
10.  Documentation of agency operating funds from other sources, including how much annually and from what sources.
11.  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.
12.  Supportive Services Calculation Worksheet if using value of supportive services for match.

For organizations seeking funds to assist formerly incarcerated populations only:

13.  Copy of Policies and Procedures guiding the operation of the rental housing program.
14.  A copy of the organization's application to potential residents for housing.
15.  Documentation confirming that the organization is included on the Tennessee Department of Correction's List of Approved Transitional and/or Permanent Housing Providers.
16.  Copy of tenant screening and selection procedures.