

# 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.
  - 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.  List of Board members including: names; home address; occupation; a description of their primary contribution; length of service; phone #; email address; and date the term of service expires.
  - 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. 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 indicating reason for the delay in obtaining an updated audit must be submitted along with 2019 unaudited financial statements that may include but are not limited to the balance sheet and profit and loss statements.
  - F.  Applicant Board Member and Corporate Disclosure Forms *completed, signed by the organization's Executive Director and each Board Member and notarized.*
  - G.  Applicant/Board Member and Corporate Disclosure Form completed, *signed by the Chairman of the Board or Executive Director on behalf of the organization and notarized.*
4.  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.

5.  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.
6.  Attach the resolution by the Board of Directors authorizing the submission of this application.
7.  Attach the minutes of the most recent Board meeting at which this application and/or proposal were discussed.
8.  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.
9.  Documentation of agency operating funds from other sources, including how much annually and from what sources.
10.  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.
11.  One page explanation of your agency's experience in housing, particularly in providing housing to low and very low income households in Tennessee.
12.  For projects which include Low Income Housing Tax Credits only, a copy of the organizational chart showing the relationship between the non-profit and the development owner must be included with the application.

For organizations seeking funds to assist ex-offender 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.