

### **THDA and HUD Housing Counseling Document Checklist**

✓	This is a checklist of required documents grantees must submit to execute their grant awards.
✓	All required documents are due to THDA or this may negatively impact your organization's ability to access grant funding.

- Application
- Charter and Bylaws
- Code of Conduct
- Copy of Client Management System Contract
- Copy of Last two Recent and Consecutive Financial Audits
- Evidence of Leveraged Funds as part of the Application Process
- Indirect Cost Rate Documentations (if applicable)
  - Copy of Grantee's Negotiated Indirect Cost Rate Agreement (NICRA), OR
  - Statement that Grantee has never received a NICRA and elects to charge a de minimis rate of 10% of modified total indirect costs in accordance with 2 C.F.R. Part 200.414, OR
  - Statement that Grantee does not incur indirect costs or will not apply them to this grant
- Facility Information and Photos\* (*Applicable to new agencies and/or new facility*)
- HUD 9022
- Quality Control Plan
- Projected Budget
- Succession Plan
- Verification of 501C3 Status
- Work Plan