

HHF Blight Elimination Program Nonprofit Application Checklist

Date: _____
Sender's Name: _____
Sender's Phone Number: _____
Sender's Email Address: _____

Organization's Name: _____
Organization's Address: _____

**** PLEASE ASSEMBLE PACKAGE IN ORDER LISTED BELOW ****

PIMS – Upload First 4 Pre-Screen Items

- ☐ 1. Threshold Questions
- ☐ 2. Certificate of Existence
- ☐ 3. Copy of Articles of Incorporation, Charter, By-Laws
- ☐ 4. Copy of 501(c)(3) determination letter from IRS or Letter from Habitat for Humanity International confirming the applying affiliate is an exempt subordinate and a copy of the group determination letter from the IRS

After Pre-Screen Approval, Submit Remaining Items to THDA

- ☐ 5. Completed Nonprofit Application Form HHF/BEP-1011
- ☐ 6. Most recent business plan or strategic management plan dated within 12 months
- ☐ 7. Board Minutes approving participation in the HHF Blight Elimination Program
- ☐ 8. Two page explanation of the organization's experience in demolition and constructing affordable housing
- ☐ 9. Most recent financial audit dated within 12 months
- ☐ 10. Copy of errors and omissions insurance, if any.
- ☐ 11. Copy of most current IRS form 990 that was filed
- ☐ 12. List of volunteers and staff member employed by the organization who will be involved in this program
- ☐ 13. Resume and detailed work experience for each staff member who will be involved in this program.
- ☐ 14. Construction Company Disclosure Form HHF/BEP-1012 or
Detailed explanation of screening and selection process for Construction Company
- ☐ 15. Copy of Conflict of Interest Policy
- ☐ 16. Copy of Code of Conduct
- ☐ 17. Proof of Escrow Account set up for BEP funds
- ☐ 18. Completed IRS W-9 Form
- ☐ 19. Completed ACH Authorization Form FA-0825
- ☐ 20. Copies of Voided Check for ACH Authorization Forms
- ☐ 21. Completed BEP Authorization for Automatic Deposit Form HHF/BEP-1013