## FY 2022-23 Nonprofit Application Checklist

<table>
<thead>
<tr>
<th>Tab</th>
<th>Required Information</th>
<th>Certification Check-off</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>(a) Application&lt;br&gt;(b) Certificate of Good Standing from SC Secretary of State&lt;br&gt;(c) Tax Exempt Status from the IRS&lt;br&gt;(d) Copy of General Liability Insurance Policy ($1 million required coverage)</td>
<td>a. ___&lt;br&gt;b. ___&lt;br&gt;c. ___&lt;br&gt;d. ___</td>
</tr>
<tr>
<td>2</td>
<td>(a) Articles of Incorporation (if applicable)&lt;br&gt;(b) Bylaws with SC Housing “Conflict of Interest” (signed and dated)&lt;br&gt;(c) Service Area Map&lt;br&gt;(d) Attachment C – Board of Directors Status Information&lt;br&gt;(e) Board Meeting Minutes&lt;br&gt;(f) Written Beneficiary and/or Tenant Selection Procedures</td>
<td>a. ___&lt;br&gt;b. ___&lt;br&gt;c. ___&lt;br&gt;d. ___&lt;br&gt;e. ___&lt;br&gt;f. ___</td>
</tr>
<tr>
<td>3</td>
<td>Applicants that have not participated in the SC HTF Home Repair program previously, must provide the following:&lt;br&gt;(a) One Year Housing Experience Documentation – <em>Home Repair Program</em>&lt;br&gt;(b) Contract for Services with Consulting Organization and Training Plan&lt;br&gt;(c) Attachment A – Consultant Disclosure&lt;br&gt;(d) Resumes of Key Contact Person of Consulting Organization&lt;br&gt;(e) Three (3) Community Support Letters</td>
<td>a. ___&lt;br&gt;b. ___&lt;br&gt;c. ___&lt;br&gt;d. ___&lt;br&gt;e. ___</td>
</tr>
<tr>
<td>4</td>
<td>Applicants applying to participate in the Supportive Housing Program must include the following:&lt;br&gt;(a) Ten Years Supportive Housing Experience Documentation - <em>Supportive Housing Program</em>&lt;br&gt;(b) Key staff members coordinating the project&lt;br&gt;(c) Third party letters documenting the Applicants material participation in operating Supportive Housing projects</td>
<td>a. ___&lt;br&gt;b. ___&lt;br&gt;c. ___</td>
</tr>
<tr>
<td>5</td>
<td>(a) Attachment B – Organization Staff Members&lt;br&gt;(b) Organizational Chart&lt;br&gt;(c) Resumes of Key Staff Members and Principal Officers&lt;br&gt;(d) Copies of Certification of PII training for staff members</td>
<td>a. ___&lt;br&gt;b. ___&lt;br&gt;c. ___&lt;br&gt;d. ___</td>
</tr>
<tr>
<td>6</td>
<td>(a) Financial Statements or 12 months of bank statements&lt;br&gt;(b) Most Recent filed Tax Returns or IRS Form 990 w/evidence of delivery to IRS&lt;br&gt;(c) IRS Form W-9&lt;br&gt;(d) Operating Budget&lt;br&gt;(e) Attachment D – Standards for Financial Management Systems</td>
<td>a. ___&lt;br&gt;b. ___&lt;br&gt;c. ___&lt;br&gt;d. ___&lt;br&gt;e. ___</td>
</tr>
</tbody>
</table>
Tab 1

Application

Certificate of Good Standing from SC Secretary of State

Tax Exempt Status from IRS

Copy of General Liability Insurance Policy
Articles of Incorporation (if applicable)

Bylaws (if applicable)

Service Area Map

Attachment C – Board of Directors Status Information

Board Meeting Minutes

Written Beneficiary and/or Tenant Selection Procedures
Tab 3 (if applicable)

One Year Housing Experience Documentation –
Home Repair Program

- Listing of projects with addresses
- Number of units
- Amount of funding award from each source
- Photos
- Dates of completion

Contract for Services and Training Plan

Attachment A - Consultant Disclosure

Resumes of Key Contact Person of Consulting Organization
Three (3) Community Support Letters
Ten Years Supportive Housing Experience Documentation - *Supportive Housing Program*

- Listing of completed projects with addresses
- Target population
- Number of units
- Services provided
- Funding sources
- Amount of funds awarded from each source
- Photos
- Dates of completion

Key staff members coordinating the project

Third party letters documenting the Applicants material participation in operating Supportive Housing projects
Tab 5

Attachment B – Organization Staff Members

Organizational Chart

Resumes of Key Staff Members and Principal Officers

Copies of Certification of PII training for staff members
Financial Statements or 12 months of bank statements

Most Recent filed Tax Returns or IRS Form 990 – include evidence of delivery to the IRS

IRS Form W-9

Operating Budget

Attachment D – Standards for Financial Management Systems