

Tab 1

Application

Certificate of Good Standing from SC Secretary of State

Tax Exempt Status Letter from IRS

Copy General Liability Insurance Certificate (\$1 million required coverage)

EPA Renovation, Repair and Painting certification (if applicable)

Tab 2

Articles of Incorporation (if applicable)

Bylaws (if applicable)

Service Area Map

Attachment C – Board of Directors Status Information

Board/Council Meeting Minutes (previous 12 months)

Board/Council Meeting Schedule (previous 12 months)

Three Community Support Letters

Written Beneficiary and/or Tenant Selection Procedures

Tab 3

List of key staff members coordinating the project

Attachment B – Organization Staff Members

Organizational Chart (if applicable)

Resumes and Bio of Key Staff Members and Principal Officers

Copies of Certification PII training for staff members

Tab 4 – Home Repair

One Year Housing Experience Documentation

DRAFT Contract for Consulting Services and Training Plan (if applicable)

Attachment A - Consultant Disclosure (if applicable)

Resumes of Key Contact Persons of Consulting Organization

Tab 4 – Supportive Housing

Rental Housing Experience Documentation

Supportive housing Narrative

DRAFT Contract for Consulting Services and Training Plan (if applicable)

Attachment A - Consultant Disclosure (if applicable)

Resumes of Key Contact Persons of Consulting Organization

Tab 5

Financial Statements or 12 months of bank statements

Most Recent filed IRS Form 990

W-9 Form

Operating Budget

Attachment D – Standards for Financial Management Systems