

## Application Required Documents

TAB	Document	Nonprofit Applicant	Unit of Local Govt Applicant
A	Signed, Completed Application	<input type="checkbox"/>	<input type="checkbox"/>
B	Project budget worksheet	<input type="checkbox"/>	<input type="checkbox"/>
C	CAPER (January 1, 2021 – Present)	<input type="checkbox"/>	<input type="checkbox"/>
D	Current year operating budget for the entire organization, not just NC ESG (with Revenues and Expenditures)	<input type="checkbox"/>	-
E	CoC Participation and Coordination Agreement Form	<input type="checkbox"/>	<input type="checkbox"/>
F	Organizational Chart for the entire organization, not just the NC ESG program	<input type="checkbox"/>	-
G	Board of Directors Information. List of names, email addresses, telephone numbers, occupations, with officers identified. Indicate board member with lived homeless experience.	<input type="checkbox"/>	-
H	The organization's audit for most recent closed fiscal year. OR If the organization does not have an audit submit a sworn financial statement. A sworn financial statement template is included as an optional form if the organization does not have one.  <b>Form 990 is not considered an audit</b>	<input type="checkbox"/>	-
I	ESG Program Operations Guidelines.	<input type="checkbox"/>	<input type="checkbox"/>
J	HUD Corrective Action Plan (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
	NC ESG Corrective Action Plan (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
	City or County ESG Corrective Action Plan (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>
K	NC DHHS Required Contract Certification Forms & Documents in the order below		
	1. No Overdue Taxes Certification Form	<input type="checkbox"/>	-
	2. Annual IRS Tax Exemption Verification Form	<input type="checkbox"/>	-
	3. Annual Conflict of Interest Verification	<input type="checkbox"/>	-
	4. Conflict of Interest Policy	<input type="checkbox"/>	-
	5. Current Certificate of Insurance	<input type="checkbox"/>	-
	6. IRS Tax exemptions Letter	<input type="checkbox"/>	-
	7. W-9	<input type="checkbox"/>	<input type="checkbox"/>
L	Organization's Financial Policies	<input type="checkbox"/>	<input type="checkbox"/>
M	<b>SHELTER SERVICES AND OPERATIONS PROJECTS ONLY –</b> Submit Shelter Habitability Inspection that occurred no earlier than August 2021	<input type="checkbox"/>	<input type="checkbox"/>