| **Required for** | **Check if included** | **WESTMETRO HOME CONSORTIUM APPLICATION HOME-ARP TBRA & SUPPORTIVE SERVICES CHECKLIST** |
| --- | --- | --- |
|  | **APPLICATION** |
| AllProposals  |  |  **Application**  |
|  | **ORGANIZATION INFORMATION & QUALIFICATIONS** |
| All Proposals |  | **Organization mission,** including how this project fits mission  |
|  | **Previous similar projects completed and capacity to undertake project** |
|  | **Most recent audited organizational annual financial statement** |
|  | **Most recent annual organizational operating budget**  |
| Nonprofits |  | **Description of board of directors:** including skills, experience, tenure & affiliations |
|  | **Copy of articles or organization, by-laws and 501(c)(3) letter** |
| CHDO  |  | **Copy of current CHDO certification from WestMetro HOME Consortium**  |
| For-profit |  |  **Corporate organizational document(s)**, identifying owner and/or general partner |
|

|  |  |
| --- | --- |
|  | **MANAGEMENT TEAM INFORMATION** |

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| All Proposals |  | **Resumes of key management team members** |
|  | **Contact information** (for management team) |
|  | **ATTACHMENTS (Included in RFP)** |
| As Needed |  | **Certificate of Non – Collusion**  |
|  | **Certificate of Tax Compliance**  |