



NONPROFIT APPLICATION GUIDE OUTLINE

Last Updated: December 8, 2016

The following guide can be used by Nonprofits applying to participate in FHA's Nonprofit Programs including HUD Homes, FHA Mortgage and Secondary Financing. Upon FHA approval of an application, a Nonprofit will be placed on FHA's Nonprofit Roster which is available at <https://entp.hud.gov/idapp/html/f17npdata.cfm>.

Please review FHA's Single Family Handbook (HB 4000.1 I.B.4) which sets forth all FHA application requirements for nonprofits seeking to participate in our programs. Eligible participants must make initial contact with FHA and provide preliminary information (see HB 4000.1 I.B.4.b). FHA will affirm that this information was accepted indicating that the nonprofit may proceed with the application process.

A nonprofit proceeding with the application process must submit a complete application. A complete application refers to an application that satisfies all general application requirements and all program specific application requirements for the programs in which the nonprofit seeks approval. In those instances, when a nonprofit seeks approval for more than one program and the program specific requirements request duplicate information, the nonprofit is only required to submit that information once.

Please note that the following is only a list of documentation that must be submitted as part of a complete application. It does not explain the requirements or replace the handbook in anyway. Applicants should follow the handbook alongside this guide for detailed application requirements.

General Application Requirements (HB 4000.1 I.B.4.b.iii.(A))

1. IRS Tax-Exempt Status
 - a. IRS Letter of Determination
 - b. Employer Identification Number
 - c. Certification
2. Board of Directors and Employees
 - a. Voluntary Board Certification
 - b. Board of Directors Information
3. Principal Management and Staff
 - a. Resumes and Social Security Numbers for principal management and principal staff members.
4. Relevant Experience
 - a. Documentation evidencing relevant experience





5. Delegation of Signature Authority
 - a. Organizational Resolutions
6. Quality Control Plan
 - a. Maintaining records of QC findings and actions
 - b. Periodic reports
 - c. Corrective measures and training
 - d. Reporting violation of law or regulation, any known false statement, fraud or program abuse
 - e. Those items nonprofits are encouraged to submit although not required.
7. Administrative capacity
 - a. Narrative of past experience demonstrating an ability to carry out activities in a reasonable timeframe and successful manner.
8. Financial Capacity
 - a. Expended Federal Award of \$500,000 or More – three most recent year end audited financial statements, profit and loss statements, and balance sheets.
 - i. Recent quarterly financial statement along with certification from a Certified Public Accountant (CPA) or other financial professional attesting that the information accurately represents the financial condition of the nonprofit agency.
 - b. Expended Federal Awards less than \$500,000 – two years of audited or unaudited financial statements in accordance with Generally Accepted Accounting Principles (GAAP) that includes an auditor's review report if available, a treasurer's report, and any supplemental schedules.
9. Other Business Partners
 - a. Identify business partners including company and staff names.
 - b. Explain nature and cost of services provided by business partner as well as how nonprofit will exercise control over business partner.
10. Consultant Services
 - a. Describe: nature and cost of consultant services, how nonprofit exercises control over consultants, work to be performed by consultants per program, and percentage of work performed by consultants per program.
 - b. Provide disclosure and supporting documentation related to any agreements with other parties that may derive financial gain through homeownership program. Disclosure must identify the name of the business entity, individuals from the company who will be working with the nonprofit, terms of the relationship, and how the party will be compensated.
11. Acting on Own Behalf Certification
12. FHA Approval Letter





13. Adequate facilities
 - a. Submit contact information and physical address of agency's main office.
 - b. Submit interior and exterior photographs of office facilities and copy of floor plan.
14. Lending partner Information
 - a. Name address and contact of any lending institution, bank or private party that has provided financing to the nonprofit.
15. Application Certification
 - a. Nonprofit must submit a document signed by an authorized representative of the organization certifying to FHA that the information submitted in response to the [complete] application package is accurate.
 - i. Certification must include the following statement, "Name, authorized representative of XX Nonprofit, recognizes that HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties (cite)

Program Specific Application Requirements (HB 4000.1 I.B.4.b.iii.(B))

HUD Homes

1. NAID Documentation (Name and Address Identification Number)
2. Articles of Organization and Bylaws
 - a. Conformed copy of Articles of Organization and bylaws if applicable. Must be signed and dated.
 - b. Written declaration
3. Affordable Housing Program Plan
 - a. Please refer to (HB 4000.1 I.B.4.b.iii.(B)1.(d)) as this requirement is very detailed.

FHA Mortgagor

1. Articles of Organization and Bylaws
 - a. Conformed copy of Articles of Organization and bylaws if applicable. Must be signed and dated.
 - b. Written declaration
2. Affordable Housing Program Plan
 - a. Please refer to (HB 4000.1 I.B.4.b.iii.(B)2.(c)) as this requirement is very detailed.
3. Past Mortgage Performance

Secondary Financing

1. Affordable Housing Program Plan
 - a. Please refer to (HB 4000.1 I.B.4.b.iii.(B)3.(a)) as this requirement is very detailed.
2. Restrictions on Conveyance – copies of legal instruments.

