



Housing for Good Cover Sheet & Checklist

Funding Requests:

I. APPLICANT INFORMATION

Full Legal Name of Applicant: _____

Applying as: Non-Profit or Government Agency

(Check one) For-Profit Organization

Address: _____

City/State/Zip: _____

Contact Person: _____

Title: _____ Telephone Number: _____

Fax number: _____ E-mail: _____

Name of Project: _____

Number of **New** Units: _____

Number of **New** clients to be served: _____

Total Amount of Request (needs to reflect amount on Form B): \$ _____

Amount of Match (needs to reflect amount on Form B) \$ _____

Authorized Signature of Applicant: To the best of my knowledge and belief, all information in this application is true and correct. The document has been duly authorized by the governing body of the applicant who will comply with all contractual obligations if the proposal is awarded funding.

Signature of Authorized Representative: _____

Print Name and Title: _____

Date Signed: _____

RFP Checklist

	Cover Sheet & Checklist
	Cover letter indicating intent and brief introduction
	Form A: Housing for Good Application
	Form B: Supportive Services Budget
	Form C: Contractor E-Verify Declaration
	Form D: MWSBE Form/M/W/SBE Compliance
	Form E: Conflict of Interest Policy This form will be required before contracted services begin.
	Three references that speak directly to the applicant's service provider experience related to serving target populations. References may not be from any party currently someone employed with Mecklenburg County.
	Applicant's financial statements prepared by a certified public accountant for current year and previous year. Note: Service Provider must be in good financial standing in order to be selected as final applicant.
	Applicant's Articles of Incorporation and current bylaws
	IRS 501c(3) determination letter (if non-profit)
	Certificate of Good Standing from the North Carolina Secretary of State or State where the developer/development team is incorporated
	List of Board of Directors, include addresses and telephone numbers
	Current organizational chart indicating additional positions proposed and proposed job description(s)
	Current Housing Plan or Supportive Services template utilized by Service Provider.