

MATRIX OF REQUIREMENT DOCUMENT GRANT APPLICATIONS SUBMISSIONS

DOCUMENT	ESG	NPG	HOME-TBRA	CCP	HOPWA	CDBG
EXPERIENCE NARRATIVE	X	X	X		X	X
CHARTER	X	X	X	X	X	X
TN CERTIFICATE OF EXISTENCE	X	X	X	X	X	X
BY-LAWS	X	X	X	X	X	X
MISSION STATEMENT	X	X	X	X	X	X
501c 3, 4, 6, or 905	3	3	3	3	3	3
IRS FORM 1099 (if applicable)						
IRS FORM 990	X	X	X	X	X	X
AGENCY BUDGET	X	X	X	X	X	X
AUDIT or FINANCIAL MANAGEMENT LETTER (if applicable)	X	X	X		X	X
AUTHORIZATION TO RELEASE INFORMATION					X	
FINANCIAL STATEMENT	X	X	X	X	X	X
OFFICERS & BOARD LIST	X	X	X	X	X	X
BOARD COMPOSITION	X	X		X		X
BOARD PARTICATION		X				
NONDISCRIMINATION POLICY	X	X	X	X		X
STAFF RESUMES	X	X	X			X
PROPOSED JOBS DESCRIPTIONS	X	X	X	X		X
SUPPORT LETTERS/MEMORANDA OF UNDERSTANDING	X	IF APPLICABLE	X			X
LICENSE (IF REQUIRED)		X				

- Documents are requested per federal, state and/or local compliance regulations, ordinances, laws, etc.