

Appendix F HOME 2025 Project Activities NOFA Organizational Documents Checklist

The following Organizational Documents must be uploaded as a part of a 2025 HOME Projects NOFA Application. A checklist is provided for each organization type:

- State Recipient Applicants – pg 1
- **Native American Entities – pg 2**
- For Profit and Non-Profit Corporations – pg 3
- Limited Liability Companies – pg 5
- Limited Partnerships – pg 6

Each Applicant and Co-Applicant must submit each document on the respective list for the organization type.

NOTE: for Community Housing Development Organization (CHDO) Applicants, in addition to providing the documents in the checklist for its organization type, the CHDO must also submit all required documents in Appendix C: CHDO Application for Certification.

State Recipients

- Authorizing Resolution (Available on HCD website)**
- Signature Block**
Signature Block in a Microsoft Word Document with all authorized signatories.
- FI\$Cal Government Agency Taxpayer ID Form**
This form can be found: https://fiscal.ca.gov/wp-content/uploads/2019/08/GovtTINForm_000.pdf
- Jurisdiction’s Recorded Ordinance authorizing the signatory to enter into contracts on behalf of the Jurisdiction**
- Single Audit Report**
In accordance with the State HOME Regulations, Section 8204(a)(1)(D)(iv), all cities and counties are eligible only if in compliance with federal Single Audit submittal requirements. The current Single Audit submittal regulations are at 2 CFR Sections 200.500 - 200.512. Upload evidence of compliance or Single Audit Exemption.

Native American Entities

- Organizational Chart**
Sponsor/Applicant Organization Chart and description of each Applicant entity's role, including an organizational chart, that details its relationship to the ownership entity/ultimate borrower (i.e., limited partnership) of the Project.
- Tribe Formation Documents (Constitution, Charters, etc.)**
- Federal Register of Indian Entities Recognized (81 Fed Reg. 26826) if applicable**
- BIA Federal Acknowledgment Petitioner List (CFR Section 83.1 of Title 25) if applicable**
- Tribal Council Resolutions(s) that identify and designate the Tribal official authorized to bind the Tribe**
- Contact List maintained by the Native American Heritage Commission (GC Section 65352.3) if applicable**

For Profit and Non-Profit Corporate Entities

- Organizational Chart**
Sponsor/Applicant Organization Chart and description of each Applicant entity's role, including an organizational chart, that details its relationship to the ownership entity/ultimate borrower (i.e., limited partnership) of the Project.
- Articles of Incorporation (Corp. Code §154, 200 and 202) as certified by the CA Secretary of State**
- Bylaws and any amendments thereto (Corp. Code §207(b), 211 and 212)**
- Certificate of Amendment of Articles of Incorporation (Corp. Code §900-910 (general stock), §5810-5820 (public benefit and religious corporations), §7810-7820 (mutual benefit corporations), or §12500-12510 (general cooperative corporations)) as applicable**
- Restated Articles of Incorporation (Corp. Code §901, 906, 910 (general stock), §5811, 5815, 5819 (public benefit and religious corporations), §7811, 7815 and 7819 (mutual benefit corporations) and §12501, 12506 and 12510 (general cooperative corporations)) as applicable**
- OD-Form 3 (Application and Loan Authorization or Recipient available on HCD Website)**
- Statement of Information (CA Secretary of State form SI-100 or SI-200) if applicable**
- Shareholder Agreements (Corp. Code §186) if applicable**
- Certificate of Good Standing certified by Secretary of State**
Certificate of Good Standing must be dated 30 days or less from the application due date.
- Tax Exempt Status if applicable**
Upload evidence of tax exempt status both from the Internal Revenue Service (IRS) and California Franchise Tax Board (FTB):
 - 501(C)(3) or (4) non-profit tax exemption ruling issued within the last 12 months by Internal Revenue Service (IRS), as established in the Internal Revenue Code (IRC) of 1986; and
 - Letter of Good Standing from the California Franchise Tax Board. Letter must be dated within the last 12 months of the application date.

- **Last Two Years of Audited Financial Statements**
Audited financial statements must comply with 2 C.F.R Part 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards.

- **STD 204 Payee Data (Available on HCD's Website)**

- **Signature Block**
Signature Block in a Microsoft Word Document with all authorized signatories.

Limited Liability Companies

- Organizational Chart**
Sponsor/Applicant Organization Chart and description of each Applicant entity's role, including an organizational chart, that details its relationship to the ownership entity/ultimate borrower (i.e., limited partnership) of the Project.
- Articles of Organization (CA Secretary of State form LLC-1)**
- Certificate of Amendment (CA Secretary of State form LLC-2) if applicable**
- Restated Articles of Organization (CA Secretary of State form LLC-10) if applicable**
- Certificate of Correction (CA Secretary of State form LLC-11) if applicable**
- Statement of Information (CA Secretary of State form LLC-12 or LLC-12NC) if applicable**
- Operating Agreement (Corp. Code §17707.02(s) and 17701.10)**
- OD-From 2 (Loan Authorization of Limited Liability Company General Partner available on HCD website)**
- Certificate of Good Standing certified by Secretary of State**
Certificate of Good Standing must be dated 30 days or less from the application due date.
- Tax Exempt Status if applicable**
Upload evidence of tax exempt status both from the Internal Revenue Service (IRS) and California Franchise Tax Board (FTB):
 - 501(C)(3) or (4) non-profit tax exemption ruling issued within the last 12 months by Internal Revenue Service (IRS), as established in the Internal Revenue Code (IRC) of 1986; and
 - Letter of Good Standing from the California Franchise Tax Board. Letter must be dated within the last 12 months of the application date.
- STD 204 Payee Data (Available on HCD's Website)**
- Signature Block**
Signature Block in a Microsoft Word Document with all authorized signatories.

Limited Partnerships

- Organizational Chart**
Sponsor/Applicant Organization Chart and description of each Applicant entity's role, including an organizational chart, that details its relationship to the ownership entity/ultimate borrower (i.e., limited partnership) of the Project.
- Certificate of Limited Partnership (CA Secretary of State form LP-1)**
- Amendment to Certificate of Limited Partnership (CA Secretary of State form LP-2) if applicable**
- Certificate of Correction (CA Secretary of State form LP-2) if applicable**
- Executed Limited Partnership Agreement (CA Corp. Code §15901.02(x) and 15901.10)**
- Amended and Restated Limited Partnership Agreement if applicable**
- OD-Form 1 (Loan Authorization of limited General Partnership available on HCD website)**
- Limited Partnership federal ID number.**
- Certificate of Good Standing certified by Secretary of State**
Certificate of Good Standing must be dated 30 days or less from the application due date.
- Tax Exempt Status if applicable**
Upload evidence of tax exempt status both from the Internal Revenue Service (IRS) and California Franchise Tax Board (FTB):
 - 501(C)(3) or (4) non-profit tax exemption ruling issued within the last 12 months by Internal Revenue Service (IRS), as established in the Internal Revenue Code (IRC) of 1986; and
 - Letter of Good Standing from the California Franchise Tax Board. Letter must be dated within the last 12 months of the application date.
- STD 204 Payee Data (Available on HCD's Website)**
- Signature Block**
Signature Block in a Microsoft Word Document with all authorized signatories.