

SCIF MATRIX OF REQUIREMENT DOCUMENT

DOCUMENT	ESG	CSG	HOPWA	HOME TBRA	NPG
Experienced Narrative	X	X	X	X	X
STATE CHARTER	X	X	X	X	X
BY-LAWS	X	X	X	X	X
MISSION STATEMENT	X	X	X	X	X
501 (c) 3	X	X	X	X	X
IRS FORM 990	X	X	X	X	X
AGENCY REVENUE & EXPENDITURES BUDGET	X	X	X	X	X
AUDIT OR FINANCIAL STATEMENT AND MANAGEMENT LETTER	X	X	X	X	X
OFFICERS & BOARD LIST	X	X	X	X	X
BOARD COMPOSITION					X
BOARD PARTICATION					X
NONDISCRIMINATION POLICY	X	X	X	X	X
STAFF RESUMES	X	X	X	X	X
PROPOSED JOBS DESCRIPTIONS	X	X	X	X	X
SUPPORT LETTERS/ MEMORANDA OF UNDERSTANDING	X	X	X	X	IF APPLICABLE
Agency Budget	X	X	X	X	X
Program Budget	X	X	X	X	X
Budget Justification	X	X	X	X	

Required Documents Glossary

- Charter:** The document filed with a U.S. state by a corporation's founders, describing the purpose, place of business, and other details of a corporation (also called articles of incorporation). A copy of your charter is required to make sure your charter is current.
- Bylaws:** The rules that govern the internal affairs or actions of a corporation. Bylaws generally include procedures for holding meetings and electing the board of directors and officers. The bylaws also set out the duties and powers of a corporation's officers. A copy of your bylaws is required to determine the soundness of your organization and consistency with program funds sought.
- Mission Statement:** The fundamental purpose of your organization's activities. This is required to determine the appropriateness with program funds sought.
- 501 (c) (3):** Various sections of the Internal Revenue Code exempting certain charity and non-profit organizations from federal income tax. A copy of your organization's determination letter from the Internal Revenue Service recognizing your non-profit status is required because non-profit status is an eligibility requirement for funding.
- IRS Form 990:** The tax form filed with the IRS by tax-exempt organizations, other than private foundations. A copy of your most recently filed 990, if applicable, is required as reference to your organization's financial statement as filed with the IRS and to show your organization is current with the IRS.
- Agency Revenue & Expenditures Budget:** An itemized forecast of income and expenses expected in the future. This is required to determine the soundness of your organization and need for funds.
- Audit:** An examination of the financial records, typically undertaken to clean up bookkeeping or to verify that proper records are being kept. Businesses and non-profit organizations often undergo an annual audit by an independent accounting firm. A copy of your organization's most recent audit is required in lieu of a financial statement to determine the soundness of your organization.
- Financial Statement:** A written report that quantitatively describes the financial health of a company. A financial statement includes an income statement, the accounting of sales, expenses and net profit for a given period, and a balance sheet, the quantitative summary of a company's financial condition at a specific point in time, including assets, liabilities and net worth. This is required in lieu of an audit to determine the soundness of your organization.
- Officers and Board List:** The names and contact information of the Directors currently serving on your organization's Board and identification of the individuals serving as officers of the Board. This is required primarily for reference.
- Nondiscrimination Policy:** The federal requirements set forth in 24 CFR 5.105(a) regarding nondiscrimination and equal opportunity in hiring and access to services provided. Documentation of your organization's nondiscrimination policy is required as a reference to your organization's compliance with the law.
- Staff Resumes:** The resumes of your organization's staff that will be involved in the programs for which funds are sought. This is required to determine if the staff is likely to produce program success. Include full and part-time staff and consultants.
- Proposed Job Descriptions:** The qualifications required for the position and the duties to be performed. This is required to determine if the job(s) to be performed is likely to produce program success.
- Support Letters/Memoranda of Understanding (MOU):** MOUs from leaders in the community, other related service providers, and possible collaborators documenting the need for the proposed services, their support, and/or their cooperation with your organization regarding the program for which funding is being sought. This is required to document the community support and need for the proposed program, and promise of collaboration, if applicable.

Experience Narrative: Experience and knowledge in serving clients that are targeted by the grant funds, if applicable. Experience and knowledge in programs similar to those proposed in the application.

Project Budget: An itemized proposal of income and expenses expected for the applicable funding source. This is required to determine the soundness of your organization and to itemize how the funds will be utilized. The project budget is different for each funding source.

REVISED 11/12/25