

Organizational Requirements and Application Documents

for Home Repair GSO Program Partners

- Letter of interest
- IRS 501(c)(3) letter
- Form 990
- Most recent audited financial statement and management letter
- NC Lead Based Paint Renovation Repair & Painting firm certification

Agencies must show documentation of:

- Agency current housing repair program description and guidelines.
- Policies for affirmative marketing, fair housing, MWBE business contracting, conflict of interest, and appeals of decisions.
- Secure electronic data system for client and case documentation.
- Job based accounting system for the accurate recording of program hard and soft costs, including billable labor hours.
- Qualified program staff to administer the program award including: client income documentation and case processing, inspections, work write ups, and job monitoring. Agency executive staff may not be considered program staff.
- Available program match in the form of other program grants, in-kind cash, material donations or volunteer labor.
- List of repair projects completed within the last 6 months with project costs to demonstrate scale of current repair program

Knowledge of Community Development Block Grant program housing repair requirements and lead based paint worker and supervisor certifications are a plus, but are not currently required.