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## Application for Affiliation to the NeighborWorks Network FY23 (Part 1)

NeighborWorks America (test)

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R-AFFIL-P1-2023-71276 - Application for Affiliation to the NeighborWorks Network FY23 (Part 1)

PCode: 0

**Status**

Draft

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Organization Information

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#### Organization Information

**Organization**

organization name

**Location**

city, state

**Authorized Official**

**Organization Editor**

**Name of Executive Director:**

organization CEO/ED

**Address:**

organization address line 1

organization address line 2

**Email Address:**

organization CEO/ED email address

**First Time Applicant:****Please select one:**

Applicant's organization formation was three or more years ago.

**APPLICATION FOR AFFILIATION TO THE NEIGHBORWORKS NETWORK**  
**PART 1: DOCUMENTATION REQUEST**

Before beginning the application, please complete the self assessment and review the instructions and all related appendices.

To review the instructions please click on the link below:

Application for Affiliation to the NeighborWorks Network 2023 Instructions Document

The instructions are also available on the Become a Member webpage along with important, related materials (the appendices), and other information intended to assist the applicant in understanding and navigating the affiliation process as well as NeighborWorks expectations and requirements.

After reviewing the instructions and informational materials, the Self Assessment is a critical tool to specifically help the applicant determine their readiness and alignment to the affiliation opportunity. To start the self assessment, please go to the Become a Member webpage.

**Instructions:**

**All required fields are marked with the text ' below the field.**  
**Required attachments have red text color.**

**Upload Instructions:**

**! No special characters (& \$ @ = ; : , + ? \ } ^ [ ] "" < > ~ # | ) are allowed in the file name. If the file name contains a special character, the file upload will result in an error.**

Use the plus(+) icon to upload requested or optional documentation.

To upload multiple files, hold down the CTRL key and click each of the files if you want to upload.

After the documentation have been uploaded, the plus(+) icon will disappear and the uploaded documents will appear in the Documents component at the end of this section.

If you uploaded a wrong documentation, you can delete it from the application by hovering over each file in the document section and clicking the minus(-) icon. After all documentation for a particular question has been deleted, the plus(+) icon will reappear and you will be able to upload the correct documentation.

Applicants will not be able to proceed to further application questions until the following documents are uploaded to ensure compliance with minimum NeighborWorks affiliation thresholds. Please click here to view the Naming Conventions to which the applicant should adhere.

1. Upload Official Certificate of Good Standing/Existence/Compliance.

Certificate of Good Standing

2. Upload official 501(c)(3) IRS letter.

Official 501(c)(3) IRS Letter

3. Upload most recent IRS Form 990.

IRS Form 990

4. Provide a short description of the applicant's organizational mission and work.

5. Consolidated Audit Package

Applicants should submit three years of audit packages if formation was three or more years ago.

The audit package includes:

- the most recent consolidated audited financial statements containing an unmodified opinion^
- the Single Audit/Uniform Guidance Report with Schedule of Federal Awards (if required)\*
- the management letter (if issued), and
- the management response and/or corrective action plan (if a management letter was issued or if the audit

revealed findings)

- the management response and/or corrective action must be on the organization's letterhead and signed by the Chief Executive Officer, President or Executive Director.

^ Consolidated audit definition can be found in the Guidance for the Conduct of Audits.

**\*Non-profit organizations that expend \$750,000 or more in federal funds** from any source in any given fiscal year are also subject to audit requirements of the Uniform Guidance at 2 CFR 200 and are required to provide the **Single Audit/Uniform Guidance Report** covering the financial audit period. **If your organization did not expend \$750,000 or more in federal funds** in the fiscal year and was not required to file the Single Audit/Uniform Guidance Report, provide a **signed attestation** to this fact on the organization's letterhead and signed by the Chief Executive Officer, President or Executive Director.

If the applicant organization has been in existence for three or more years, attach most recent consolidated audit package for the past three years. Please include the Single Audit Report, if applicable. If a more recent audit becomes available during the affiliation submission or review process, or prior to the onsite review if invited, please contact the respective NeighborWorks regional office to submit more recent audits. Please see above for audit package requirements.

**Third Most Recent Year Audit Package:**

Consolidated Audit - Year 3

Single Audit

No Single Audit Required Attestation

Management Letter

Management Response/Corrective Action

**Second Most Recent Year Audit Package:**

Consolidated Audit - Year 2

**Most Recent Year Audit Package:**

6. Attestation to commitment to charter requirements. An answer of 'yes' to all of the below affirms the applicant has read and understands all of the below statements, indicating that these are the minimum requirements necessary to become a fully affiliated NeighborWorks chartered member.

A. The mission of the organization aligns with the mission of NeighborWorks America: NeighborWorks America Mission Statement.

B. The board is now, or the board can now or prior to the onsite review, if invited, consist of at least 1/3 residents or resident representatives. The board will also maintain this ratio throughout charter membership.

C. The organization maintains exemption from federal income tax under section 501(c)(3) of the Internal

Revenue code and conducts all activities so as not to jeopardize that status; remains an independent, nonprofit corporation not controlled by any other organization and remains in good standing under applicable laws and regulations of the state where originally chartered.

D. The organization has established and maintains a financial management system that complies with generally accepted accounting principles, includes adequate internal control systems, and can provide all required years of consolidated financial audits.

E. The organization, through the board of directors, maintains a conflict of interest policy, including without limitation its directors, officers and staff.

Conflict of Interest Policy

F. The organization can participate and cooperate fully in regularly scheduled on- and off-site program reviews (including any subsidiaries or related organizations referred to as sub-recipients) conducted by NeighborWorks America or its designee.

G. The organization can provide reporting of production and/or further organizational information on a quarterly and annual basis as conducted by NeighborWorks America or its designee, can submit reports to NeighborWorks America in the form, detail and timeframes required by NeighborWorks America and can comply with reasonable changes in reporting requirements over time.

H. The organization will clearly and consistently convey membership in the NeighborWorks network through use of the "NeighborWorks Chartered Member" logo on all stationery, business cards, Web site home page, newsletters--printed or electronic, signage at the organization's headquarters office, annual report and informational brochures.

7. The applicant attests to understanding the necessity to use the Affiliation Application Instructions and Appendices to more fully understand and complete the NeighborWorks Affiliation Application.

8. Would the applicant like to proceed with the application?

While the organization has the choice here to confirm *desire to* continue to the full application, answering 'no' to any of the questions above will *not* likely result in the application moving to the next phase of the affiliation process. Please consider responses carefully. Additionally, NW will review the documents above prior to moving the applicant to phase 2 of the application.

Documents

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APPLICATION DOCUMENTS

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