

NeighborWorks America Affiliations Application Process: Frequently Asked Questions

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1. Where can I find information which is referenced in these frequently asked questions (FAQs)?

Please [review the materials on the Become a Member page](#), which includes:

- [Application instructions and appendices](#).
- [Recording](#) and [slide deck](#) from the April 27 affiliations webinar.
- PDF files of [part 1](#) and [part 2](#) of the affiliation application questions.
- [Organizational self-assessment](#).

2. What are the programmatic and service area gaps you’re looking to fill this year?

Please [see slides 15 and 16 in the webinar slide deck](#) for more information on NeighborWorks America's affiliation priorities. Please also use the [NeighborWorks' impact map](#) and the [NeighborWorks network directory](#) to see the impact and geographic location of current NeighborWorks network organizations.

3. Do both part 1 and part 2 need to be completed by June 9?

Yes.

4. What is the May 15 date?

This is the suggested date by which to submit part 1 in order to allow an organization enough time to also complete part 2. Part 1 applications can still be submitted after May 15 but must precede part 2.

NeighborWorks must review part 1 applications to determine applicant eligibility to continue in the affiliations process to access part 2. This process can take up to five business days. Applicants are responsible for ensuring they allow enough time for part 1 to be reviewed by NeighborWorks as well as complete application part 2 by the June 9 deadline.

5. How often is charter membership open to new members?

We do not have a regular cycle for the affiliations process.

6. How many applicants do you typically receive?

In 2019, NeighborWorks received 50 applications.

7. Does the application require a board of directors resolution to submit?

Yes. This is submitted as part of application part 2.

8. Is there a template for the board resolution?

Yes. A sample board resolution is available through Grants Portal as well as in [Appendix J](#).

9. Is there a limit to the number of NeighborWorks network organizations per city?

No.

10. If we are located in an urban area where there is another NeighborWorks network organization, will NeighborWorks not consider another potential network member if the new applicant offers a slightly different program?

No.

11. Would it help or would it be advisable for us to obtain support letters for our application?

Letters of support are welcome components of an application package but are not required.

12. Should an organization not be a 501(c)(3), should it become one before applying?

501(c)(3) tax exempt status, approved by the Internal Revenue Service, is one of the threshold requirements for affiliation.

13. Are capacity-building Community Development Financial Institutions (CDFIs) for direct-service homeownership organizations eligible?

All organizations which meet the threshold requirements for affiliation are welcome to apply, including CDFIs. Please [review part 2 of the application questions](#) for specific questions for CDFIs and [view appendix e instructions](#).

14. Are affordable housing advocacy organizations allowed to apply?

NeighborWorks America does not fund housing advocacy activities.

15. My organization is part of another housing network. Can we still apply for membership in the NeighborWorks network?

Yes. All organizations that meet the threshold requirements for affiliation are welcome to apply.

16. What if an organization is in the process of completing its first audit and still in the process at grant submission?

Three years of consolidated financial audits covering an organization's most recently completed fiscal years are a threshold requirement for affiliation. For organizations whose formation was at least two years ago, but not more than three years ago, two years of consolidated financial audits are required.

17. Are you required to have board members that are (1) employees of government agencies, (2) elected officials, and/or (3) employees/board members/representatives of publicly funded institutions?

Yes. Please [see appendix d instructions](#). Chartered organizations' board of directors are expected to include one or more directors who can facilitate or advise the organization's strategies to establish and maintain partnerships with public entities whose missions or activities aim to advance opportunities for residents to live in affordable homes, improve their lives and strengthen their communities. This may include individuals who currently or previously (e.g. retired or emeritus) served in the following roles:

1. Employees of governmental agencies invested in the revitalization of the network member's targeted geography or neighborhoods (e.g. federal, state, city or county governments; housing, economic development, law enforcement agencies);
2. Elected officials or persons they have appointed to serve on the network member's board; or
3. Employees or board/governance representatives of institutions that are wholly or partially publicly funded (e.g., publicly funded universities and colleges, public schools, public hospitals or healthcare institutions, workforce development agencies).

18. Would an organization have less chances to become a NeighborWorks network organization if it only provides one line of business from the six you look for?

No.

19. Do you have to meet all six lines of business?

No.

20. If we have questions about specific application questions/sections as it relates to our agency lines of business, would we direct those to affiliations@nw.org?

Yes.

21. How are production goals set for member organizations?

NeighborWorks America sets overall production goals for the network as a part of its [Strategic Plan](#), but does not set individual production goals for NeighborWorks network organizations. Please [see appendix f instructions](#) and [appendix g instructions](#) for information on organizational health measures.

22. Are there minimum production levels required for affiliation and or membership?

No.

23. How often is reporting required? Monthly? Quarterly?

NeighborWorks network organizations engage in quarterly and annual reporting activities. At times, there are special circumstances when additional reporting may be required or reporting may be helpful but not mandatory. For more information on reporting, please [see appendix i instructions](#).

24. What grants are made available to members? Are they all federal dollars?

Grant opportunities vary year by year. Not all grants made are from federal dollars.

25. Was NeighborWorks America's 2023 funding of \$170 million more or less than 2022?

NeighborWorks America's FY 2023 funding of \$170 million was \$4 million more than FY22 funding of \$166 million.

26. What are some of the expectations of being a member?

Some expectations of being a NeighborWorks network organization include:

- Regularly reporting on organizational work and activities, especially regarding lines of business. Please [see slide 20 of the affiliations webinar slide deck](#).
- Undergoing regular (approximately every 36 months on site and annually off-site) assessments performed by NeighborWorks America's Organizational Assessment Division. Please [see appendix f instructions](#) and [appendix g instructions](#).
- Engaging regularly in peer-sharing activities and contributing positively to the collective knowledge and strength of the NeighborWorks network.

27. Can you go over some of the benefits of being a member?

Please [see slide 10 of the affiliations webinar slide deck](#) for the benefits of being a chartered NeighborWorks network member.

28. What might be the hardest part of being a network member?

Membership in the NeighborWorks network comes with expectations and responsibilities, including quarterly and annual reporting and periodic organizational assessments. Members vary in their thoughts on what is the hardest part of membership.

29. In part of the application, Table 3.2 looks like it has some repetitive requests in the first and third columns (Owner Occupied Home Repairs in both columns). Please clarify.

The second and fourth columns further clarify that the first column refers to production for owner occupied repairs and the third column refers to production for owner occupied rehabilitation. NeighborWorks America differentiates repairs from rehab based on the threshold cost of the service being performed; work performed on an owner-occupied home that costs between \$100 and \$2,000 is considered a repair and work that costs more than \$2,000 is considered a rehab.

If the applicant classifies all work to owner-occupied homes in only one of the categories — either repair or rehab — then the applicant can fill out the column that best matches their program.

29. I am a CDFI; how can I upload the CDFI financial ratio calculations in part 2?

Once an applicant is in part 2 of the application, they have the option to upload a self-generated table or can enter the data directly into the application. [See appendix e instructions.](#)

30. In part 2, what is considered “financial incentives” provided to financial coached/counseled participants?

Financial incentives are often offered to eligible participants in financial sustainability/financial coaching programs to support participants’ efforts to enhance their financial health and work towards specific financial goals. Organizations offer all kinds of incentives, including grants, low-cost loans, matched savings, prepaid gas/grocery/purchase/debit cards, etc.

31. In Table 3.4 in part 2 "Homeownership Preservation Financial Performance," what is considered homeownership preservation? Does it include home improvement loans?

Homeownership preservation services include foreclosure mitigation counseling, owner-occupied home rehabilitation and repairs, and refinances and reverse mortgages. Home improvement loans would be included under owner -ccupied home rehabilitation and repairs.