

Affiliations Application Naming Conventions

This document includes naming conventions to be used for all documents provided in Part 1 or Part 2 of the Affiliation Application. These naming conventions should be adhered to whether the upload is required *or* optional. Use of these naming conventions assists in better processing of your application.

Additionally,

All documents should begin with the Applicant's Name

- Applicant can use shortened name, but please do not use only initials
- Please use the same short-hand name in *all* documents

Fiscal Year

- Please include fiscal year(s) for
 - Form 990
 - Audits
 - Strategic Plan
 - Business/Operational Plan
 - Operating Budget
 - Cashflow
- Please include fiscal year after the organization name

PART 1: THRESHOLD DOCUMENT SUBMISSION

1. CertGood Standing/Existence/Compliance (dependent upon name of document uploaded)
2. 501(c)(3)
3. Form990
4. Audit Package
 - Audit
 - Example: ***FY_2021_APPLICANTNAME_Audit***
 - Single Audit/Uniform Guidance Report
 - No Single Audit Attestation
 - ManagementLetter
 - ManagementResponse

PART 2: APPLICATION QUESTIONS

1. Organizational Information
 - StrategicPlan
 - REDICommitment
2. Organizational Management
 - BusinessPlan
 - OperationalPlan
 - PlanNarrative
 - OrgChart

3. Board Governance

- BoardMembers
- BoardByLaws

4. Service Area

- ServiceAreaInfo
- CommunityNeeds
- GuidingDoc
- ImpactOutcomeMeasures

5. Financial Management

- ResourceDevPlan
- OperatingBudget
- Cashflow
- FinMgmtNarrative
- Dashboard
- FinancialRisk

6. Community Building and Engagement

- PlannedComEcoDev
- CBETargetArea
- CBEResLdrshp
- CBEImpact

7. Home Ownership Programs and Lending

Residential Lending

- ResLndgRateCalcs
- CDFIRecert
- CDFIFinRatios

Real Estate

- REProd
- REPropOwnMng
- AddResServices

8. Board Resolution

- BrdRes