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
      • ResLndgRateCalc
      • CDFIRecert
      • CDFIFinRatios
   Real Estate
      • REProd
      • REPropOwnMng
      • AddResServices

8. Board Resolution
   • BrdRes