

# New Application Checklist

## Impoverished Provider

Form 201 – Application	Yes <input type="checkbox"/> No <input type="checkbox"/>
Form 202 – Resolution	Yes <input type="checkbox"/> No <input type="checkbox"/>
Form 203 – Non-Discrimination Certification	Yes <input type="checkbox"/> No <input type="checkbox"/>
Form 204 – Racial and National Origins of all Persons within Your Service Area	Yes <input type="checkbox"/> No <input type="checkbox"/>
Debarment Form	Yes <input type="checkbox"/> No <input type="checkbox"/>
License or Operating Permit	Yes <input type="checkbox"/> No <input type="checkbox"/>
Proof of Non-Profit Status - 501(c)(3) (If applicable)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Current Financial Statement	Yes <input type="checkbox"/> No <input type="checkbox"/>
Proof of Permanent Location (In the form of a Lease)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Complete Narrative of the Program, Which Includes Sources of Funding, Services Provided and the Number of Individuals Receiving That Type of Assistance, Facilities, Hours of Operation, and if Overnight Shelter is Provided, the Maximum Number of Individuals Accommodated.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Evidence that the Organization is Publicly Recognized: Letter on Official Letterhead from Mayor, Judge, County Health Officer, or Comparable Authority that Certifies the Applicant is a “Provider of Assistance to the Homeless.”	Yes <input type="checkbox"/> No <input type="checkbox"/>

**Notes:**

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**Additional Information:**

- Eligible Homeless Providers Programs Include: Overnight, daytime and around-the-clock shelters. Included in this group: shelters for battered spouses, abused children, and orphans; and halfway houses or transitional housing for temporary residence of homeless parolees, mental patients, and/or substance abusers.
- Food banks must be determined on a case by case basis; food banks that provide food directly to facilities where homeless people are fed may be eligible.
- Services to the homeless must be the primary function of the organization. If any activity operates a broad spectrum of programs through which assistance to the homeless is peripheral and incidental, the organization would not be eligible. Property donated must be used in a program primarily for the benefit of homeless persons.

Reviewed by:	Date:
Approved:      Yes <input type="checkbox"/> No <input type="checkbox"/>	Expires:
Donee Number:	Billing Code :