

**United Way of Monmouth & Ocean Counties
on behalf of the
Monmouth County Homeless System Collaborative**

REQUIRED DOCUMENTATION SECTION - Housing Navigator Agency

Please complete the document checklist and submit the following required attachments with the application. Please also number your attachments in accordance with this list. The following documentation is required to be in place for this contract agreement package. All documents must be updated as changes occur. Verification will be part of the annual monitoring review of the Grantee.

Pending column must include expected date of submission. All attachments must be numbered in accordance with the list below.

	Attached	N/A	Pending
1. Board of Directors/List of Officers			
2 Table of Organization			
3 Internal Revenue Service Form 990 for the last Fiscal Year			
4 Federal Tax Exemption Letter			
5 Agency Promotional Materials, Brochures, or Annual Report			
6 Job Descriptions of Personnel for which Funding is Requested			
7 Most Recent Audit			
8 Certificate of Incorporation			
9 Current Board Approved Agency Budget			
10 Signature Page			
11 Proposal Checklist			