



This model document may be used, but is not required to be used, to meet the requirements of Handbook 4000.1.

FHA NONPROFIT RECERTIFICATION CHECKLIST

The following model document can be used by the Federal Housing Administration (FHA)-approved nonprofits recertifying to participate in FHA’s nonprofit programs, including HUD Homes, FHA Mortgage, and Secondary Financing. Recertifying nonprofits that get FHA approval will remain on the HUD-Approved Nonprofit Roster for a two-year period.

HUD Handbook 4000.1, *FHA Single Family Housing Policy Handbook* (Handbook 4000.1), sets forth FHA recertification requirements for nonprofits seeking to continue to participate in FHA programs.

In the checklist that follows, recertifying nonprofits should identify those recertification requirements that have not changed by checking the box that reads “No change.” No additional information needs to be included in the Nonprofit Data Management System (NPDMS) for items that have not changed. For those recertification requirements that have changed since approval, nonprofits should check the box that reads, “Yes, information has changed,” then describe the change in the box that follows. FHA requires that for any requirement that has changed, the nonprofit must submit updated documentation into the NPDMS.

Access Handbook 4000.1 and review the nonprofit application and recertification requirements to ensure all requirements are met here:

https://www.hud.gov/program_offices/administration/hudclips/handbooks/hsgh.

A. Nonprofit Information

Nonprofit Name:

Date:

Recertification Deadline:

B. General Recertification Requirements (refer to Handbook 4000.1, section I.B.4.b.iii(A))

Please check which programs the nonprofit is recertifying to participate in:

- HUD Homes
- FHA Mortgage
- Secondary Financing

1. IRS Tax-Exempt Status

- No change
- Yes, information has changed



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Please describe how information has changed:

2. Board of Directors and Employees

- No change
- Yes, information has changed

Please describe how information has changed:

3. Principal Management

- No change
- Yes, information has changed

Please describe how information has changed:

4. Delegation of Signature Authority

- No change
- Yes, information has changed

Please describe how information has changed:

5. Articles of Organization and Bylaws

- No change
- Yes, information has changed



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Please describe how information has changed:

6. Quality Control Plan

- No change
- Yes, information has changed

Please describe how information has changed:

7. Administrative Capacity

- No change
- Yes, information has changed

Please describe how information has changed:

8. Financial Capacity - nonprofits must provide updated financial capacity documentation.

9. Other Business Partners

- No change
- Yes, information has changed

Please describe how information has changed:



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10. Consultant Services

- No change
- Yes, information has changed

Please describe how information has changed:

11. Acting on Own Behalf Certification

- No change
- Yes, information has changed

Please describe how information has changed:

12. Adequate Facilities

- No change
- Yes, information has changed

Please describe how information has changed:

13. Lending Partner(s) Information

- No change
- Yes, information has changed

Please describe how information has changed:



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14. Affordable Housing Program Plan (AHPP) (and copy of board resolution)

- No change
- Yes, information has changed

Please describe how information has changed:

15. Recertification Certification – nonprofit must submit certification documentation.

C. Program Specific Recertification Requirements (refer to Handbook 4000.1, section I.B.4.b.iii(B))

Secondary Financing

1. Restrictions on Conveyance (copies of legal instruments)

- No change
- Yes, information has changed

Please describe how information has changed: