

Appendix E- Application Threshold Checklist for Nonprofit Agencies

AGENCY NAME: _____

I. BOARD OF DIRECTORS

- Yes No 1. The Board meets regularly (at least three times per year)
 Yes No 2. Board members have specific terms with beginning and ending dates

II. FINANCIAL STABILITY

- Yes No 1. Agency has submitted all due 990 tax returns to the IRS
 Yes No 2. Agency has received an unqualified and/or unmodified audit opinion for the two most recent consecutive audit years
 Yes No 3. Audit does not reflect “going concern uncertainty” for the two most recent consecutive audit years
 Yes No 4. No material financial management issues were cited in the most recent audit. If issues were noted, agency has implemented necessary changes.

III. AGENCY ADMINISTRATION

- Yes No 1. Agency is eligible to contract and not debarred from contracting, according to SAM.gov (www.sam.gov) and City Debarment information ([City of Austin Suspended & Debarred Vendors](#))

IV. AGENCY CERTIFICATION

- Yes No 1. Agency is current in its payment of Federal and State payroll taxes
 Yes No 2. Agency does not owe past due taxes to the City of Austin and/or Travis County
 Yes No 3. Within the last 5 years, Agency has a minimum of 2 years experience working with target populations and providing proposed services to clients
 Yes No 4. Board minutes reflect that the Board regularly reviews program performance
 Yes No 5. The Board annually approves the budget and reviews financial performance

***Please attach a written explanation for any item above marked as “No”**

Certified by: Agency Executive Director: _____
Signature Date

Agency Board Chair: _____
Signature Date

Verified by: City Staff: _____
Signature Date

Approved: Yes No