A– RFA Application Threshold Checklist

Instructions: This form is provided as reference only.

This form and required attachments must be submitted <u>in Partnergrants</u> by the deadline of the Request for Applications. Any required attachments are indicated by a 🗎 symbol.

I.   BOARD OF DIRECTORS

☐ Yes ☐ No   1. The Board meets regularly (at least four times per year)

Documentation Required for this section:
☐ 🗎 Upload Current Board of Directors Bylaws
☐ 🗎 Upload list of Board Members and their positions to support the composition stated in the by-laws

II.   AGENCY ADMINISTRATION

☐ Yes ☐ No   1. Agency has submitted all applicable tax returns to the IRS and the State of Texas (e.g. Form 990 or 900-EZ and state and federal payroll tax filings)

☐ Yes ☐ No   2. Agency is eligible to contract and not debarred from contracting, according to SAM.gov and City Debarment information

☐ Yes ☐ No   3. Agency is a non-profit organization able to conduct business in the state of Texas

Documentation Required for this section:
☐ 🗎 Upload copy of the most recently filed IRS Form 990 or 990 EZ (no older than 2018), if applicable
☐ 🗎 Upload proof of agency non-profit status (ex. By-laws, Articles of Incorporation, IRS Tax Exempt Designation, Texas Department of State letter)

III.   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

☐ Yes ☐ No 3. Within the last two years, Agency has required experience outlined in the Scope of Work.

☐ Yes ☐ No 4. If agencies have been funded by other entities (including but not limited to City of Austin, Travis County, St. David's Foundation or other foundations, State of Texas or federal government), the agency has received monitoring reports without findings.

Documentation Required (can duplicate the items required in previous sections):
☐ 🗎 Upload any monitoring reports from funders within the last five years.

Confirmation in Partnergrants: By selecting Confirm, applicant certifies that board chair and executive director approves all responses and attachments provided.