



Annual Agency Threshold FAQ's and Common Troubleshooting

1. How do I include multiple attachments in response to a question?

Each item allows for one supporting attachment. Please combine multiple pdfs into one single pdf titled with only letters and numbers.

2. Why should I only title uploaded files with letters and numbers?

Some special characters cause an upload error in PartnerGrants, which causes the file to be corrupted on the recipient's end. The file may look to the applicant like it is uploaded successfully, but the recipient will be unable to open it. To avoid delays or possible rejection of your application, please only include letters and numbers in file titles. For example:

Correct: BoardBylaws2022.pdf Incorrect: Board&Bylaws(2022).pdf

3. Our Board Bylaws do not say how often our Board meets. What should we do?

Include other proof of your Board meeting schedule in addition to the Bylaws. The most common way of doing this would be to include meeting minutes from the previous 12 months that includes information from four or more meetings. This can be included by combining a pdf of the Bylaws and a pdf of the Board Meeting minutes into one pdf and uploading together.

4. Our Board doesn't currently meet the minimum/maximum guidelines in our Board Bylaws. Are we still eligible?

If awarded by APH, you will be expected to have a board that is in compliance with your Bylaws. It will not disqualify you from applying, but please provide in the "Board of Directors Explanation" field any relevant information or plans for filling vacant positions or ensuring compliance if awarded.

5. What is acceptable documentation of the 990 or 990 EZ?

The 990 or 990 EZ must be the most recently filed IRS Form 990 or 990 EZ (no older than 3 years from the application date). Documentation should be proof of receipt by the IRS and should at minimum be signed. This may include an IRS E-Postcard.

6. What is a "monitoring report"?

A monitoring report refers to a report written by a funder after observing program and/or operational activities associated with the funding provided. Monitoring activities may include a review of performance, records, and financial practices. It is not the same as an Audit or a Financial Review. The resulting report should include a summary of observations and may

include items that are not in compliance with the relevant funding agreement and require action or improvement, as well as actions taken on the part of the agency to correct any issues.

7. What is a “finding”?

A finding is an observation of noncompliance on the part of the grantee included in a monitoring report. Findings may be called by other names but may include any issue raised by a funder where a grantee is found to violate the agreement or engage in practices that result in penalties. Examples may include fiscal policy violations, fund mismanagement, inappropriate client record collection or storage, incomplete personnel records for program staff, inaccurate performance reports or records, falsification of reports, unallowable costs billed to the funding source, etc.

8. How should we answer the question about monitoring reports if we:

- a. have not been funded by other entities?

Answer “No” and use the explanation field to explain that you have not been funded by other entities.

- b. have been funded by other entities who have NOT performed monitoring?

Answer “No” and use the explanation field to explain that you have not received monitoring reports from other funders.

- c. have been monitored and HAVE received findings?

Answer “No” and attach a summary letter or monitoring report that identifies the noncompliance. Include any corrective action taken by the agency in response. If a description of corrective action is not included in the report documents, include that description in the explanation field.

- d. Have been monitored by APH and/or another funder and have not yet received the final report?

Answer “No” and state in the explanation field that you have not yet received results of monitoring conducted.

- e. have been monitored and have NOT received any findings?

Answer “Yes” and attach a summary letter or monitoring report that clearly states that the monitoring resulted in the agency being found in compliance.