

Section G Application Threshold Checklist

Instructions: This form and required attachments must be submitted in Partnergrants by the deadline of the Request for Applications or Request for Grant Applications. This is provided as reference only.

I. BOARD OF DIRECTORS

- Yes No 1. The Board meets regularly (at least four times per year)
- Yes No 2. Board members have specific terms with beginning and ending dates
- Yes No 3. The Board's composition, size, terms, and other functions are in compliance with the Agency's bylaws
- Yes No 4. Board members receive no material compensation for their service
- Yes No 5. Board minutes reflect the Board reviews program performance and financial performance
- Yes No 6. Board minutes reflect the Board annually approves the budget

Documentation Required for this section:

- ✓ Current Board of Directors Bylaws
- ✓ List of Board Members, their positions, and term dates to support the composition stated in the by-laws
- ✓ Four Approved Board meeting minutes in one annual period showing that the Board meets at least four times per year, approves the budget, and reviews performance and budget.

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 990-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:

- ✓ Copy of the most recently filed IRS Form 990 or 990 EZ (no older than 2017), if applicable
- ✓ 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 experience successfully working with the priority population.
- 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 with resolved findings.

Documentation Required (can duplicate the items required in previous sections):

- ✓ Two years of performance reports submitted to the Board or a funder within the last five years.
- ✓ Any agency monitoring/evaluation/site visit reports from a funder 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.