

## Section F Application Threshold Checklist

**Instructions: This form and required attachments must be submitted in Partnergrants by January 15, 2020 prior to 3:00 PM CST. This is provided as reference only.**

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### 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

Documentation Required for this section:

- ✓ Current Board of Directors Bylaws
- ✓ List of Board Members and their positions 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

### 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 or governmental entity 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 5 years, Agency has a minimum of 2 years' experience successfully working with the target population and/or providing proposed services to clients
- Yes  No 4. Board minutes reflect the Board reviews program performance and financial performance at least twice annually
- Yes  No 5. Board minutes reflect the Board annually approves the budget

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

- ✓ Two Board meetings' minutes in one annual period showing that the Board reviews performance and financial information
- ✓ Board meeting minutes showing that the Board approved the budget

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