

## A– RFP Application Threshold Checklist



**Instructions:** This form is provided as reference only.

**This information must be uploaded in Partnergrants as part of the Annual Agency Threshold Application. See Offer Sheet for instructions. 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)
- Yes  No 1. The Board composition supports what is stated in the by-laws



Documentation Required for this section:

-  Upload Current Board of Directors Bylaws
-  Upload list of Board Members with their positions and terms

### 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 with the City of Austin and not debarred from doing business with the City of Austin, State of Texas or Federal government
- 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 final monitoring reports from funders within the last two years. If report had no findings, please include only the summary letter. Please combine reports into one PDF.

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