

Organization Information 2024 Application Instructions

The Organization Information Application only needs to be completed one time during the 2024 Application Cycle. Your agency may then submit any number of project/program applications responding to RFPs and NOFAs from funding sources participating in the Kitsap County Coordinated Grant Application Process.

* For all attachments and uploads use the following naming convention: **[Agency Acronym]_[File Description]**

* Example: KC_990Form.pdf

1. **Organization Information** – Using the fields provided, fill in your organization information.
 - Enter your organization's legal name
 - Enter the name of the Executive Director (or Department Head for government agencies)
 - Enter the organization's mailing address & physical address if different
 - Enter the Director's phone number
 - Enter the Director's email address
 - Enter your organization's EIN. An Employer Identification Number (EIN) is also known as a Federal Tax Identification Number and is used to identify a business entity. All organizations recognized by the IRS will have an EIN
 - Enter your organization's Unique Entity ID from SAM.gov (for CDBG/HOME funds)
 - Enter your organization's 9-digit Unified Business Identifier (UBI) number (for AHGP/HHGP funds)
2. **Mission Statement (Word Limit - 200)** – Please answer the following questions:
 - What is your organization's Mission Statement?
 - What does your organization do to accomplish the mission?
3. **Organization History (Word Limit - 200)** – Provide a brief history of your organization.
4. **Type of Applicant** – Select which type of organization represents the applicant.
 - Private non-profit organization
 - Private for-profit organization
 - Public agency/organization
 - Unit of Government
 - Other, please specify...
5. **Organizational Chart** – Upload the agency's organizational chart. This chart should show all staff, board, and volunteer positions, the FTE assigned to each position, and indicate if the position is currently vacant.
6. **Parent Organization (Word Limit - 200)** – Describe your local unit's relationship with the parent organization. If there is no parent organization, enter N/A.
7. **Board Members** – Download the form provided and enter each board member's information on the form. If additional positions are needed, copy and paste the table to a new page as many times as needed. Upload the completed form.
8. **Board Involvement** – There are three parts to this question. **(Word Limit – 200, for the narrative response)**
 - a. Discuss your board's involvement in the organization including:
 - How often the board meets;
 - Involvement in fundraising; and
 - Involvement in implementation of the organization's strategic plan
 - b. Upload the organization's bylaws
 - c. Upload the minutes of the annual board meeting and the most recent board meeting
9. **Staff & Board Profile** – This question has two narrative responses. **(Word Limit – 200, for each narrative response)**

- a. Describe how the race, ethnicity, age, income level, and experience of your agency's staff and board reflects the community and mission of the organization.
- b. Discuss if your organization has had changes to key staff or positions in the past 12 months. *Examples could be executive director, program supervisor, or fiscal manager.*

10. **Agency Budget** – Upload your organization's total budget from your accounting system. It can be uploaded in Excel, Word or PDF format but should be easily viewed on screen without a lot of scrolling.

The budget submitted must show the following:

- Annualized, based on your organization's fiscal year, and show revenues and expenses;
- 3-year side by side budget depicting prior year, current year, and next year; and
- A column showing the variance between the current year budget and next year's budget.

11. **Financial Statements** – Upload separately the following financial statements representing a record of the financial activities of the organization.

- a. Most recent Income Statement (Profit and Loss) showing revenues and expenses with a budget comparison column showing YTD budget and YTD actual.
- b. Most current Balance Sheet (Statement of Financial Position) showing assets, liability, and equity.
- c. Most current monthly Cash Flow Statement depicting movement in cash and bank balances for operating activities, investing activities, and financing activities.

12. **Government Grant Fund Experience (Word Limit - 200)** – Describe your organization's experience managing government grant funds, loans, or other types of financial assistance.

13. **Internal Financial Oversight (Word Limit - 200)** – In the text box provided, describe the qualifications of the individual(s) responsible for the financial oversight of the organization, both staff and board members, and how this oversight happens.

14. **External Financial Oversight** – From the drop-down list, select the type of outside oversight your organization typically receives.

15. **Audit** – Did your organization receive an audit, financial review, or compilation, including management letter? If yes, complete a, b, and c. If no, state why.

- a. Upload your organization's most recent audit, financial review, or compilation, including management letter.
- b. Audit Type – Indicate if your last audit was a single or program-specific audit. Organizations that receive \$750,000 or more in federal funds in a fiscal year must have a single audit conducted in accordance with 2 CFR §200.514, Scope of audit, except when it elects to have a program-specific audit.
- c. Audit Findings – Indicate if there were any finding or concerns in your most recent audit. Please explain and cite any improvements that resulted from your agency's response to the audit.

16. **Litigation/Audit Findings (Word Limit - 200)** – Indicate whether your organization have any litigation, IRS problems or unresolved audit findings.

- If yes, please explain the text box provided.

17. **Financial Contact** – Please provide your agency's accountant/bookkeeper contact information.

18. **IRS 990** - Indicate if your organization files an IRS 990 tax return.

- If yes, upload your most recent IRS 990 tax return.

19. **Annual Report** – Indicate if your organization produces an annual report that is made available to the public.

- If yes, upload your annual report.

20. **Allowable Costs** – If applying for CDBG, HOME, HOME-ARP...Indicate by marking yes or no if your organization is familiar with procedures for the determination and allowance of costs in connection with federal grants and

contracts in accordance with 2 CFR Part 200. This is applicable to agency's applying for CDBG, HOME, and/or HOME-ARP funding.

21. **Fiscal Control Policies & Procedures** – Req*Policies and procedures should address cash controls, expenditure authorization process, separation of duties, banking, account reconciliation, budgetary controls, financial reporting, and board oversight. If this information is contained in separate documents, combine into one document for upload.
- Enter the date of board approval; if not Board approved leave blank.
22. **Procurement (Purchasing) Policies & Procedures** – Policies and procedures should address standards used for purchasing goods and services, and competitive process used to obtain best quality and price. Procurement policies must comply with the requirements of 2 CFR Part 200 if CDBG or HOME funds are used for purchases.
- Upload file...
 - Enter the date of board approval; if not Board approved leave blank.
23. **Non-Discrimination Policies & Procedures** – Policies and procedures should cover employees, volunteers and clients/tenants.
- Upload a copy of your organization's most current Non-Discrimination Policies & Procedures.
 - Enter the date of board approval; if not Board approved leave blank.
 - By checking below, I understand that my program cannot **require** participation in religious activities for clients/tenants **and** employee positions funded by grant funds. Participation in religious activities must be **voluntary**.
- [] Non-Discrimination: The program ensures equal access for people regardless of race, national origin, gender identity, sexual orientation, marital status, age, veteran or military status, disability, or the use of an assistance animal.
- [] Religious Activities: Grant allocations are not used to fund any religious activities, including activities that involve overt religious content such as worship, religious instruction, or proselytization, nor may the provision of employment or services provided be conditioned upon engaging in any such explicit religious activities.