



Pre-Qualification Checklist

Note: Only programs that pass the Pre-qualification checklist will be eligible for UWLC funding. If you do not meet any of the requirements below your application will not be considered for funding.

Organizational Requirements

- Are you a 501(c)3 organization or using a 501(c)3 as a Fiscal Agent?
***Please upload your Federal Tax ID Documentation:*
- The organization has a clearly stated human services mission which addresses at least one of UWLC strategic priorities (*Basic Needs, Income/Family Stability, Education or Health*).
- The organization provides services to persons residing in Beaufort and/or Jasper Counties and has the ability to access/provide all data, including specific program budgets by county.
- The organization is incorporated.
- The organization maintains current registration as a Charitable Organization with the South Carolina Secretary of State or has a current registration exemption from the South Carolina Secretary of State.
***Please upload your CURRENT registration letter or letter of exemption from the South Carolina Secretary of State*
- The organization's overhead costs are no more 30% of total organizational revenue, as validated by the organization's most recent IRS Form 990. (*Overhead percentage is obtained through the information found on your organization's Federal 990 form by using the following calculation: Total Expenses (minus) Program Service Expenses (divided by) Total Revenue (=) Overhead %*)
- Please upload a copy of your most recent 990. Make sure the document you upload is a copy of the ACTUAL 990 your organization submitted, including signature and date at bottom:
- Using the above calculation and your organization's most recent 990, what is your organization's overhead calculation?
- *The organization has two (2) years of financial audits or Generally Accepted Financial Report documents as outlined below. Financial reports/reviews, and audits provided MUST be the most recent and within the last 12 months. All organizations that are audited must be able to include a complete copy of the Management Letter:-*
 - **Up to \$150,000:** Audit committee assigned by the governing board to issue a financial report in a format approved by United Way of the Lowcountry, Inc. and signed by at least three members of the agency's board.

- **\$150,001 to \$300,000:** Independent Certified Public Accountant to issue a review that conforms to generally accepted accounting practices for voluntary health and welfare organizations.
 - **\$300,001 and above:** Independent Certified Public Accountant to conduct an audit that conforms to generally accepted accounting practices for non-profit voluntary health and welfare organizations.
- The organization has appropriate insurance coverage (examples: property, general liability, professional liability, fidelity bond, directors' and officers' liability and vehicle).
** Please upload proof of insurance coverage:
 - The organization's facilities meet minimum health, fire, and safety codes and present no architectural barriers to potential clients (seek to comply with the Americans with Disabilities Act of 1990 (ADA), as amended).
 - The organization has internet access, a working e-mail address, and at least the 2007 compatibility service pack for Microsoft Office documents. The organization also has to have the ability to convert documents to PDF format (Adobe)
 - The organization is in compliance with the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act of 2001 (USA PATRIOT Act) and other counter terrorism laws.
Please **download the USA Patriot Act form, complete it and upload it after filling in all data accurately:

[Counterterrorism Compliance Form.doc](#)

- The organization has written personnel policies approved by its governing body/board of directors and available to the entire staff.

Board of Directors Requirements

- The organization MUST be governed by a volunteer Board of Directors that exercises control over financial matters, personnel, and policy decisions of the organization.
- The organization's board oversees the fiscal affairs of the organization, including the development and adoption of an annual budget. The board also regularly monitors income and expenditures, and fully discloses all assets and liabilities.
- Please upload a copy of the current Board list (Must include name, phone number, address, e-mail address, AND their terms)
- The organization's board maintains and adheres to the written bylaws. The bylaws are reviewed at a minimum every five years.
- The organization's board meets at least four (4) times per year, operates with a quorum, and records minutes of all meetings.
- The organization's board is responsible for the employment and annual performance evaluation of the Executive Director or President/CEO.

***Please upload a copy of your official By-laws, which are signed and dated. The uploaded copy should have the following information **highlighted** for easy review by panel members:*

- ✓ Last reviewed date (minimum 5 years)
- ✓ Where it indicates terms for members
- ✓ How many times the Board is required to meet and
- ✓ What constitutes a quorum required for vote

Program Requirements

- The organization is able to provide a detailed program budget.
 - Each program has an operational (*annual*) plan with quantifiable objectives that specify the results to be achieved during a defined time period.
 - Each program has a system in place to measure progress on achieving results (*meeting objectives*).
 - Each program is required to have outcome measurement tracking using the applicable UWLC standard indicators/outcomes.
 - Each program has an appropriate client management system for tracking and assessing client-level (*individual*) improvements based on program interventions or services.
 - The program being submitted largely services at-risk or underserved populations.
 - If the funding request exceeds 30% of the program budget, a plan needs to be provided detailing how program sustainability will be achieved by the end of the funding cycle.
-

Electronic Signatures

Both the Executive Director and Board Chair are required to provide an electronic signature (found below) before the software will allow you to hit the “final submit” button.

Executive Director

**I do hereby state that our organization/collaborative meets all pre-qualification criteria found above and this document is submitted with the full support of the governing board.*

Electronic Signature

*Executive Director / Collaborative Chair.

Board Chair

**I do hereby state that our organization/collaborative meets all pre-qualification criteria found above and I have reviewed this document and all attachments for accuracy and quality.*

Electronic Signature

*Board / Collaborative Chair