

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. *Any changes that have been made from last year's checklist will be found in red.

Organizational Requirements

- Are you a 501(c)3 organization or using a 501(c)3 as a Fiscal Agent?
You will be required to 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 program being submitted largely services at-risk or underserved populations.
- 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 has outlined its goals in a written strategic plan within the last three years. You will be required to upload your strategic plan*
- 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.
You will be required to upload your CURRENT registration letter or letter of exemption from the South Carolina Secretary of State. If you have not received your updated letter, please provide your most recent confirmation letter, along with documentation the most recent information is under review by the Secretary of State's office.
- The organization's overhead costs are no more 30% of total organizational revenue, as validated by the organization's most recent IRS Form 990. (*This information can be obtained on the Secretary of State's office website <http://www.sos.sc.gov> by going to the right side bar, under "Charity Search"*)
- You will be required to 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.
- 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:

- **Gross annual revenue up to \$300,000:** *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.*
 - **Gross annual revenue of \$300,001 to \$750,000:** *Independent Certified Public Accountant to issue a review that conforms to generally accepted accounting practices for voluntary health and welfare organizations.*
 - **Gross annual revenue of \$750,001 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*). *You will be required to 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 the technology and knowledge required to submit the online application form, ability to convert documents to PDF format (Adobe), and a working e-mail address.
 - 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. *A blank template of the Counterterrorism compliance form will be provided in the software for you to complete, sign and attach to the prequalification checklist.*

Board of Directors Requirements

- The organization MUST be governed by a local 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, the organization's overhead percentage, and fully discloses all assets and liabilities.
- You will be required to 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 written bylaws. The bylaws are reviewed at a minimum of every five years. *It will be required to upload a copy of your official By-laws, which are signed and dated. The uploaded copy MUST have the following information highlighted for easy review by volunteer panel members:*
 - *Last reviewed date (minimum 5 years)*
 - *Where it indicates terms for members*
 - *How many times the Board is required to meet (must meet at least quarterly)*
 - *What constitutes a quorum required for vote*

- The organization's board meets at least four times per year, operated 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.

Program Requirements

- The organization is able to provide a detailed program budget (*It will be required to upload this information during the application phase*).
 - If the funding request exceeds 30% of the program budget, a plan will need to be provided during the application phase detailing how program sustainability will be achieved by the end of the two-year funding cycle.
 - 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*).
 - The program being submitted has outcomes measurement tracking based on the common goals, outcomes, and key performance indicators established by the community. A copy of these can be found on our website at www.uwlowcountry.org
 - Each program has an appropriate client management system for tracking and assessing client-level (*individual*) improvements based on program interventions or services.
-

Electronic Signatures

Both the Executive Director and Board Chair are required to provide the below electronic signatures found at the end of the Pre-Qualification Checklist:

Executive Director (If submitting as a collaborative, the backbone agency's 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.

Board/Collaborative 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.