



**Community, Housing and Human Services Department (CHHS)**

**APPLICATION  
FOR  
SOAR (SSI/SSDI OUTREACH, ACCESS, AND  
RECOVERY) RELATED ACTIVITIES**



April 27, 2018

## Applicant Information and Risk Assessment

### GENERAL QUESTIONS

Project Name: (150 characters or less)

Amount Requested (\$):

Enter the Sum Total of all projects included with this application:  
\$

### Applicant Information

First Name

Last Name

Telephone

Email

### Organization Information

Organization Legal Name/Entity Name

Address Line Item 1

Address Line Item 2

City

State/Province

ZIP+4/Postal Code

Country

Telephone

Fax

Website

EIN (XX-XXXXXXX)

DUNS Number

CEO/Executive Director

First Name

Last Name

Title

Email

## **REQUIRED DOCUMENTS:**

- Job Descriptions of positions supported by this request
- Current Board of Directors listing (include affiliations with other agencies, company's, organizations, etc.)
- Most recent year-end Financial Statements and Audit
- Most recent Single Agency Audit (programs expending more than \$750,000 in federal funding)
- Most recent Board approved Agency Operating Budget
- Organization Chart
- Articles of Incorporation
- Corporate By-Laws
- IRS Tax Exemption Determination letter
- Washington Secretary of State letter certifying charitable organization status
- Federal Tax Form 990

## **RISK ASSESSMENT**

### 1. Financial Representative Contact / Program Representative Contact

Include both contacts or indicate if they are the same person. List name, title, email, phone, office location, & mailing address (if different from office location). Separate each with a carriage return.

3. Does your organization/entity have experience managing grant funds, loans or other types of financial assistance? List the type of funds managed (Federal, State, Local, or Foundation) and how many years managing each type. (limit 2000 characters)

4. Has your organization/entity had changes to key staff or positions in the past 12 months?

Executive Management

Financial

Program

No

5. Has your organization/entity had changes to business systems in the past 12 months?

Financial system

Policies and Procedures

Data Collection

No Changes

6. Does your organization/entity have policies and procedures for the following? (If yes, attach)

*\*Financial Management Policies and Procedures include those specific to recording financial transactions, an accounting manual with chart of accounts, segregation of duties and authority for approving financial transactions, and maintenance of accounting records.*

Procurement  
Drug Free Work Place  
Conflict of Interest  
Financial Management\*  
Property/Equipment Management and Disposition  
Retention of Records  
Equal/Civil Rights

7. Did your organization/entity expend \$750,000 or more in federal grant funds in the previous fiscal year?

Yes  
No

8. Has your organization/agency had a Single Audit or other financial audit in the last 12 months? If yes, attach full audit report including corrective action plans as applicable.

Yes  
No

9. Did your organization/entity have any monitoring visits by funders other than the City in the last 12 months? If yes, attach a copy of the report(s).

Yes  
No

10. Does your organization/entity have an accounting system in place to segregate expenditures by funding source?

Yes  
No

11. Does the accounting system produce a budget vs. expenditures report?

Yes  
No

12. Does your organization/entity maintain central files for grants, loans or other types of financial assistance?

Yes  
No

13. Does your organization/entity have a system for tracking employee time and effort distributions specifically by cost objective/activity?

Yes

No

14. Does your organization/entity allocate expenses, either directly or indirectly, by means of a cost allocation plan? If yes, attach current plan.

Yes

No

15. Has your organization/entity been awarded other grants, loans or other types of financial assistance in the past 12 months?

Yes

No

If yes, from what entity or entities and how much? Please list

16. Describe how your Board materially contributes to your agency.  
(e.g. Financial Contribution, In-kind, Time)