

<p>(including submission of the IRS Form 990), Americans with Disabilities Act, if applicable, employment law, and health and safety regulations.</p>		
<p>4. Organization Finances.</p> <p>The agency is in compliance with FASB (Financial Accounting Standards Board) and generally accepted accounting principles for nonprofit organizations, including but not limited to:</p> <ul style="list-style-type: none"> a) Agency has an annual budget outlining projected revenue and expenses for programs, fund raising and administration. Budget is consistent with the major classifications and programs in the audited financial statements. b) Regularly prepared financial statements present the overall financial activities and financial position of the organization and include a functional expense breakdown that shows total expenses for each program, fundraising and administration, which are consistent with those reflected in the agency budget. c) Administrative and fundraising costs are reasonable, generally not exceeding 25% of total expenditures. In the event that such costs exceed 25%, the agency is able to explain why this excess is justified. d) If the organization operates under religious auspices, it separates its budget for its social service programs from its religious activities. This separation is clearly distinguishable in the agency’s audited financial statements. 		<p>All Applicants: Attach Most Recent Filed Form 990 or 990EZ.</p> <p>All Applicants: Attach Board-Approved Budget.</p> <p>All Applicants: Attach most recent Year End Financials.</p>
<p>5. Organization Policies and Procedures.</p> <p>Policies adopted by the board, and management practices are in place to help ensure accountable and effective operations, including but not limited to, those listed below. The agency demonstrates that it adheres to the policies and practices it has established.</p> <ul style="list-style-type: none"> a) Policies addressing conflicts of interest involving board members, other volunteers, and staff. b) A policy promoting diversity, if applicable, and compliance with all nondiscrimination policies of jurisdictions contributing to the HSF. c) If the agency has a religious affiliation or operates any programs with religious content, a policy that ensures there is a clear separation and distinction between religious programs and social programs and that participation in religious activities is not a requirement to receive services and affirms that programs are open on an equal basis to people of all faiths. 		
<ul style="list-style-type: none"> d) If the agency charges fees for its services, a policy that ensures a consistent method for determining fees for clients with no ability, or limited ability, to pay the fees. 		<p>All Applicants: Attach fee schedule and policy, if fees are charged.</p>
<p>6. Organization Self-Assessment and Planning.</p>		

<p>The agency’s board and staff leadership engage in periodic planning and assessment of organizational performance to establish future direction for the agency’s programs, finances, and overall management.</p>		
<p>7. Organization Insurance.</p> <p>The agency carries insurance coverage to protect the public interest and safeguard the assets of the organization. Such coverage may include a blanket fidelity bond, general liability insurance, real and personal property insurance, officers and directors liability insurance (which may be extended to include the agency’s chief executive officer) and applicable professional liability insurance.</p>		