

# AT-A-GLANCE REQUIRED DOCUMENTS MATRIX

## (By Services Provided)

Public Agencies	Volunteer Fire & Rescue	Non-Profit Education	Non-Profit Museums	Non-Profit Health	Non-Profit Homeless
<ul style="list-style-type: none"> <li>✔ W-9 Tax form</li> <li>✔ Complete copy of minutes resolution or legislation from city council or county board</li> </ul>	<ul style="list-style-type: none"> <li>✔ Charter approved by proper Gov't authority</li> <li>✔ Proof of public funding for fire/rescue</li> <li>✔ Description of facilities: physical location, hours of operation, staff qualifications &amp; duties</li> </ul>	<ul style="list-style-type: none"> <li>✔ IRS 501c Ruling</li> <li>✔ Articles of Incorporation Bylaws</li> <li>✔ Detailed description of program/services offered/Curriculum</li> <li>✔ Description of facilities: physical location, hours of operation, staff qualifications &amp; duties</li> <li>✔ Credentials of instructors (2-3 individuals)</li> <li>✔ Copy of current license/ accreditation or approval</li> <li>✔ Number of individuals served annually</li> </ul>	<ul style="list-style-type: none"> <li>✔ IRS 501c Ruling</li> <li>✔ Articles of Incorporation Bylaws</li> <li>✔ Detailed description of program/services offered</li> <li>✔ Hours of operation &amp; number of individuals served annually</li> <li>✔ Letter (on official letter-head) indicating 1 (one) full-time employee works 40 (forty) hours a week or 2 (two) part-time employees work 20 (twenty) hours a week</li> <li>✔ Description of facilities: physical location, hours of operation, staff qualifications &amp; duties</li> <li>✔ Inspection Agreement (signed)</li> </ul>	<ul style="list-style-type: none"> <li>✔ IRS 501c Ruling</li> <li>✔ Articles of Incorporation Bylaws</li> <li>✔ Detailed description of program/services offered</li> <li>✔ Number of individuals served annually</li> <li>✔ Description of facilities: physical location, hours of operation, staff qualifications &amp; duties</li> <li>✔ Copy of staff certifications (2-3 individuals)</li> <li>✔ Copy of license/permit from DHS</li> <li>✔ DHS contract (if available)</li> </ul>	<ul style="list-style-type: none"> <li>✔ IRS 501c Ruling</li> <li>✔ Articles of Incorporation Bylaws</li> <li>✔ Detailed description of program/services offered include number of individuals served annually</li> <li>✔ Description of facilities: physical location, hours of operation, staff qualifications &amp; duties</li> <li>✔ Current letter from City/County Official saying that they <u>recognize and refer</u> individuals to this organization</li> <li>✔ Letter (on official letter-head) stating at least 51% of people served are considered Homeless</li> </ul>
Non-Profit Impoverished	Non-Profit Older Individuals	Non-Profit Other	SEAs Service Education Activity	VSOs Veteran Service Organization (FOR VETS ACT of 2013)	SBAs Small Business Administration
<ul style="list-style-type: none"> <li>✔ IRS 501c Ruling</li> <li>✔ Articles of Incorporation Bylaws</li> <li>✔ Detailed description of program/services offered including number of individuals served annually</li> <li>✔ Must state how the organization determines financial eligibility</li> <li>✔ Description of facilities: physical location, hours of operation, staff qualifications &amp; duties</li> <li>✔ Current letter of certification from Govt. Official that recognizes current program</li> <li>✔ If Daycare: license required</li> <li>✔ If Community Action Program: Block Grant required</li> </ul>	<ul style="list-style-type: none"> <li>✔ IRS 501c Ruling</li> <li>✔ Articles of Incorporation Bylaws</li> <li>✔ Detailed description of program/services offered including number of individuals served annually</li> <li>✔ Letter (on official letter-head) stating at least 51% of people served are considered Elderly</li> <li>✔ Copy of Older Americans Block Grant or Community Services Block Grant (if applicable to your organization)</li> </ul>	<ul style="list-style-type: none"> <li>✔ IRS 501c Ruling</li> <li>✔ Articles of Incorporation Bylaws</li> <li>✔ Detailed description of program/services offered</li> <li>✔ Description of facilities: physical location, hours of operation, staff qualifications &amp; duties</li> <li>✔ Number of individuals served annually</li> </ul>	<ul style="list-style-type: none"> <li>✔ Charter or Recognition as an entity of a national organization</li> <li>✔ Number of individuals served annually</li> <li>✔ Narrative description of services offered and facilities</li> </ul>	<ul style="list-style-type: none"> <li>✔ Proof of recognition by Veteran's Affairs under Title 38 U.S.C 5902 (charter)</li> </ul>	<ul style="list-style-type: none"> <li>✔ Proof of approval as SBA 8A participant</li> </ul>
					<p><b>SBA VETS</b> Veterans Services (Veterans Small Business Enhancement Act of 2018)</p>
					<p>Coming Soon</p>