

11) Why are City of Archdale funds being requested, and how would funds allocated be used?

12) To whom does your agency provide services?

13) If your agency serves non-Archdale residents, please indicate the approximate percentage of total persons served that live inside of the Archdale City limits. _____%

14) Is your agency accountable to a governmental agency? Yes No
If yes, what agency? _____

15) What percent of your proposed budget would the City of Archdale requested funds represent?
_____%

16) Describe type and amount of in-kind services requested from the City of Archdale for the next fiscal year.

17) Does your agency have an annual audit performed by a CPA? Yes No

a) If no, does your agency have an independent review of internal controls performed periodically by a CPA? Yes No

b) If no, does a CPA prepare your financial statements and tax return? Yes No

18) Does your agency have a detailed budget, which controls and guides the use of funds through the funding period? Yes No

19) If funding has previously been received from the City of Archdale, please describe how the funds were used to meet the public purpose requirement and the agency's goals. What specific outcomes were achieved?

20) Other specific comments in support of your budget request.

21) Please provide a website link or submit the following attachments with this application:

- a) Names, addresses, and terms of Board of Directors.
- b) List of permanent staff members.
- c) W-9 (First year of funding only.)
- d) Financial statements as of the most recent fiscal year end. These must include the balance sheet and a statement of revenues and expenditures from an audit, a review, or a compilation.
- e) A schedule of planned revenues and expenditures (for the entire agency) for the current and proposed funding year, specifically identifying all sources of revenue for both periods.
- f) Copy of the tax status determination letter from the IRS. (First application only.)
- g) Most recent filing with the IRS.

Completed by: _____ Title: _____

Signature: _____ Date: _____

The agency agrees to abide by the following guidelines:

- 1) That the agency will use City funds only for the purpose for which the funds were appropriated.
- 2) That all financial records are open to the public upon reasonable notice.
- 3) That the agency will abide by all Federal, State, and local laws and ordinances.
- 4) That the agency will provide the City Manager with a report on the activities of the agency that were funded by the City within 90 days of the end of the fiscal year.
- 5) That the agency will repay any funds that are not used for the stated purpose for receiving the appropriation or are used in violation of the public purpose requirement.

AND

The agency must certify the following statement:

- 1) The contractor/vendor/supplier represents and covenants that it and its subcontractors and suppliers comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes (NCGS). In this E-Verify Compliance section, “contractor,” “its subcontractors,” and “comply” shall have the meanings intended by NCGS 143.333.3. The City is relying on this section in entering into this contract. The parties agree to this section only to the extent authorized by law. If this section is held to be unenforceable or invalid in whole or in part, it shall be deemed amended to the extent necessary to make this contract comply with NCGS 143.333.3., as currently revised by House Bill 318, Ratified Bill.

Chairman of the Board of Directors

Executive Director

Application should be received by April 1, 2019 for consideration in the budget for the fiscal year ending June 30, 2020. The full application may be mailed or hand-delivered to Archdale City Hall at the address in the letterhead. A separate attachment may be used for any question(s) where inadequate space has been provided for your response.

Questions concerning this application or the City's budget process may be directed to Lori Nurse at 336-434-7345 or lnurse@archdale-nc.gov.