



## Community Agency Support Required Agency Supporting Documents – FY21 BFO Kickoff Meeting

- Agency Pre-submission due date is **Monday, November 18, 2019**
- Agency Initial BFO Submission due date is **Friday, January 3, 2020**
- Agency Final BFO Submission due date is **Friday, February 21, 2020**

For consideration in the FY 2021 budget, a BFO request (via BFO App) with **ALL REQUIRED DOCUMENTS (noted below)** must be returned no later than **Friday, January 3, 2020**. Incomplete submission of all required documents and requests received after the deadline will **NOT** be considered for funding. No submission will be considered unless all the required information, in the proper format, along with the application fee is received by the submission date. Documents should be submitted as attachments through the Budgeting For Outcomes App in the specified areas.

Support is available at [BFO.chattanooga.gov](http://BFO.chattanooga.gov) to provide instructions for all submissions along with other information. There will be more in-depth training on the BFO Process, the BFO App to submit offers and required forms. New organizations requesting funds for the first time, must contact the BFO team at [BFO@chattanooga.gov](mailto:BFO@chattanooga.gov). Questions concerning the BFO process may email [BFO@chattanooga.gov](mailto:BFO@chattanooga.gov).

Pursuant to T.C.A. 6-54-111, a \$50.00 fee, per Agency, is assessed to cover the cost of processing your application and must be received no later than **Friday, January 3, 2020**. Fees can be paid online in the BFO App or by check submitted to;

Daisy W. Madison, CFO  
Finance & Administration  
101 East 11<sup>th</sup> Street, Suite 101  
Chattanooga, Tennessee 37402

**NO AGENCY IS GUARANTEED FUNDING. EACH YEAR'S REQUEST WILL BE EVALUATED SOLELY ON ITS OWN MERIT. THE LEVEL OF AWARD IS SUBJECT TO THE AVAILABILITY OF FUNDS.**

## Required Agency Documents

### AGENCY SPECIFIC

1. A **Cover Letter** specifying:
  - a. The name and address of the non-profit organization
  - b. The name, address and telephone number of a specific contact person within the non-profit organization relative to any request for an appropriation of funds;
  - c. Total Capital funding requested from the City
  - d. Total Operations/BFO funding requested from the City
  - e. A statement by the chief executive officer of the non-profit organization indicating that the non-profit organization will, upon request, provide the following:
    - i. A detailed accounting of how and for what purpose the municipal funds were spent by the non-profit organization;
    - ii. List of accomplishments or outcomes achieved through the use of municipal funds;
    - iii. Copies of Annual Financial Statements of the non-profit organization. (This must include annual audited financial statements if required and/or prepared)
    - iv. Copies of other financial and operational information upon request
  - f. Signed by the chief executive officer
2. Other Agency **Documents** required:
  - a. Agency-Wide, the board approved most recent **Annual Operating Budget**
  - b. The most recent **IRS Form 990** if applicable as filed with the IRS;
  - c. The most recent **Annual Audit** of the non-profit organization, prepared by an independent Certified Public Accountant in accordance with Generally Accepted Auditing Standards. Must be for 2019 or later (the Fiscal Year 2019 Audited Financial Statements are preferred). If the 2019 annual audit is not yet available, then please provide the most recent audit (2018), as well as an engagement statement noting when the 2019 audit will be completed and submitted to the City. (Please note: City funds will not be disbursed until the 2019 annual audit is received. Late annual audits should be submitted to [budget@chattanooga.gov](mailto:budget@chattanooga.gov));
  - d. **Charter** of the non-profit organization filed with Tennessee Secretary of State. If the Name on the Charter does not match the Agency's current name, please ensure any amendments or merger documents filed with the State are provided;
  - e. Document indicating Non-Profit Tax Exemption Status for the non-profit organization under the Internal Revenue Code, such as an **IRS Determination Letter**;
  - f. List of **BOARD OF DIRECTORS**, including position, contact information, and number of years served;
  - g. Schedule of Positions, Salaries, and Wages Agency Wide (**Template B3**)

### OFFER SPECIFIC Documents

**The Following Document must be attached to your BFO submission:**

- h. FY21 BFO - Agency Required Documents
  - i. Budget related to Offer ( **Template A3**);
  - ii. Local Government Funding/Service Statistics (**Template B1**);
  - iii. Program Beneficiary Statistics (**Template B2**);
  - iv. Schedule of Positions, Salaries, and Wages (**Template B3**);

If you have any questions regarding the BFO process, required documents, forms, or appropriations once awarded, please contact the BFO team at [BFO@chattanooga.gov](mailto:BFO@chattanooga.gov).