

United Way of Greater Union County Community Impact

Certification Criteria Checklist

Please indicate whether or not your organization is in compliance with the following.

Organization Name: _____

UWGUC Certification Criteria	Comply	Do Not Comply
1. The organization must provide services to the public in the field of health or human services. Services must directly benefit the people who live in the Greater Union County area.	<input type="checkbox"/>	<input type="checkbox"/>
2. Organization must be incorporated as a nonprofit corporation.	<input type="checkbox"/>	<input type="checkbox"/>
3. Organization must be tax exempt under section 501 (c) (3) of the IRS Code of 1986, as amended, or under the corresponding provisions of any future IRS laws.	<input type="checkbox"/>	<input type="checkbox"/>
4. Organization must be a registered charity with the State of New Jersey.	<input type="checkbox"/>	<input type="checkbox"/>
5. Organization may not be exclusively religious, education, fraternal, social, governmental, political, cultural, arts, environmental, animal welfare, professional association/group or recreational.	<input type="checkbox"/>	<input type="checkbox"/>
6. Organization must have at least two consecutive years of audited financial history of existence (although an exception may be made if the organization meets a critical health and human service need, has an acceptable management plan and meets all other criteria for certification).	<input type="checkbox"/>	<input type="checkbox"/>
7. Organization must comply with the provision of its articles of incorporation, its own bylaws, and the laws governing its incorporation.	<input type="checkbox"/>	<input type="checkbox"/>
8. Organization must comply with the various local state and federal laws requiring the filing of reports such as tax returns.	<input type="checkbox"/>	<input type="checkbox"/>
9. Organization must be either under the direction of a local volunteer governing body or local advisory board/council if it is a local arm of a centrally governed or statewide or national organization.	<input type="checkbox"/>	<input type="checkbox"/>
10. Board members must serve without compensation.	<input type="checkbox"/>	<input type="checkbox"/>
11. Board must elect its officers.	<input type="checkbox"/>	<input type="checkbox"/>
12. Organization must have a chief administrative officer responsible to the governing body.	<input type="checkbox"/>	<input type="checkbox"/>
13. Procedures must be in place to assure that staff is qualified by education, training and experience for their jobs.	<input type="checkbox"/>	<input type="checkbox"/>
14. Organization must have and comply with an acceptable written non-discrimination policy. Policy must clearly state that the agency will operate without discrimination. The Non-Discrimination Policy contained in UWGUC's Code of Ethics states: <i>The UWGUC and its volunteers and staff shall not discriminate with regard to race, color, religion, creed, sex, national origin or ancestry, veteran status, marital status, sexual orientation, age, gender, status as a qualified disabled or</i>	<input type="checkbox"/>	<input type="checkbox"/>

<i>handicapped individual or any other characteristic protected by law. UWGUC expects funded agencies to be inclusive and adopt effective non-discrimination policies.</i>		
15. Organization may not, as a condition of receiving services, require an individual to belong to or participate in a specific religious activity.	<input type="checkbox"/>	<input type="checkbox"/>
16. Organization must have processes in place to assure client confidentiality.	<input type="checkbox"/>	<input type="checkbox"/>
17. Organization must provide an operating budget for the current year approved by the Board.	<input type="checkbox"/>	<input type="checkbox"/>
18. Organization must provide an annual certified audit prepared by a licensed or certified public accountant. Agencies must present a new audit within 180 days (6 months) of the close of their fiscal year.	<input type="checkbox"/>	<input type="checkbox"/>
19. Organization must have appropriate internal financial controls.	<input type="checkbox"/>	<input type="checkbox"/>
20. Organization must have appropriate and up to date licensing and inspections as required by law and local ordinances.	<input type="checkbox"/>	<input type="checkbox"/>
21. Organization must have minimum annual operation revenue and expenses in excess of 150,000.	<input type="checkbox"/>	<input type="checkbox"/>

I certify on behalf of the Organization listed about that the above is true.

Print Name

Title

Signature

Date