

## Human Services Funding Collaborative

### 2023-2024 Application

### Minimum Requirements

#### All Cities

Financial Review per [RCW 19.09.541](#)

- Revenues \$1M or less over 3 years - statement that revenues are under \$1M and name and address of entity that prepares, reviews, or audits the organization's financial statements
- Revenues over \$1M and up to \$3M over 3 years - 990 or audited financial statement prepared by independent CPA
- Revenues over \$3M over 3 years - independent, 3<sup>rd</sup> party audit

Generally Accepted Accounting Principles (GAAP)

- Required for all cities

Whistleblower Policy, Conflict of Interest Policy, Audit Committee

- Required by all cities upon contracting per [Sarbanes-Oxley Act of 2002](#)

Internal Controls Policy, Records Retention Policy

- May be required by cities upon contracting

\*Cities may have other requirements for application (e.g. emergency plan), which are listed on their supplemental information sheets.

## City Insurance Detail

<b>City</b>	<b>General Liability Insurance</b>	<b>Professional Insurance</b>	<b>Auto Insurance</b>	<b>Stop gap/ employer's</b>
<b>Auburn</b>	\$2M/occurrence, \$2M aggregate	\$2M	\$1M/accident	
<b>Bellevue</b>	\$1M/occurrence, \$2M aggregate	only required for professional services such as medical	\$1M/accident	\$1M
<b>Burien</b>	\$2M/occurrence, \$2M aggregate	only required for professional services such as medical	\$1M/accident	
<b>Covington</b>	\$1M/occurrence, \$2M aggregate			
<b>Des Moines</b>	\$1M/occurrence, \$2M aggregate			
<b>Federal Way</b>	\$2M/occurrence, \$2M aggregate	only required for professional services such as medical	\$2M/accident	\$2M
<b>Issaquah</b>	\$1M/occurrence, \$2M aggregate		\$1M/accident	
<b>Kenmore</b>	\$1M/occurrence, \$2M aggregate			
<b>Kent</b>	\$1M/occurrence, \$2M aggregate		\$1M/accident	
<b>Kirkland</b>	\$1M/occurrence, \$2M aggregate		\$1M/accident	
<b>Redmond</b>	\$1M/occurrence, \$2M aggregate	\$1M		
<b>Renton</b>	\$1M/occurrence, \$2M aggregate	only required for professional services such as medical or legal	\$1M/accident	
<b>Sammamish</b>	\$1M/occurrence, \$2M aggregate		\$1M/accident	
<b>SeaTac</b>	\$1M/occurrence, \$2M aggregate			
<b>Shoreline</b>	\$1M/occurrence, \$2M aggregate	\$1M	\$1M/accident	
<b>Tukwila</b>	\$1M/occurrence, \$2M aggregate	\$1M		

	Auburn	Bellevue	Burien	Covington	Des Moines	Federal Way	Issaquah	Kenmore	Kent	Kirkland	Redmond	Renton	Sammamish	SeaTac	Shoreline	Tukwila
<b>Nonprofit Status Required</b>																
1 yr prior to contracting										X						
upon application submission	X		X			X			X				X			X
upon contracting				X	X		X				X			X		
not required but must be registered with Sec of State												X				
not required								X							X	
contact city staff		X														
<b>Fiscal Sponsorship</b>																
1 yr prior to contracting										X						
upon application submission	X		X			X			X		X		X			X
upon contracting							X									
sponsor must be registered with Sec of State												X				
not allowed				X	X											
contact city staff		X						X							X	
<b>Business License</b>																
upon application submission														X		
upon contracting	X	X	X	X		X	X	X	X		X	X			X	X
not required					X											
<b>Nondiscrimination Policy</b>																
upon application submission	X					X			X							
upon contracting		X	X	X	X		X	X		X	X			X	X	X
not required but must comply with all applicable laws												X	X			
<b>Supplemental Informtion Required</b>																
	X		X	X		X						X				