**FORM 6 – ADDITIONAL PROGRAM APPLICATION REQUIREMENTS AND CERTIFICATIONS**

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| **SUBMISSION REQUIREMENTS** | **REQUIRED DOCUMENTATION** |
| 1. Non-profit organizations must have an active Board of Directors within the last 12 months (not applicable to governmental agencies). | Provide a Board of Directors list, including phone numbers, email addresses, and titles. |  |
| 1. The applicant must have audited financial statements prepared by a qualified accountant or accounting service completed within the last 12 months or include a letter of justification if beyond that timeframe. | Provide a copy of the applicant’s most recent audit |  |
| 1. Registered to conduct business in the State of Nebraska (not applicable for governmental applicants) | Current certification from the Nebraska Secretary of State or print out of active state from: <https://goo.gl/cXOFX> |  |
| 1. Indirect cost rate (if applicable) | If seeking to utilize an indirect cost rate on a budget, the applicant must provide the current approved indirect cost rate agreement. If utilizing the “de minimus” rate, provide calculations to support the request. |  |
| 1. Direct cost allocation (if applicable) | Applications with direct cost allocation requests must include sufficient documentation to demonstrate that costs were properly allocated. |  |
| 1. CAPER performance measurements | Supporting documentation must be provided to validate the numbers reported for the performance measurements section. |  |
| 1. Applicant’s organizational chart | Provide a diagram displaying the structure of the Applicant’s organization. |  |
| 1. Proof of 501(c) status (not applicable for governmental applicants) | Proivde a copy of the Applicant’s IRS determination letter or print off from IRS website. Dates of eligible status must be within the past 12 months. |  |