



## United Way of Nevada County

### Criteria and Responsibilities for Partners

The United Way of Nevada County Board of Directors, in its role as a coalition-builder to improve lives in Nevada County, acts on an annual basis to establish a set of priority human service needs as a focus for the Annual Campaign. Campaign proceeds will be allocated to meet these needs, and/or to selected partner organizations addressing these needs, according to the Criteria and Responsibilities explained below.

A companion document, the United Way of Nevada County (UWNC), Fund Distribution Policy, explains the process involved in allocating Campaign proceeds to partner organizations and projects. The UWNC Board will annually, in May, announce how prior-year Campaign proceeds will be invested to address priority community needs and projects of one or more years in duration which pursue goals directly related to the UWNC Board's announced priorities.

UWNC seeks to establish partnerships with agencies, commissions, organizations, schools and local government and to use these partnerships to address priority needs as these are identified by the UWNC Board. Within these partnerships, UWNC expects to fund those agencies who meet the criteria as "Funded-Partners" outlined below.

#### **Priority Human Service Needs**

To target effectively the community investment of Annual Campaign proceeds, the Board of Directors for United Way of Nevada County in June annually identifies local needs, which:

1. Have been identified in a community assessment process accepted by the Board as a source for valid local needs information;
2. Meet the Board's definitions as a human service need, the effects of which can be mitigated through one or more years of collaborative effort from within the County's non-profit, governmental and business leadership;
3. Are recognized, by local media and County leadership, as high priority issues limiting the quality of life in our community.

#### **Partnership Criteria**

*United Way of Nevada County seeks partner organizations which:*

1. Works in partnership with the Nevada County human services providers to promote collaboration, minimize unnecessary duplication of services and develop a coordinated, effective and cost-efficient human service delivery system based on the priorities needs established by the community.

2. Demonstrates a history of worthy educational, character building, health or social service program serving the needs of Nevada County community.
3. Ensures that the organization as a whole and individual staff, board members and volunteers, pursue all activities with integrity and in an ethical manner.
4. Adopts, implements and adheres to a policy of non-discrimination as it applies to the delivery of services to clients/customers, to staff, volunteers, board members and the public.
5. Maintain an office in Nevada County with a Board of Directors, which has served local clients for a minimum of three years.
6. Maintain a record of the identifiable current need(s), demand or problem for services to clients within Nevada County, which can be supported by financial and/or volunteer efforts from within the community.
7. Will adhere to the **Sarbanes Oxley Act Requirements for Non-profits**; **Section 802: Document Destruction:** Individuals shall not knowingly alter, destroy, mutilate, etc. documents with the intent to impede, obstruct, or influence an investigation of any department or agency of the United States. **Section 806: Whistle Blower Protection:** It is unlawful to discharge, demote suspend, threaten, harass or discriminate in any other manner against any employee who provides information regarding conduct the employee reasonably believes constitutes financial fraud or a violation of laws.
8. Maintain compliance with the spirit and intent of the USA Patriot Act.

To receive a distribution from UWNC Annual Campaign proceeds, an agency must first be approved by the UWNC Board of Directors as a **Funded-Partner Agency**.

### **Funding Criteria**

*United Way of Nevada County Funded-Partner Agencies shall:*

1. Be able to identify that the provision of human service needs are in alignment with the **Priority Needs** identified by the Board for the current allocation period.
2. Maintain accurate data for client service (“outcomes”) or service projects (“outputs”) in Nevada County. Furnish documented reports to United Way as requested.
3. Demonstrate that United Way of Nevada County financial support is needed in addition to income which can be generated from fees, memberships, grants, and other fundraising activities. Demonstrate United Way of Nevada County financial support is not in excess of 50% of the member agency’s gross revenue.

4. Have a written policy of non-discrimination and provide services without regard to race, color, religion, sex, sexual orientation, national origin, or ancestry.
5. Not engage in political or lobbying activities as a significant part of their programs.
6. Have operated in Nevada County for three consecutive years or more.
7. Be exempt from taxation under Internal Revenue Service Code 501 (c)(3) and Section 2370 (id) of the California Revenue and Taxation Code; or be operating not-for-profit and comply with all federal and state laws and regulations regarding such status, including the Sarbanes Oxley and USA Patriot Act.
  - a.) If the agency applying for funding does not have its own 501(c)(3) but is operating as part of a larger organization that does have a 501(c)(3), then financial statements must be available clarifying the funding used to serve residents of Nevada County.
  - b.) If the agency applying for funding serves areas both within and outside Nevada County, financial statements must be available clarifying the funding used to serve residents of Nevada County.
8. Adopt, implement and maintain current written by-laws or other documentation which sets forth the operational structure and guidelines of the organization which includes defining the organization's purpose and functions, its structure, and the duties, authorities and responsibilities of its governing body and officers.
9. Establish and maintain an active, responsive and diverse voluntary governing body such as a Board of Directors or an Advisory Council which includes Nevada County representation and ensures effective governance over the policies and financial resources and meets regularly.
10. Maintain duly elected or appointed officers who are accountable for operational management and financial responsibilities.
11. Have current licenses, permits, and required approvals from all local, state, and national regulatory authorities having jurisdiction over its operations.
12. Disclose the nature of affiliation relationships within its own organization and with other organizations.

### **Financial Reporting and Record Keeping**

*United Way of Nevada County Funded-Partner Agencies shall:*

1. Maintain complete and accurate financial records of program income and expenses in

accordance with generally accepted accounting procedures as identified in the quarterly financial reporting.

2. Complete an annual budget report based on revenues from most recently filed IRS Form 990.
3. Prepare an annual budget and have it available for public review.
4. Provide UWNC with a copy of the most recently completed audit (or one that is no older than twenty-four (24) months old) using an independent certified public accountant or accounting firm and maintain such reports for public review
5. Provide documentation to support that all required local, state and federal reports have been filed in a timely manner.
6. As part of the United Way Partnership/Fund Application process, be prepared to submit a copy of the current audit, basic financial statements, copies of the organization's bylaws, board minutes and any other pertinent information upon request.

### **General Provisions**

*Agencies seeking Partner status shall be prepared to:*

1. Submit application and/or general supporting information in the manner prescribed by United Way of Nevada County. Provide UWNC with a copy of the most recently completed financial review (or one that is no older than twenty-four (24) months old) using an independent certified public accountant or accounting firm and maintain such reports for public review.
2. Acknowledge UWNC as a funding source when conducting public relation outreach including displaying UWNC logo on locally prepared printed materials, on websites and in local offices. Actively promote partner agency status ("ABC Agency is a United Way Partner Agency") and identify the agency as funded in part by UWNC in all press releases, public announcements and other contacts with the media.
3. Agree to support the United Way of Nevada County Annual Campaign, making available volunteers and professional leadership, and such other services as may be reasonably required to insure the success of the United Way of Nevada County fundraising campaign.
4. Maintain equal access for all persons to all agency facilities and activities and make every effort to ensure equal access to all agency information to persons with disabilities.
5. During the United Way of Nevada County Campaign period of October 1<sup>st</sup> through October 31<sup>st</sup> Partner agencies will refrain from direct mail campaign activities. The agency

will promote the concept of giving to the UWNC and **will not solicit direct donor designations** of United Way dollars”

6. Immediately notify UWNC regarding any legal, financial or governance matters and/or program changes which may impact the agency’s ability to operate and/or deliver services.

United Way of Nevada County reserves the right to suspend or terminate any/all current or future funding based upon any information that is received by the Board, in its sole discretion, that would call into question an agency’s ability to fulfill any of the provisions of this Criteria and Responsibilities for Partners.

The Board of Directors of United Way of Nevada County, Inc. reserves the right to deny the membership, or to withdraw the membership at any time, of any organization whose membership the Board, in its sole discretion, determines to be not in the best interest of United Way of Nevada County.

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