

2016 Simplified CACFP Application Budget
Minimum Required Supporting Documentation Checklist for Budget
For Returning Sponsors in good standing with NO SERIOUSLY DEFICIENCIES in last review cycle.

The supporting information is required to document an institutions financial viability, administrative capability and program accountability. All institutions are required to **upload** the following documentation in order to submit a complete application.

The supporting additional information is being requested with the implementation of the Office of Management and Budget (OMB) regulation, commonly referred to as the Super-Circular or Uniform Guidance (2 CFR Part 200), which contains in part Federal grant management rules, cost principles, and audit requirements. The cost principles and audit requirements in the Uniform Guidance apply to all non-profit entities. The cost principles for for-profit entities are located in the Federal Acquisition Regulations (FAR) at 48 CFR Part 31. However, the Uniform Guidance related to the Federal Grant Management rules apply to all institutions.

The documents should be **uploaded** with the appropriate title in the description.

- (1) Non-Profit Institutions – Board Meeting Minutes (all minutes from the past year)
- (2) Tax Returns
 - a. Non-Profit – Most recent Form 990
 - b. For-Profit – 2015 Tax Return
- (3) Audit

If your organization received previous year legislative or independent annual organization-wide audit in **good standing** you are waived from completing item #4
- (4) Supporting Source Documentation – Revenues
 - a. Previous three (3) months bank statements/balance sheet
 - b. A signed statement regarding how unfunded costs, unallowable costs, and potential over claims will be covered with non-program (child nutrition) funds.
- (5) Supporting Source Documentation – Expenditures
 - a. Procurement policy including estimates and bids.. **i.e. (How do you purchase your food?)**
 - b. Lease agreements-

If you are leasing space please upload the following:

 1. **Disclosure of Less-Than- Arm’s Length Transactions**
 - a. Information should include a description of the transaction and necessary supporting documentation related to the transaction. For additional information see the **Less-Than-Arms-Length Transaction Memorandum located in HNP Resource Library.**
 2. **Cost of Ownership Documentation including, but not limited to, the following:**
 - a. depreciation schedules, maintenance & repair costs, taxes, insurance costs etc.
 - c. Floor plans – allocation support for rent, utilities etc. (**only submit if unlicensed/ applicable**)