

Organizations use this form to show the submittal status of each document required in the application process for centers.

SECTION I – ORGANIZATION INFORMATION

1. Name of Contracting Entity (CE):	2. CE ID:

SECTIONS II – CONTRACTING ENTITY APPLICATION PACKET

	Submitted in TX-UNPS	Attached
Contracting Entity Application – Centers	<input type="checkbox"/>	<input type="checkbox"/>
Contracting Entity Budget Detail - Centers	<input type="checkbox"/>	<input type="checkbox"/>
Budget Justification and Disclosure – Centers (upload document)	<input type="checkbox"/>	<input type="checkbox"/>
Board of Directors – Centers	<input type="checkbox"/>	<input type="checkbox"/>
Annual Audit	<input type="checkbox"/>	<input type="checkbox"/>

SECTION III – CHECKLIST ITEMS: CE APPLICATION – CENTERS

	Attached
FND Permanent Agreement	<input type="checkbox"/>
Permanent Agreement Contracting Entity Specific Amendment	<input type="checkbox"/>
Vendor Direct Deposit/Advance Payment Notification Authorization (74-176)	<input type="checkbox"/>
Application for Texas Identification Number (AP-152)	<input type="checkbox"/>
A. Copy of document from the IRS that establishes your EIN	<input type="checkbox"/>
Contracting Entity Management Plan – Centers form, with attachments	<input type="checkbox"/>
A. Sponsoring Organization Monitoring Staff Information - Centers form	<input type="checkbox"/>
B. Proof of IRS 501(c)(3) Tax Exemption (non-profit organizations only)	<input type="checkbox"/>
C. Organizational Chart	<input type="checkbox"/>
Performance Bond	<input type="checkbox"/>
Pre-Award Civil Rights Compliance Review	<input type="checkbox"/>
Subcontractor Agreements	
A. Invitation for Bid and Contract for Purchased Meals (IFB)	<input type="checkbox"/>
B. Contract with a Public School for Meals	<input type="checkbox"/>
C. Sub-contractor and/or Consultant Agreements	<input type="checkbox"/>
Legal Documents	
A. Articles of Incorporation, Assumed Name Certificate, Certification of Formation (submit all that apply to your organization)	<input type="checkbox"/>
B. Government Issued ID for each principal of the contracting entity (applies to non-governmental contracting entities only).	<input type="checkbox"/>
C. Proof of Residential (Home) Mailing address for each principal of the contracting entity (applies to non-governmental contracting entities only)	<input type="checkbox"/>

Governing Body Awareness	<input type="checkbox"/>
Certificate of Authority	<input type="checkbox"/>
Other: Explain	<input type="checkbox"/>
Other: Explain	<input type="checkbox"/>

SECTION IV – SITE APPLICATION – CENTERS AND CHECKLIST ITEMS

If you have more than one Site Application and Checklist Items to submit, attach a list by Site Name and Site ID (if known), using the below categories.

	Submitted in TX-UNPS	Attached
Site Application – Centers	<input type="checkbox"/>	<input type="checkbox"/>
License, Exemption or Other Documentation		<input type="checkbox"/>
A. Health and Safety Documentation		<input type="checkbox"/>
At-Risk: Documentation of Area Eligibility and Education/Enrichment Activities		<input type="checkbox"/>

SECTION V - SIGNATURE

Signature – Official of Organization		Date
Name (please type or print)	Title	