



Dubuque County FY2023 Purchase of Service Applicant Virtual Workshop Friday, May 12, 3:00pm

Join Zoom Meeting: <https://us06web.zoom.us/j/88252625864>

Meeting ID: 882 5262 5864

One tap mobile: +16465588656,,88252625864# US

Date: Friday, May 12, 2023 3:00pm

Location: Zoom/phone only – workshop recording available afterward

Agenda

1. Welcome
2. Understanding the County's Purchase of Service program
 - Competitive application materials available at: www.dubuquecountyiowa.gov/supervisors
 - Non-profits eligible to apply for up to \$10,000 out of a total \$133,000 program
 - Completed application e-mailed, delivered to Courthouse, or *received* by USPS by:
 - Tuesday, May 30, 2023 at 4:00pm
3. Filling out the application – tips: defining the project, budget worksheet, public purpose, etc.
4. Required documents for submission
 - Completed competitive application, budget worksheet, & signed Statement of Compliance
 - Organization's FY2024 budget
 - Most recent Audit or Financial Review
 - Most recent federal IRS Form 990 tax return
 - IRS designation letter of non-profit status
 - Current SOS – Certificate of Standing <https://sos.iowa.gov/business/cert/>
 - List of Organization's Board of Directors, and chief executive
5. POS Contract for selected projects
 - Reimbursement of expenses, not forwarded funds - documentation
6. Questions? Thanks!

Submit Completed Application & Supporting Docs, and direct Questions to:

Ed Raber, Project Coordinator

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