

Developmental Disabilities Resource Board of St. Charles County
Corporate Information (for Application for Funds)

Please complete the following:

Agency Name	_____	Phone	_____
Address	_____	Fax	_____
	_____	TTY	_____
Agency Executive Director	_____	Email:	_____
Financial Contact Person	_____	Email	_____
Agency Board President	_____		

The DDRB maintains a permanent Documents file for each funded agency. We have in your file the following records:

<u>Permanent Documents:</u>	<u>Document Date</u> (currently on file w/DDRB)	<u>Revision being sent</u> (write date of revision)
Agency By-Laws	_____	_____
Articles of Incorporation	_____	_____
Certificate of Corporate Good Standing <u>(Updated Annually)</u>	_____	_____
Certification/Accreditation Certificate(s) <u>(or letter to request requirement waiver)</u>	_____	_____
Board Roster	_____	_____
Mission Statement and Strategic Plan	_____	_____
Most Current Audit	_____	_____
POS Services: Unit Cost Reports	_____	_____
Annual Report (if applicable)	_____	_____
Liability Insurance (To include blanket fidelity bond)	_____	_____

Submit one copy of revised documents (or missing documents) of the above listed items currently on file with the DDRB. Indicate the document revision dates for those being sent.

●This completed form and all documents are due to the DDRB by: January 31, 2009.

Name of Person Submitting Info: _____ **Phone No:** _____