



Dubuque County FY2023 Purchase of Service Applicant Virtual Workshop Friday, April 22, 3:00pm

Join Zoom Meeting: <https://us06web.zoom.us/j/84196462982>

Meeting ID: 841 9646 2982

One tap mobile: +13126266799,,84196462982# US (Chicago)

Date: Friday, April 22, 3:00pm

Location: Zoom/phone only – workshop recording available afterward

Agenda

1. Welcome
2. Understanding the County's Purchase of Service program
 - Application materials available at: www.dubuquecountyiowa.gov/supervisors
 - E-mailed, delivered to Courthouse, or mailed with postmark by:
 - Complete application due: Monday, May 9, 2022 at 5:00pm
3. Filling out the application – tips: defining the project, budget worksheet, etc.
4. Required documents for submission
 - IRS designation letter of non-profit status (if not a Government body)
 - Most recent Audit or Financial Review
 - Organization's most recent budget
 - Most recent federal IRS Form 990 tax return
 - List of Organization's Board of Directors, or the Decision Making Body
5. POS Contract for selected projects
 - Insurance requirements, proof of insurance
 - Reimbursement of expenses, not forwarded funds - documentation
6. Questions? Thanks!

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

Ed Raber, Project Coordinator

Dubuque County

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