



SNOHOMISH COUNTY FAMILY RESOURCE CENTER CERTIFICATION

Created in Partnership with and the Snohomish County Family Resource Center Network, Community Foundation of Snohomish County and the Snohomish County Human Services Department.

[Abstract](#)

This resource will be a guide to support certification and recertification of Family Resource Centers in Snohomish County.

PURPOSE

To ensure that Family Resource Centers across the network operate with integrity, consistency, and excellence. Guided by the Standards of Quality for Family Strengthening and Support and Principles of Family Support to promote healthy communities.

INITIAL CERTIFICATION STEPS

1. Threshold Eligibility Review

Goal: Confirm Family Resource Center readiness for certification

Send to: Community Foundation of Snohomish County

2. Certification Portfolio Presentation

Goal: Demonstrate alignment with Family Support values and practices in action

Presentation Panel: Snohomish County Family Resource Center Network

3. Site Visit and Observation

Goal: Assess prospective Family Resource Center qualifications to become a certified Family Resource Center.

Conducted By: No more than 8 people including: Executive Director of existing FRC, Frontline staff from existing FRC, Current or past family from FRC being certified, staff from FRC being certified, representative from Community Foundation of Snohomish County and Snohomish County Human Services Department.

4. Review Panel

Goal: Conduct a holistic review of materials, site visit findings and presentation

Conducted By: 2–3-member certification review team, with representatives from individuals who attend site visit

5. Certification Award

Benefits of Certification:

- Certificate to Hang at your FRC
- Public recognition
- Access to certification peer cohort and learning supports

RE-CERTIFICATION

Purpose- Confirm that foundational standards remain in place and that the FRC remains active and in good standing with the network.

Submit to- Community Foundation of Snohomish County

Includes-

- Updated organizational profile (leadership, staffing, partnerships)
- Brief narrative on key changes, lessons learned since last certification

Phases of the Recertification Process

1. Threshold eligibility review

Goal: Confirm the FRC's readiness for recertification.

- **Trigger:** Recertification occurs on a 3-year cycle, initiated by an email reminder to the center's leadership 90 days before expiration.
- **Responsibility:** Community Foundation of Snohomish County (CFSC), will oversee the process of recertification.
- **Deliverable:**
 - **Intent to Recertify form:** Confirms basic eligibility and that the center meets any mandatory requirements.
 - **CFSC review:** The foundation checks for completion and confirms that necessary foundational components are in place before proceeding.

2. Sustainability and Impact Portfolio Presentation

Goal: Demonstrate progress, innovation, and alignment with Family Support standards and practices since last certification.

Focus Areas

- Evidence of family engagement and feedback loops
- Outcomes data and stories of community impact
- Innovations or lessons learned
- Partnerships and systems collaboration

Format- 20-30 minute presentation + 15 minutes Q&A with peers and reviewers

3. Reflective Site Dialogue Visit

Goal: Strengthen Family Resource Center network cohesion and engage in peer learning around practices and impact.

Conducted By

- **Recertification Team:** a minimum of 4, including:

- 2 Peers from other certified FRC's, including Leadership and direct support staff
- Representative from Community Foundation of Snohomish County
- Representative from Snohomish County Human Services Department

Focus

- Family- centered environment and practice
- Staff reflections on what has evolved since certification
- Family or partner voice included when possible

4. Review and Renewal panel

Goal: Conduct a holistic review of the recertification materials and site dialogue, and presentation to affirm growth and readiness for continued certification.

Conducted By: A 2–3 member re-certification review team, including at least one peer reviewer

Deliverables:

- Re-certification summary report highlighting strengths, progress, and opportunities
- Recommend quality improvement or learning focus areas for the next cycle

5. Recertification award and Learning Plan

Goal: Celebrate progress and renew commitment to continuous improvement

Award:

- A renewed certificate for the FRC to display, indicating the effective period.

Benefits:

- **Certificate:** A tangible symbol of continued commitment to quality.
- **Public recognition:** Enhances credibility and public trust, which can aid in fundraising and community relations.
- **Peer cohort:** Access to the recertification peer cohort for ongoing learning and support. This group shares best practices and collaborates to address challenges.

Timeline: For provisional recertifications, a follow-up review or plan is required within a specific timeframe (e.g., 180 days) to resolve any deficiencies and move toward full status.

STANDARDS OF QUALITY FOR FAMILY STRENGTHENING AND SUPPORT

FAMILY CENTEREDNESS Working with a family-centered approach that values families and recognizes them as integral to the Program.

FAMILY STRENGTHENING Utilizing a family strengthening approach to support families to be strong, healthy, and safe, thereby promoting their success and optimal development.

COMMUNITY STRENGTHENING Developing a strong and healthy community by working collaboratively with various stakeholders and supporting families' civic engagement, leadership development, and ability to affect systems change.

EVALUATION Looking at areas of Program strength, as well as areas for further development, in order to guide continuous quality improvement and achieve positive results for families.

PRINCIPLES OF FAMILY SUPPORT

1. Staff and families work together in relationships based on equality and respect.
2. Staff enhance families' capacity to support the growth and development of all family members – adults, youth, and children.
3. Families are resources to their own members, to other families, to programs, and to communities.
4. Programs affirm and strengthen families' cultural, racial, and linguistic identities and enhance their ability to function in a multicultural society.
5. Programs are embedded in their communities and contribute to the community-building process.
6. Programs advocate with families for services and systems that are fair, responsive, and accountable to the families served.
7. Practitioners work with families to mobilize formal and informal resources to support family development.
8. Programs are flexible and continually responsive to emerging family and community issues.
9. Principles of family support are modeled in all program activities, including planning, governance, and administration.

FAMILY CENTEREDNESS

Working with a family-centered approach that values families and recognizes them as integral to the Program.

PRINCIPLES OF FAMILY SUPPORT

1. Staff and families work together in relationships based on equality and respect.
9. Principles of family support are modeled in all program activities, including planning, governance, and administration.

STANDARD	Foundational Quality Indicator	High Quality Indicator
Standard FC. 1- Program encourages families to participate in Program Development and implementation	Program solicits input from families to shape and plan the Program and services.	Program’s design supports partnering with families to have an active role in the development and implementation of the program.
Standard FC. 2.1- Program is accessible and welcoming to families.	Program offers services at an accessible place and time convenient to families.	Program is structured to increase accessibility, in order to meet the unique needs of circumstances of families.
Standard FC. 2.2- Program is accessible and welcoming to families.	Program creates a welcoming environment for families.	Program partners with families to develop and maintain a welcoming environment for families, promoting their sense of ownership of the Program.
Standard FC. 3.1- Program conducts outreach to families and sustains constructive relationships with them.	Program provides outreach and information to potential participants.	Program implements an outreach plan for potential participants with intentional strategies and committed resources.
Standard FC. 3.2- Program conducts outreach to families and sustains constructive relationships with them.	Program maintains constructive relationships with families.	Program implements system to sustain constructive relationships with families.
Standard FC. 4.1- Program models family centeredness with staff members and in its administrative practices.	Program demonstrates that it considers the family needs and interests of staff members.	Program Implements policies, procedures, and benefits that address the family needs and family interests of staff members.

FAMILY STRENGTHENING

Utilizing a family strengthening approach to support families to be strong, healthy, and safe, thereby promoting their success and optimal development.

PRINCIPLES OF FAMILY SUPPORT

1. Staff and families work together in relationships based on equality and respect.
2. Staff enhance families’ capacity to support the growth and development of all family members – adults, youth, and children.
3. Families are resources to their own members, to other families, to programs, and to communities.
7. Practitioners work with families to mobilize formal and informal resources to support family development.

STANDARD	Foundational Quality Indicator	High Quality Indicator
<p>Standard FS. 1.1- Program recognizes and affirms families’ strengths and resilience, and is responsive to their concerns and priorities.</p>	<p>Staff members work with family members in relationships based on equality and respect to identify their strengths, resilience, and resources.</p>	<p>Staff members, working with family members in relationships based on equality and respect, <i>implement a formal process</i> to assess and document families’ strengths, resilience, and resources.</p>
<p>Standard FS. 1.1- Program recognizes and affirms families’ strengths and resilience, and is responsive to their concerns and priorities.</p>	<p>Program engages families to identify their concerns, priorities, and resource needs. It links families with service providers, informal supports, or other families to address them.</p>	<p>Program <i>implements a formal process</i> to gather information about families’ concerns, priorities, and resource needs. Program <i>partners with families</i> to set goals. It <i>formally facilitates</i> families’ access to services and activities, and <i>has a system</i> to provide them with follow-up support.</p>
<p>Standard FS. 2.1- Program enhances families’ capacity to support the healthy cognitive, social, emotional, and physical development of their family members.</p>	<p>Staff members can demonstrate an understanding of healthy family development.</p>	<p>Program <i>provides staff members with opportunities to strengthen their knowledge and skills</i> for supporting healthy family development.</p>
<p>Standard FS. 2.2- Program enhances families’ capacity to support the healthy cognitive, social, emotional, and physical development of their family members.</p>	<p>Program shares information with families to support their healthy development.</p>	<p>Program <i>is designed</i> to deliver activities that support the healthy development of families.</p>
<p>Standard FS. 3.1- Program recognizes families as significant resources for their own family members and each other.</p>	<p>Program recognizes the importance of engaging multiple family members and encourages their participation in program activities.</p>	<p>Program <i>designs</i> and provides activities, events, and services that successfully engage multiple family members.</p>

<p>Standard FS. 3.2- Program recognizes families as significant resources for their own family members and each other.</p>	<p>Program facilitates opportunities for families to build social connections with each other for resource sharing and mutual support.</p>	<p>Program <i>facilitates families to create their own opportunities</i> to build social connections with each other for resource sharing and mutual support.</p>
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COMMUNITY STRENGTHENING

Developing a strong and healthy community by working collaboratively with various stakeholders and supporting families’ civic engagement, leadership development, and ability to affect systems change.

PRINCIPLES OF FAMILY SUPPORT

- 5. Programs are embedded in their communities and contribute to the community-building process.
- 6. Programs advocate with families for services and systems that are fair, responsive, and accountable to the families served.

STANDARD	Foundational Quality Indicator	High Quality Indicator
Standard CS 1.1- Program is involved in, and engages families in, the larger community building process.	Program is aware of, and provides families with, information about community issues and activities.	Program <i>has a formal structure</i> involved in addressing community needs and priorities.
Standard CS 1.2- Program is involved in, and engages families in, the larger community building process.	Program connects families to community events that help raise awareness of emerging community needs and assets.	Program <i>formally facilitates the sharing of family voices</i> for community impact.
Standard CS 2.1- Program supports the development of community-based leadership.	Program shares information with families about how to advocate for their needs and priorities.	Program <i>implements a formal structure to partner with families</i> to develop their leadership skills, and to facilitate opportunities for using those skills in the community.
Standard CS 3.1- Program build collaborative relationships with other organizations to strengthen families and communities.	Program is aware of, and works with, other service providers and community organizations to share resources and information.	Program <i>creates formal partnerships</i> with other service providers and community organizations to collaboratively strengthen families and communities.

EVALUATION

Looking at areas of Program strength, as well as areas for further development, in order to guide continuous quality improvement and achieve positive results for families.

PRINCIPLES OF FAMILY SUPPORT

- 8. Programs are flexible and continually responsive to emerging family and community issues.
- 9. Principles of family support are modeled in all program activities, including planning, governance, and administration.

STANDARD	Foundational Quality Indicator	High Quality Indicator
<p>Standard E. 1- Program collects and analyzes information related to program participation</p>	<p>Program tracks program activities, participant characteristics and service utilization.</p>	<p>Program tracks and <i>intentionally analyzes</i> program activities, participant characteristics, and service utilization in relation to its goals, objectives, and community needs. <i>Appropriate program modifications are made as a result.</i></p>
<p>Standard E. 2.1- Program collects and analyzes information related to program quality.</p>	<p>Program utilizes the Standards of Quality for Family Strengthening and Support Program Self-Assessment Tool and other appropriate program assessment tools.</p>	<p>Program conducts an annual self-assessment utilizing the Standards of Quality for Family Strengthening & Support Program Self-Assessment Tool and other appropriate program assessment tools. Program <i>analyzes results</i> to inform program planning efforts, and <i>makes appropriate modifications.</i></p>
<p>Standard E. 2.2- Program collects and analyzes information related to program quality.</p>	<p>Program invites and records feedback regarding program quality from families and other stakeholders, such as service provider partners.</p>	<p>Program <i>analyzes and shares feedback</i> regarding program quality with families and other stakeholders, such as service provider partners. <i>Appropriate program modifications are made as a result.</i></p>
<p>Standard E. 3.1- Program collects and analyzes information related to program outcomes.</p>	<p>Program tracks data on participant and program outcomes.</p>	<p>Program <i>tracks data</i> on participant and program outcomes, and <i>analyzes it in partnership with stakeholders.</i> Information is compiled and <i>used for program modification</i>, accountability to stakeholders, and to inform policy change as needed.</p>
<p>Standard E. 4.1- Program demonstrates that it incorporates evaluation as a core component of programming.</p>	<p>Program has identified key questions to be answered through evaluation.</p>	<p>Program <i>implements an evaluation plan</i> based on key questions that measure progress toward program goals.</p>
<p>Standard E. 4.1- Program demonstrates that it incorporates evaluation as a core component of programming.</p>	<p>Staff members demonstrate a basic understanding of evaluation practices.</p>	<p>Program ensures that <i>staff members receive training</i> to support the <i>integration of evaluation processes into its practices.</i></p>

HOW IT ALL FITS TOGETHER

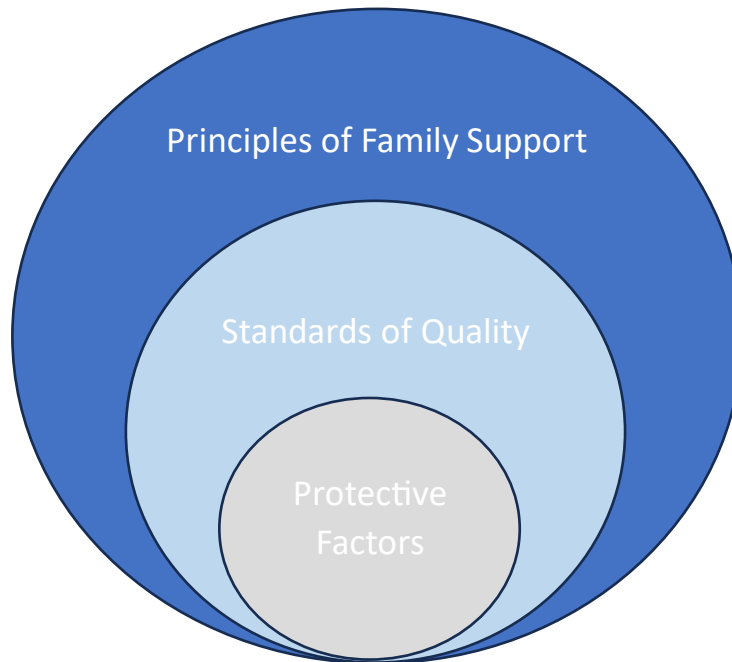
1. **Standards of Quality-** Benchmarks and best practices used to ensure effective, high quality, support for families.
How it connects: These standards lay the foundation for delivering consistent, high-quality services that are aligned with the principles of family support and are designed to build protective factors in families.
2. **Principles of Family support-**These principles guide how agencies engage with families.
How it connects: These principles shape the interactions and practices within programs, ensuring families are treated as partners. When applied effectively they help develop the protective factors in families.
3. **Protective Factors Framework- This framework identified 5 key factors that help families thrive and prevent child abuse and neglect.**
How it connects: Programs that follow the quality standards and principles of family support principles intentionally build these protective factors through their services and interactions. The stronger these factors, the more likely the family will be resilient, healthy, and capable of providing safe environments for their children.

Standards with Principles	Protective Factors
Family Centeredness 1. <i>Staff and families work together in relationships based on equality and respect</i> 9. <i>Principles of Family Support are modeled in all Program activities, including planning, governance and administration.</i>	<ul style="list-style-type: none"> • Parental Resilience • Concrete support in Times of need
Family Strengthening 1. <i>Staff and families work together in relationships based on equality and respect.</i> 2. <i>Staff enhances families’ capacity to support the growth and development of all family members – adults, youth, and children.</i> 3. <i>Families are resources to their own members, to other families, to Programs, and to communities.</i> 7. <i>Practitioners work with families to mobilize formal and informal resources to support family development.</i>	<ul style="list-style-type: none"> • Parental Resilience • Social Connections • Concrete Support in Times of Need • Knowledge of Parenting and Child Development • Social and Emotional Competence of Children
Community Strengthening 5. <i>Programs are embedded in their communities and contribute to the community-building process.</i> 6. <i>Programs advocate with families for services and systems that are fair, responsive, and accountable to the families served.</i>	<ul style="list-style-type: none"> • Social Connections • Concrete Support in Times of Need
Evaluation 8. <i>Programs are flexible and continually responsive to emerging family and community issues.</i> 9. <i>Principles of family support are modeled in all Program activities, including planning, governance, and administration.</i>	<p><i>This Section aligns with the Strengthening Families Framework and Approach because building the Protective Factors leads to positive outcomes for children and families.</i></p>

Summary:

- Standards of Quality define what effective support looks like
- Family support principles define how to provide that support in a respectful, empowering way
- The Protective factors Framework identifies why this support is crucial- because it strengthens families and prevents crisis or harm.

Together they create a holistic, strengths-based approach to promoting child and family well-being.



Family Resource Center Certification Checklist

Step 1- Threshold Eligibility

- Threshold Eligibility Considered by Family Support Network, including Community Foundations of Snohomish County, Snohomish County certified FRC's, and Snohomish County Human Services.
- Applicants must meet all threshold eligibility requirements to be considered for certification. Threshold eligibility will be considered by the Family Support Network.
- Agency being considered for certification must complete the Threshold Eligibility form and return to Community Foundations of Snohomish County.
- FRC Network Votes

Step 2- Quality of Standards and Family Support Principles Portfolio Presentation

- Programs must demonstrate they meet **Foundation Quality Indicators** on all Standards of Quality for family strengthening and support to be considered for certification.
- Each of the Standards of Quality for Family Strengthening and Support must include a short narrative or example on how the program is currently meeting that standard. **Narrative should not exceed 100 words for each standard.**

Step 3- Site Visit

- Site Visits completed by
 Executive Director of existing FRC _____
 Frontline Staff of existing FRC _____
 Client of existing FRC _____
 Snohomish County HSD Staff _____

STEP 1-
THRESHOLD ELIGIBILITY FORM

Organization Name:

Contact Name and Title:

Contact Email and Phone:

Threshold eligibility requirements:

1. At least 12 months experience providing programs or services using the Principles of Family Support.

Please provide dates of service:

2. Physical location within Snohomish County.

Please provide physical address:

3. Offer a minimum 15-20 fixed, regular hours a minimum of 3 days per week.

Please provide fixed, regular days and hours you provide service:

4. By checking this box you agree you have a documented anti-discrimination policy that is adhered to by staff, board and volunteers and available on request.

5. By checking this box you agree you operate with a 501(c)(3) status, equivalent non-profit status or general purpose local government. **EIN Number:** [Click or tap here to enter text.](#)

Snohomish County Family Resource Center Network Accountability Statement:

As a Family Resource Center Network, we are accountable to serving the children, families and communities of Snohomish County. We commit to:

- Centering Families:** Ensuring that the voices, strengths, and needs of families guide our collective priorities and actions.
- Transparency:** Sharing our goals, progress, and challenges openly with families, partners, funders, and network colleagues.
- Collaboration:** Working together and attending monthly network meetings, network events to align resources, strategies, and practices that advance family and community well-being.
- Continuous Learning:** Using data, evaluation and family feedback to improve services and outcomes.
- Community Service:** We provide culturally responsive resources, programs, supports and connections to the individuals and families we serve.

We hold ourselves to these commitments so that our work builds trust, strengthens relationships, and advances lasting impact across our community.

Agency _____

Name and Title _____

Signature _____

Date _____

¹Threshold Eligibility Review Checklist: To be completed by Reviewer

Agency Name: _____

Organization Information

- Organization name confirmed
- Contact name and title confirmed
- Contact email and phone provided

¹ Updated January 2026

Eligibility Criteria**1. Experience Requirement**

- Organization demonstrates at least 12 months of experience providing programs or services aligned with the principles of family support
- Dates of service provided

Reviewer Notes:**2. Physical Presence**

- Organization has a physical location within Snohomish County
- Address provided and verified

Reviewer Notes:**3. Service Availability**

- Organization offers a minimum of 15-20 fixed, regular hours per week
- Services available at least 3 days per week
- Fixed days or hours provided

Reviewer Notes:**4. Anti- Discrimination Policy**

- Organization confirms it has a documented anti- discrimination policy
- Policy applies to staff, board and volunteers
- Policy is available upon request

Reviewer Notes:**5. Non-Profit Status**

- Organization confirms operation as a 501c3 or equivalent non-profit
- EIN Number provided and verified

Reviewer Notes:

Recommendation

- Approval to move forward with certification- All threshold eligibility criteria met
- Denial to move forward with certification- Criteria not fully met (specify below)

Comments/Rationale:

Reviewed By (Name, Agency, Title)

Date

Signature

<p>STEP 2- PORTFOLIO PRESENTATION QUALITY STANDARDS</p>
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Organization Name:

Family Resource Center:

Contact Name and Title:

Contact Email and Phone:

Goal: To demonstrate how your organization is putting the Standards of Quality for Family Strengthening and Support into practice in a real-world family- and community- centered way.

Initial Certification Presentation Expectations:

Each FRC will prepare a visual or verbal narrative presentation that includes the following sections, grounded in stories, data and documentation.

Ongoing/ Re- Certification Expectations:

These items can be shared during network meetings, monitoring or in a formal presentation

- Provide a high level of core programs (Done through participation at network events such as monthly network meetings)
- Who you were when you certified, who you are now, and lessons learned since last certification
- What has changed, what is the same, what has been a challenge
- Opportunity for support and training

FAMILY CENTERDNESS: Working with a family-centered approach that values and recognizes families as integral to the Program.

Demonstrate how your FRC:

- Partners with families in goal setting and decision making
- Provide individualized support based on family voice and strengths
- Practices two generation and whole family approaches
- Offers accessible communication and trauma informed services

Sample Evidence:

- Sample intake or goal plan forms
- Testimonial from families
- Calendar of family led activities
- Examples of adaptations based on family feedback

FAMILY STRENGTHENING: Utilizing a family strengthening approach to support families to be strong, healthy, and safe, thereby promoting their optimal development.

Demonstrate how your FRC:

- Builds on protective factors (e.g social connections, concrete supports, resilience)
- Offers parenting support, education, and leadership opportunities
- Encourages family self-advocacy and long-term stability
- Maintains trust-based relationships over time

Sample Evidence:

- Program flyer or curriculum summaries
- Outcomes or evaluation reports
- Family leadership involvement or co-design examples
- Description of key partnerships that strengthen family resources

COMMUNITY STRENGTHENING: Developing a strong and healthy community by working collaboratively with various stakeholders and supporting families' civic engagement, leadership development, and ability to affect systems change.

Demonstrate how your FRC:

- Strengthens neighborhood and community connections
- Hosts inclusive events and gathering spaces
- Facilitates partnerships with schools, agencies and local leaders
- Acts as a trusted connector or "hub" within the community

Sample Evidence:

- Event flyer or outreach campaigns
- Partnership map or MOU
- Data on attendance/engagement
- Stories of community led initiatives or collective action

EVALUATION: Looking at areas of Program strength, as well as areas for further development, in order to guide continuous quality improvement and achieve positive results for families.

Demonstrate how your FRC:

- Collects and uses family feedback and data to improve services- any changes in family willingness
- Reflects regularly on what’s working and what’s not
- Shares outcomes with families and the broader community
- Participates in continuous quality improvement with that network

Sample Evidence:

- Surveys or listening session summaries
- Logic model or theory of change
- Examples of service or strategy improvements based on data
- Annual report or impact summary

Things to consider:

- Include visuals, quotes, diagrams, videos or survey examples
- Include community voice
- Be reflective, share not only strengths, but areas of opportunity for growth.

**STEP 3-
SITE VISIT QUESTIONS**

Standards of Quality/ Principles of Family Support Site Visit Questions
<p>Family Centeredness</p> <p>Center</p> <p>What are some of the ways that family-centeredness influences your services?</p> <p>Given your history as an organization, how do you remain responsive to the evolving needs of families? Specifically, in the context of present circumstances or variability of available resources over time?</p> <p>Family</p> <p>How has (X) organization provided you/your family with concrete support in times of need?</p>
<p>Family Strengthening</p>

Center

What training and support (to whom) do you provide to overcome or address the cultural, community, geographical challenges for the community you serve?

What, if any, new tools or skills have you gained from the services or supports received through this center?

Family

Have you gained new tools or skills because of the services or supports you received at this center?

How have services and supports received impacted your life or well-being (e.g., less daily stress)?

Community Strengthening

Center

How does your FRC engage families and community members in planning, designing and or making decisions about programs?

Please share an example of a recent event or initiative that built community connections.

Family

Tell us about an opportunity, if any, that you have had to meet or connect with other families through this FRC's programs or events.

Tell us about an opportunity, if any, that you have had to volunteer, lead an activity or be part of a family advisory group or committee.

Evaluation

Center

What family needs does your FRC struggle to meet?

What challenges have you encountered in evaluating the effectiveness of your FRC?

Do you get feedback from families, and if so how, that leads you to alter services or develop new skills?

What is one change that you have made based on received feedback?

Family

How has/your family's life been improved by working with the X organization?

Resources

National Family Support Network- [NFSN | Standards of Quality](#)

FRC Certification Summary Report

Snohomish County FRC Network

Confidential Report Prepared by the Certification Review Panel

FRC Information

FRC Name: _____

Review Date: _____

Review Panel Members: _____

Overall Observations

_Provide a short narrative summarizing the review panel’s overall impression.

Strengths

-

Improvement Areas & Recommendations

Domain Summary

Standards of Quality	Comments
Family Centeredness	

Family Strengthening	
Community Building	
Evaluation & Continuous Learning	

Certification Status

- Certified
- Provisionally Certified (Improvement Plan Required)
- Not Yet Certified

Next Steps

- Your certification is valid through: [Date – 1 year from review]
- Continue to engage with FRC Network

Reviewer Signatures

Name	Role	Signature	Date
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INTENT TO RE-CERTIFY FORM

Organization Name: _____

Primary Contact – Name & Title: _____

Contact Email & Phone: _____

Re-Certification Intent Requirements

1. Continued Physical Presence
Please confirm your current physical address:
2. Service Hours
Please list your regular days and hours of service:
3. Anti-Discrimination Policy
 By checking this box, you confirm your organization continues to maintain a documented anti-discrimination policy adhered to by staff, board, and volunteers.

4. Organizational Status

By checking this box, you confirm your organization continues to operate as a 501(c)(3), an equivalent non-profit, or general purpose local government.

EIN Number: _____

5. Intent to Move Forward

Please describe why your organization is seeking re-certification and what goals or improvements you hope to achieve in the next certification period: