

Category	Evaluation Criteria – Standard for Acceptance
5. Whistleblower Policy	<ul style="list-style-type: none"> • The policy protects employees who report inappropriate behavior from retaliation. • All employees are made aware of the Whistleblower Policy through orientation or ongoing training opportunities. • The policy is readily accessible to all employees (e.g., website, employee handbooks, and training materials).
6. Plan for Safeguarding Financial Information	<ul style="list-style-type: none"> • The plan includes an up-to-date business impact analysis. • Critical processes are documented and included in the plan.
7. Cost Allocations	<ul style="list-style-type: none"> • The description details the process that will be used to ensure that expenses incurred in operating the agency, and revenues received, can be specifically tracked to agency programs. • Include a description of the process used to ensure only allowable directly charged and allocated expenses, as defined by NYSED, will be claimed for reimbursement.

CHARACTER AND COMPETENCE REVIEW

(A public school district, board of cooperative educational services, State agency or municipality is not required to complete this section of the application.)

Assessment of the character and competence of an applicant is based upon experience and past performance in operating a special education or related services program including records of violations, if any, and whether a substantially consistent high level of care was maintained. Applicants without experience in education services are evaluated based on compliance with laws and practices pertinent to their professional experience.

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Disclosures	<ul style="list-style-type: none"><li data-bbox="474 636 1443 814">• Information is provided for each owner/chief executive officer (CEO)/administrator <u>and</u> for additional individuals who may, in practice, fulfill the role and responsibilities of a Chief Administrator or a portion of those duties (e.g., Co-director, Assistant Executive Director, etc.).<li data-bbox="474 814 1443 951">• There are no affiliations with community service, philanthropic endeavors, human service facility(ies) or vendors which would present a conflict of interest in the operation of the proposed program.<li data-bbox="474 951 1443 980">•

GOVERNANCE AND INTERNAL C

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7. Residence(s) of the Executive Director and Other Director-level Staff	<ul style="list-style-type: none"> • Director-level staff reside within a reasonable geographic distance from the proposed program administrative and instructional/evaluation sites. • Reasonable distance generally indicates a commute time of less than one hour; however, determinations will be made on a case-by-case basis based on circumstances such as geographic area and transportation situations/options.
8. Internal Controls	<ul style="list-style-type: none"> • Provision of internal controls is clearly described and includes: <ul style="list-style-type: none"> ○ Ensuring a quality control environment; ○ Performing a risk assessment; ○ Designing effective policies and procedures; ○ Providing clear communication throughout the agency; and ○ Conducting ongoing monitoring of policies and procedures. • Internal controls include both preventive control activities (i.e