Proposal Checklist

**Applicant:**

**Program:**

This optional form is to help you complete your proposal packet before submission. Please do not submit this form with your proposal. A complete application will consist of the following:

1. Letter of Submittal (only submit one original with the following)

# These items, attached to this Exhibit, must be signed and included with your Letter of Submittal:

* + Letter of Submittal
	+ Certifications and Assurances
	+ Certification Regarding Lobbying
	+ Certification Regarding Drug-Free Workplace Requirements
	+ Certification Regarding Debarment
	+ General Terms and Conditions

# Please attach the following additional items to your Letter of Submittal:

* + Agency Mission Statement
	+ Resume of Executive Director and Finance Officer
	+ Current organizational chart
	+ Current roster of the Board of Directors, including the Board Members affiliation
	+ IRS determination letter (If **not** on file at ALTCEW)
	+ Copy of the most recent audit or certified financial statement (If **not** on file at ALTCEW)
	+ Agency Business License
	+ Agency Professional Insurance Coverage (Include titles of persons bonded, if any)
	+ ADA Compliance Date and Current Policy
	+ Minority and Women Owned Business Certification, if applicable
1. Technical Proposal
	* Complete response to Technical Proposal section
	* Program Staffing Form (Excel) – TA-4.1
	* Key Program Personnel Form (Excel) – TA-4.2
	* Quantitative Objective Form (Excel) – TA-5
	* Resume of Program Director
	* Brief Job Descriptions Key Personnel
	* Copy of agency Client Grievance Procedure
	* Proposed Subcontract Document, if applicable (does not include use of vendors)
2. Budget Proposal
	* Complete response to Budget Proposal Section
	* Revenue and Expenditures (Excel) – BP-1
	* Revenue and Expenditures Narrative (Excel) – BP-2 and BP-3
	* Indirect Cost Plan, if applicable
3. Electronic Version of Proposal
	* Sent by email to Erin.Williams@dshs.wa.gov