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](mailto:Erin.Williams@dshs.wa.gov)