

**2017 Homeless Investments Request for Proposal  
Application Checklist**

This optional checklist is to help you ensure your application is complete prior to submission. Please do **not** submit this form with your application.

**HAVE YOU....**

- Completed the Application Cover Sheet?**
- Completed the Agency Application?**
- Completed a Project Application packet for each unique project your agency is applying to – including budget documents and narrative?**

**Reminder** – Only one completed Agency Application is required per applicant. One completed Project Application is required for each proposed project. For example, an applicant applying for three projects would submit one Agency Application and three Project Applications.

- If applicable, Completed the Capital Determination of Eligibility Application?**
- Attached the following supporting documents?\***
  - Agency budget for 2017
  - Roster of your agency’s current Board of Directors
  - Minutes from your agency’s last three Board of Directors meetings
  - Current verification of nonprofit status or evidence of incorporation or status as a legal entity
  - If your agency has an approved indirect rate, have you attached a copy of proof that the rate is approved by an appropriate federal agency or another entity?

*\*These documents do not count against the page limits for the Agency Application or Project Applications.*

- Registered your DUNS number in The System for Award Management (SAM)?** See Appendix F for more information. A DUNS number is required to receive federal funds. Because a portion of funding in the Homeless Investments RFP is from federal fund sources, applicants awarded those funds must have a DUNS number registered in order to receive federal funds.

All applications are due to the City of Seattle Human Services Department by **4:00 p.m. on Tuesday, September 5, 2017.** Application packets received after this deadline will not be considered. See Section X of the Guidelines and Application Information for submission instructions.

**AFTER MINIMUM ELIGIBILITY SCREENING AND DETERMINATION OF A COMPLETED APPLICATION**

If HSD does not already have them on file, any or all of the following documents may be requested after applications have been determined eligible for review and rating. Agencies have four (4) business days

## APPENDIX H – APPLICATION CHECKLIST

from the date of written request to provide requested documents to the Homeless Investment RFP coordinator:

1. A copy of the agency's current fiscal year's financial statements reports, consisting of the Balance Sheet, Income Statement and Statement of Cash Flows, certified by the agency's CFO, Finance Officer, or Board Treasurer.
2. A copy of the agency's most recent audit report.
3. A copy of the agency's most recent fiscal year-ending Form 990 report.
4. A current certificate of commercial liability insurance. Note: if selected to receive funding, the agency's insurance must conform to MASA requirements at the start of the contract.