



Core Documents

The following core documents must be submitted electronically to the proposer’s FileShare account. **Failure to submit any of these documents with a proposal may result in ineligibility of the proposal.** If you have intentionally left an attachment out of the proposal, please submit an electronic document using the following language: “[Document Name] - Intentionally Left Blank”. Include the explanation of why the attachment is not relevant to your proposal in this document and upload to the FileShare folder designated for this document.

CORE DOCUMENTS	
✓	ADA and ADAAA Policy and Procedures for compliance with applicable provisions of the Americans with Disabilities Act (ADA) and American with Disabilities Act Amendments Act (ADAAA) and any reasonable accommodation process in place for persons with disabilities (for employees, program participants, and the public)
✓	Articles of Incorporation, including any amendments, and by-laws
✓	Audited financial statements, including if required, OMB A-133 Single Audit (last 2 fiscal years or written explanation as to why no audit was conducted)
✓	Board of Directors/Trustees List <ul style="list-style-type: none"> • If applicable for HUD direct grants, indicate homeless or formerly homeless person sitting on board (HUD regulation SEC 416 [42 USC 11375]d)) • If applicable, list of Audit Committee members and charter (SB 1262, the Nonprofit Integrity Act of 2004)
✓	Business License(s) from applicable City and or County jurisdictions. Varies based on location of proposed program. If no business license for proposed jurisdiction, explanation is required.
✓	California Active Business Entity – Print out of Proof of Active status at kepler.sos.ca.gov or CA Certificate of Good Standing (no more than 6 months old)
✓	Facilities Documentation, including documentation of site control for proposed site(s) to be operated as defined in the Definitions section of this RFP, Certificates of Occupancy, for all proposed sites to be operated, or letter of intent for proposed sites, including any Conditional Use Permits (CUP) if applicable. Required Floor Plans of facility and Evacuation Plans as detailed in the Facility Section of this RFP.
✓	Conflict of Interest Policy
✓	Core Document Certification: http://www.lahsa.org/filesshare_reports
✓	Cost Allocation Plan for organizations receiving funding from multiple sources (private and governmental)
✓	Executive Leadership/Senior Management Team (Resumes or Short Biographies)
✓	Fiscal Policies and Procedures (Complete, including internal controls and all funding, financial, and cash management activities)
✓	Grievance Policy (for participant complaints/problems/grievances)
✓	Insurance - Evidence of Current General Liability and Workers Compensation Insurance (Organization-wide and project specific as applicable)
✓	IRS tax exempt status (determination (501(c)3 letter) and printout of current proof of active non-profit status from www.irs.gov/Charities-&-Non-Profits/Search-for-Charities
✓	IRS Form 990 (Most recent fiscal year or written explanation why form was not filed with the IRS. Required for non-profits, not required for government entities) Can be provided electronically if available from www.oag.ca.gov/charities or at Guidestar.org (Please check and provide location of file)
✓	Proposer Involvement in Litigation and/or Contract Compliance Certification: http://www.lahsa.org/filesshare_reports
✓	Nepotism Policy
✓	Organization Budget Current Board-Approved. (Include evidence of board approval)

✓	Organizational charts as follows: <ol style="list-style-type: none"> 1. Organization-wide including all departments/programs, include where proposed program. 2. Administration 3. Proposed Program 4. Collaborative
✓	Other applicable business licenses or certifications (e.g. Childcare)
✓	Other Documents (e.g. Annual Report, if applicable, DBA Fictitious Business Name, if applicable)