

**KING COUNTY REGIONAL HOMELESSNESS AUTHORITY (KCRHA)
 MINIMUM ELIGIBILITY REQUIREMENTS CHECKLIST**

The KCRHA recognizes that the competitive procurement process may present a barrier for some service providers that must simultaneously demonstrate organizational capacity and program qualifications. To support organizations with the preparation and organization of their registration documents, KCRHA has outlined a list of documents that are required to be minimally eligible to contract with KCRHA.

The checklist below lists the documents you must submit before receiving funding.

MINIMUM ELIGIBILITY REQUIREMENT	SUPPORTING DOCUMENTATION	COMPLETE
Applicant must be incorporated as a Washington State, private non-profit corporation .	Certificate of Incorporation	<input type="checkbox"/>
Note: Applicant must be granted 501(c)(3) tax-exempt status.	KCRHA confirms the status via the IRS website .	<input type="checkbox"/>
OR a Federally or Washington State-recognized Indian tribe.	Federal or State Registry listing	<input type="checkbox"/>
OR a public corporation or other legal entity established per R.C.W. 35.21.660 or 35.32.730 (public corporation, commission, or authority).	Authorizing documents such as an interlocal agreement, legislative act, or ruling, etc.	<input type="checkbox"/>
AND		
Applicant must be in good standing 12 months before and on the date of application for pre-certification.	Certificate of Existence	<input type="checkbox"/>
Applicant must have a Federal Tax Id number / employer identification number (EIN)	EIN Registration Confirmation from the IRS.	<input type="checkbox"/>
Applicant must have Washington State Business License (UBI#) and Seattle Business License (as applicable), and pay taxes as required by the laws of those jurisdictions.	Copy of Business License(s)	<input type="checkbox"/>
Applicant must not be presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from competing for funding opportunities by any Federal, State, or local department or agency.	KCRHA Certification of Non-debarment	<input type="checkbox"/>
Applicant must have an active System for Award Management (SAM) registration on Sam.gov and an active Unique Entity ID number (UEI).	Proof of active SAM registration and UEI number .	<input type="checkbox"/>

**King County Regional Homelessness Authority (KCRHA)
Certification of Non-Debarment and Suspension**

A. Definitions.

The terms covered transaction, debarred, suspended, ineligible, primary or lower-tier covered transaction, Contractor, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549, as codified in [48 CFR Part 9 Subpart 9.4](#)

B. Instructions.

This certification or an attached explanation (as applicable) will be considered in connection with the KCRHA's determination of whether to contract with an Organization.

If the Organization is unable to certify any of the statements in this certification, you should attach an explanation.

An Organization's inability to provide the certification required below will not necessarily result in the denial of your application. However, failure to furnish a certification or an explanation will disqualify Organization from participation in current funding opportunities.

C. Certifications.

1. Organization hereby certifies that to the best of its knowledge and belief that Organization and its principals:
 - a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal, State, or local debarment or agency;
 - b) Have not within three years preceding this application, been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification, or destruction of records, making false statements, or receiving stolen property;
 - c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with the commission of any of the offenses listed in paragraph (1)(b) of this certification; and
 - d) Have not within three years preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.

2. Organization hereby acknowledges this certification is a material representation of fact upon which reliance is placed when the KCRHA determines whether to contract with the Organization. If it is later determined that the Organization knowingly rendered an erroneous certification, in addition to other remedies available to the KCRHA (including but not limited to suspension and/or debarment), the KCRHA may terminate any existing contract or transaction for cause of default.

3. Organization hereby agrees to provide immediate written notice to the KCRHA if at any time the Organization learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. Organization agrees that by submitting this certification, Organization will not knowingly enter into any covered transaction with a person or entity who is debarred, suspended, declared ineligible, or voluntarily excluded from participation, using fund awards received from the KCRHA, unless previously authorized by the KCRHA.
5. Organization may rely upon a certification of non-debarment and suspension provided by a person or entity unless it knows that the certification is erroneous. Organization may decide the method and frequency it determines the eligibility of its principals. Each principle may but is not required to check the [Non-procurement List](#).
6. Nothing contained in the foregoing shall be construed to require the establishment of a system of records to render in good faith the certification required by this clause. The knowledge and information of Organization or its principal is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
7. Except for transactions authorized under paragraph 5, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation, in addition to other remedies available to the KCRHA (including but not limited suspension and/or debarment), the KCRHA may terminate the transaction for cause of default.

Acknowledgment. By signing and submitting this certification, the Organization certifies, agrees to, and acknowledges the provisions as stated above.

Organization Name	Date
Signature of Authorized Certifying Official	Title