

	Reimbursement for services	Collect and submit required reports	501(c)(3)	Fiscal Sponsor	Audit per RCW 19.09.541	Generally Accepted Accounting Principles (GAAP)	City business license	Gen. Liability Insurance = \$1M/occurrence; \$2M aggregate	Professional Insurance = \$1M	Auto \$1M/accident Stop gap/employers \$1M	Non discrimination policy	Additional Requirements
Auburn	x	x	By the time the application period closes.	If not a 501(c)(3), by the time the application period closes.	x	x	x	x	x	x	x - Required Agency Upload	Upload the "Required City Supplemental Questions" document to Share1App with Auburn's section completed. Late applications will not be accepted for consideration.
Bellevue	x	x	Must have by the time the application period opens	If no 501(c)(3), must have by the time the application period opens	x - see additional requirements.	x - see additional requirements.	x	x	Only required for professional services such as medical	x x	x	Must have provided services to Bellevue residents for at least 12 months; must have the previous year's 990 as required by the State of WA for non-profit status; organizations whose budgets are under \$1M are required to at minimum have their financial statements reviewed annually by an independent third-party
Burien	x	x	Must have by the time the application period opens	Must have by the time the application period opens	x	x	x	x	Only required for professional services such as medical	x	x	Upload the "Required City Supplemental Questions" document to Share1App with Burien's section completed. Applicants must upload no more than one written page that identifies the Results their programs/services address, the strategies they will use to address those Results, and how the agency will implement those strategies. The list of Results/Strategies can be found in the supplemental and on the City of Burien website. Late application and uploads not accepted.
Covington	x	x	x		x	x	x	x			x	
Des Moines	x	x	x		x	x		x			x	

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Federal Way	x	x	Must have by the time the application is submitted	If no 501(c)(3), must have by the time the application is submitted	x	x	x	x	Only required for professional services such as medical	x x	x - Required Agency Upload	Upload the "Required City Supplemental Questions" document to Share1App with Federal Way's section completed. Late applications will not be accepted for consideration.
Issaquah	x	x	Must have by beginning of contract	If no 501(c)(3), must have in place by beginning of contract	x	x	x	x		x	x	Emergency plan required for agencies providing critical services, with budgets over \$500K
Kenmore	x	x			x	x	x	x			x	
Kent	x	x	Must have by the time the application is submitted	Must have by the time the application is submitted	x	x	x	x		x	x - Required Agency Upload	Late application and uploads not accepted.
Kirkland	x	x	Must have 1 year prior to beginning of contract	Must have in place 1 year prior to beginning of contract	x	x	x	x		x	x	
Redmond	x	x	Must have by beginning of contract		x	x	x	x	x		x	

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Renton	x	x	Not required. Must be registered as a non-profit with the Secretary of State.	Not required. Must be registered as a non-profit with the Secretary of State.	x	x	x	x		x		Upload the "Required City Supplemental Questions" document to Share1App with Renton's section completed. Late application not accepted
Sammamish	x	x	Must have by the time the application period opens	If no 501(c)(3), must have by the time the application period opens	x	x		x		x	Must comply with all applicable federal, state and local laws prohibiting discrimination	
SeaTac	x	x	x		x	x	Must have by the time the application period opens	x			x	
Shoreline	x	x	Not a firm requirement	Contact the City	x	x	x	x	x	x	x	Background checks required for staff working directly with vulnerable populations
Tukwila	x	x	Must have by the time application period opens	Must have by the time application period opens	x	x	x	x	x		x	No part of a late application will be accepted (including charts with errors). Must be able to provided addresses (street address only, no unit #, or personal identifiers) of Tukwila residents served.

*unless otherwise specified these requirements must be met by the time of contract.