

MOU Document Requirements for ATR Ohana

Please note: ALL required documents will need to be turned in as part of the application packet. IF ANY of the required documentation is **not turned in, the application packet will be considered **“incomplete”** and will not be processed until the missing documents are turned in to ADAD ATR.**

	Completed ATR Ohana Application Form
	Proof of General Excise Tax License (GET)
	Proof of Federal Employer Identification Number (E.I.N.); or
	Copy of Social Security Card (verifying Social Security Number for “Individual” applicant)
	Copy of Driver’s License (as proof of identity for “Individual” applicant; or for agency staff proposing to transport ATR Ohana clients as part of ATR Grant funded services)
	Copy of automobile insurance (for agency vehicles or staff vehicles proposed to transport ATR Ohana clients as part of ATR Grant funded services)
	List of board of directors or governing body members (where applicable)
	State and Federal Tax Clearance Forms (recent, within 30 days of submitting completed application packet)
	Proof of General Liability Insurance (must be current with \$1 Million/\$2 Million policy limits. Must be updated prior to expiration of policy. Expired policy documents must be replaced with current documents within 10 business days of expiration date. Failure to do so will result in suspended capacity to bill for ATR Grant funded services until documentation proving coverage is delivered to ADAD ATR staff. Claims for payment for ATR Grant funded services delivered during periods when coverage has lapsed will be disallowed.
	Occupancy and/or zoning permit from the local government (where applicable)
	Proof of Viability as a business during the previous year (ONE of the following would prove business viability)
	Copies of current lease and one year of paid receipts in the agency’s name
	Fiscal records for the most recent previous year
	Annual Report
	End of year balance sheet for the most recent previous year
	Recognition in public documents
	Organization’s Mission Statement
	Organization’s Policies and Procedures
	Organization’s Code of Ethics
	List of Staff Members with direct contact with clients, including:
	Conduct a criminal history record check for any person who is employed or volunteers in an administrative or program position which necessitates close proximity to clients. The Provider shall have a written plan for addressing any findings that result from the criminal history record check. A copy of the criminal history record check shall be placed in the employee’s or volunteer’s personnel file and shall be available for review.
	Copies of negative screen for Child Abuse and Neglect Central Registry. (Individuals with a positive record in the Child Abuse and Neglect Central Registry will not be approved for direct services with youth enrolled in ATR Ohana; with minor siblings or children of the client; with others below the age of emancipation; or with adults who may be experiencing developmental or cognitive delays or disabilities. Request for individuals with a positive Central Registry history to have direct contact with adult ATR Ohana clients or family members will be reviewed by ADAD ATR staff, and may require approval from Attorney General’s office.)
	List of staff members that presently have current certification for CPR, First Aid and/or Water Life Saving and dates of expiration. Minimum requirement is at least one agency staff with CPR/First Aid certification on premises when any ATR Ohana client is present. Minimum requirement is at least one agency staff with Water Life Saving certification is present when ATR Ohana clients are participating in services in or on the water.
	Any change in staff serving ATR Ohana clients that occurs during the application process, or during the period of service covered by the MOA, must be reported to ADAD ATR staff immediately in writing.
	Proof of successful completion of all required ATR Ohana training for any agency staff with direct client contact prior to activation of the MOA.
	Copies of service curriculum (upon request)