

## ATTACHMENT A: Comprehensive AE Submission Summary Checklist

**Directions:** Please use the following checklist to ensure application attachments are correctly submitted. Please make sure to indicate on checklist where documents and attachments can be found in the right-hand column for final submissions. Please submit checklist with completed application.

Disclaimer note: This document is meant to provide a brief checklist and Applicants should consult the application for full descriptions of required documentation, templates and associated attachments. It is the responsibility of the Applicant to submit a complete application with their technical proposal.

Documentation Description	Summary Documentation/Templates/Attachments	Completed (✓)	If completed, where document/attachment can be found in application submission (e.g., Pg. 2-3)
<b>Letter of Transmittal Section 2.1</b>	<ul style="list-style-type: none"> <li>Letter describing intention to be certified as a Comprehensive AE</li> <li>Provide legal name and brief description for any provider organizations (partner providers, affiliate providers and associate providers)</li> </ul>		
<b>Experience and References Section 2.2</b>	<ul style="list-style-type: none"> <li>Briefly identify any current or prior contracts held by the applicant which include risk on total cost of care, shared savings, or other risk-based contracts</li> <li>Provide at least three (3) references of partners or affiliates experienced in working with the Applicant.</li> </ul>		
<b>Attachment B: Assurances and Attestations</b>	<ul style="list-style-type: none"> <li>Assurances and Attestations Documentation. Assurances must be handwritten.</li> </ul>		
<b>Attachment C: Proposal Narrative and Associated Documents</b>	<ul style="list-style-type: none"> <li>Respond to all questions in the Proposal Narrative Template.</li> <li>For each document attached to support a response to a Proposal Narrative question, please note the name of the file and the page number where the referenced document can be found.</li> </ul>		
<b>Attachment D: Excel Application Tool Template</b>	<ul style="list-style-type: none"> <li>Please complete all tabs in the Excel Application Tool Template</li> </ul>		

<b>Required Documentation from Attachment D</b>	<ul style="list-style-type: none"> <li>Organizational bylaws</li> </ul>		
<b>Required Documentation from Attachment D</b>	<ul style="list-style-type: none"> <li>Articles of Incorporation</li> </ul>		
<b>Required Documentation from Attachment D</b>	<ul style="list-style-type: none"> <li>Dates and times of three most recent Board of Directors meetings</li> </ul>		
<b>Required Documentation from Attachment D</b>	<ul style="list-style-type: none"> <li>Board of Directors meeting minutes (optional)</li> </ul>		
<b>Required Documentation from Attachment D</b>	<ul style="list-style-type: none"> <li>Statement of Purpose/Mission Statement</li> </ul>		
<b>Required Documentation from Attachment D</b>	<ul style="list-style-type: none"> <li>Bylaws setting forth Board of Directors membership and voting rights</li> </ul>		
<b>Required Documentation from Attachment D</b>	<ul style="list-style-type: none"> <li>Documentation of sole authority to make binding decisions re: distribution of savings/loss (Single Entity Applicants only)</li> </ul>		
<b>Required Documentation from Attachment D</b>	<ul style="list-style-type: none"> <li>Identification of sub-committees (integrated care, quality oversight, finance)</li> </ul>		

<b>Required Documentation from Attachment D</b>	<ul style="list-style-type: none"> <li>• Quarterly dashboards</li> </ul>		
<b>Required Documentation from Attachment D</b>	<ul style="list-style-type: none"> <li>• Compliance Officer Job Description</li> </ul>		
<b>Required Documentation from Attachment D</b>	<ul style="list-style-type: none"> <li>• Charter for the Community Advisory Committee</li> </ul>		
<b>Required Documentation from Attachment D</b>	<ul style="list-style-type: none"> <li>• Minutes from the most recent two meetings of the Community Advisory Committee</li> </ul>		
<b>Required Documentation from Attachment D</b>	<ul style="list-style-type: none"> <li>• Documentation of Conflict of Interest Provisions</li> </ul>		
<b>Required Documentation from Attachment D</b>	<ul style="list-style-type: none"> <li>• Completed audit if available</li> </ul>		