

**Please complete the following checklist to ensure your application package is complete upon submission.** Your application package must include the following:

- Completed General Provider Information** – Exhibit 1
- Completed Service Selection Table** – Exhibit 2
- Current Business License** – Refer to Service Selection Table (Exhibit 2) for required licensure
- Current Certificate of Insurance** – must include all required insurance policies at the levels specified in the Request for Applications (RFA) and Provider Agreement. See pages 4-7 of the RFA for additional details.
  - **Workers' Compensation and Employer's Liability Insurance** is required for all providers and no owner or officer may be excluded
  - **Commercial General Liability Insurance with a Sexual Abuse and Molestation Endorsement** is required for all providers (ERS providers that will not be entering client homes may be exempt from the Sexual Abuse and Molestation Endorsement requirement)
  - **Professional Liability Insurance** is required for providers of the following services: Registered Nurse, Licensed Practical Nurse, and Fiscal Intermediary services
  - **Commercial Auto Liability Insurance** is required for all providers except ERS providers who will not be operating vehicles while providing services (including travel to and from client homes)

IMPORTANT NOTE: All certificates of insurance must list Salt Lake County as an additional insured (except professional liability insurance):

Salt Lake County  
2001 South State Street  
Salt Lake City, Utah 84190

- Current Professional License** based on your service selection in Exhibit 2
- Current Federal Communications Commission Certification** based on Exhibit 2
- Continuity of Operations (“COOP”)/Emergency Plan**
- Company Brochure**
- Completed Provider Application Checklist** – Exhibit 7