

EXHIBIT C

All submissions shall arrive no later than 5pm on the due date to be considered on time. All deliverables with a submission date that falls on a weekend or holiday will be considered due on the next working day after the due date. All hard copy and electronic submissions shall be sent to the DSHS contract manager unless otherwise noted in the contract provisions.

**Submission type:**

"H" = Hard copy submission

"E" = Electronic Submission

Month and Year	Type	Deliverable	Due no later than
September 2015	E	Point of Contact	9/10/2015
	E	Listing of Complaints	9/15/2015
	E	Website posting of contact information and schedule	9/15/2015
	E	Reimbursement Invoice	9/20/2015
	E	Board of Directors Bylaws	9/20/2015
	E	Board of Directors Affidavits	9/30/2015
	E	Executive Directors Affidavit	9/30/2015
	E	Organizational Chart	9/30/2015
October 2015	E	Local Service Area Plan Draft for community comments	10/1/2015
	E	Listing of Complaints	10/15/2015
	E	Reimbursement Invoice	10/20/2015
	H/E	Memorandum of Understanding with BHO	10/31/2015
November 2015	E	Recommendations for BHO performance measures	11/1/2015
	E	Listing of Complaints	11/15/2015
	E	Reimbursement Invoice	11/20/2015
December 2015	E	Listing of Complaints	12/15/2015
	E	Local Service Area Plan Draft to DSHS	12/15/2015
	E	Summary of Activities	12/20/2015
	E	Reimbursement Invoice	12/20/2015
	E	System Performance Presentation and presentation materials submission	12/31/2015
January 2016	E	Listing of Complaints	1/15/2016
	E	DSHS reviews Local Service Area Plan and provides comments	1/15/2016
	E	Reimbursement Invoice	1/20/2016
	H/E	Local Service Area Plan	1/31/2016
February 2016	E	Listing of Complaints	2/15/2016
	E	Local Service Area Plan - Web posting	2/15/2016
	E	Reimbursement Invoice	2/20/2016
	E	Written Policies and Procedures	2/28/2016

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March 2016	E	Listing of Complaints	3/15/2016
	E	Summary of Activities	3/20/2016
	E	Reimbursement Invoice	3/20/2016
April 2016	E	Listing of Complaints	4/15/2016
	E	Reimbursement Invoice	4/20/2016
May 2016	E	Listing of Complaints	5/15/2016
	E	Reimbursement Invoice	5/20/2016
	H/E	Annual Audit	5/31/2016
June 2016	E	Listing of Complaints	6/15/2016
	E	Summary of Activities	6/20/2016
	E	Reimbursement Invoice	6/20/2016
	E	System Performance Presentation and presentation materials submission	6/30/2016
	E	BHO RFP Recommendations	6/30/2016
July 2016	E	Listing of Complaints	7/15/2016
	E	Reimbursement Invoice	7/20/2016
August 2016	E	Listing of Complaints	8/15/2016
	E	Reimbursement Invoice	8/20/2016
September 2016	E	Listing of Complaints	9/15/2016
	E	Website posting of contact information and schedule	9/15/2016
	E	Summary of Activities	9/20/2016
	E	Reimbursement Invoice	9/20/2016
	E	Board of Directors Bylaws	9/20/2016
	E	Organizational Chart	9/30/2016
October 2016	E	Listing of Complaints	10/15/2016
	E	Reimbursement Invoice	10/20/2016
November 2016	E	Listing of Complaints	11/15/2016
	E	Reimbursement Invoice	11/20/2016
December 2016	E	Listing of Complaints	12/15/2016
	E	Summary of Activities	12/20/2016
	E	Reimbursement Invoice	12/20/2016
	E	System Performance Presentation and presentation materials submission	12/31/2016
January 2017	E	Listing of Complaints	1/15/2017
	E	Reimbursement Invoice	1/20/2017
February 2017	E	Listing of Complaints	2/15/2017
	E	Reimbursement Invoice	2/20/2017

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March 2017	E	Listing of Complaints	3/15/2017
	E	Summary of Activities	3/20/2017
	E	Reimbursement Invoice	3/20/2017
April 2017	E	Listing of Complaints	4/15/2017
	E	Reimbursement Invoice	4/20/2017
May 2017	E	Listing of Complaints	5/15/2017
	E	Reimbursement Invoice	5/20/2017
	H/E	Annual Audit	5/31/2017
June 2017	E	Listing of Complaints	6/15/2017
	E	Summary of Activities	6/20/2017
	E	Reimbursement Invoice	6/20/2017
	E	System Performance Presentation and presentation materials submission	6/30/2017
July 2017	E	Listing of Complaints	7/15/2017
	E	Reimbursement Invoice	7/20/2017
August 2017	E	Listing of Complaints	8/15/2017
	E	Reimbursement Invoice	8/20/2017