

July 1, 2012 – June 30, 2016  
PROPOSAL CHECKLIST

PLEASE SUBMIT THE PROPOSAL IN THE FOLLOWING ORDER:

- Proposal Checklist\*

**PROGRAM SPECIFIC INFORMATION**

One (1) original set, signed in blue ink and eight (8) copies PER PROGRAM of the following documents are required.

- Proposal Outline which includes the following:**
  - Proposal Cover Sheet\*
  - Project Summary\*\*
  - Response to Categories 1-3 (Section III D)\*\*
  - Response to Categories A – J (Section III E)\*\*
- Budget Packet: Form AAA 122-a \* for contract year 12/13 beginning July 01, 2012 (to include written line item narrative).**
- Program Cost / Unit Summary\* for contract year 12/13 beginning July 01, 2012.**
- Program Specific Service Unit Plan Objectives\***

**AGENCY GENERAL INFORMATION**

*Only one (1) original set PER AGENCY, signed in blue ink, of the following documents are required.*

- Agency Information Sheet\*
- Assurance of Compliance (CDA 17)\* (signature required)
- Nondiscrimination Compliance Statement (Std 19)\* (signature required)
- Certification (CCC-103)\* (signature required)
- Certification Regarding Lobbying (CDA 217)\* (signature required)
- Acknowledgment of the Appeals Process\* (signature required)
- Declarations of Objectives\* (signature required)
- Statement of Project Requirements and Assurances\* (signature required)

\* Forms Provided within Request for Proposal Packet

\*\* Items to Be Provided By Applicant

## **AGENCY/ORGANIZATIONAL INFORMATION**

- Project Organizational Chart\*\***
- Employee and Volunteer Job Descriptions\*\***
- Executed resolution authorizing submittal** (If a collaborative, from the fiscal agent) \*\*
- Nonprofit Determination Letter (501[c][3])** (If a collaborative, from the fiscal agent)\*\* (If applicable)
- Articles of Incorporation** (If a collaborative, from the fiscal agent) \*\*
- Most recent Bylaws** (If a collaborative, from the fiscal agent) \*\*
- Most recent dated minutes of a meeting of the Board of Directors** (If a collaborative, submit recent copy of minutes from the agency that will act as fiscal agent)\*\*
- Roster of the Board of Directors** (include name, address and occupation). \*\*
- Most recent audited financial statements\*\***

\* Forms Provided within Request for Proposal Packet

\*\* Items to Be Provided By Applicant