**RPPC Request for Application Check-off list**

# IS THE FOLLOWING INFORMATION INCLUDED IN THE APPLICATION?

RFA Content:

Application Cover Page (Attachment 1)

Table of Contents

Program Summary

Applicant’s Experience and Organizational Capacity

Applicant’s Implementation Plan

Program Personnel

Budget Detail and Justification Templates FY 19-20, 20-21 and 21-22 (Attachment 4)

All positions are individually listed for each fiscal year

The total budget requested is equal to or less than the allocation amount for each year

Budget justification narrative attached for each fiscal year

# ARE THE FOLLOWING ITEMS INCLUDED IN THE APPLICATION PACKAGE?

Appendices *(See RFA pages 15 – 16 for more details)*

Proof of Corporate Statues

Proof of Non-Profit Status

Audited financial statements for the past two (2) years

Letters of Support (2)

Proof of insurance

# FINAL SUBMITTAL PACKAGE:

Submit one (1) original application and three (3) copies or sets, and (1) one memory drive containing all application documents in electronic form. (See RFA page 16 -17 for more details)

The person authorized to bind the applicant must sign each RFA attachment that requires a signature.

**The Undersigned has checked this application package for accuracy and can be reached at the telephone number listed if there are any questions.**

**Name:** Click or tap here to enter text.

**Phone Number:** Click or tap here to enter text.

**Date:** Click or tap here to enter text.