**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.