



PROPOSAL SUBMISSION CHECKLIST

Use this checklist to ensure that all items have been Included.
 This form is to be completed and included in the application.

	Items Completed	Number of Pages
1.	Cover Letter	
2.	Table of Contents	
3.	Proposal Submission Checklist (Attachment A)	
4.	Program Budget and Budget Narrative provided by Proposer (Include a program budget and budget narrative for each fiscal year, for 3 years) (Attachment B)	
5.	Proposal Narrative (Attachment C) INCLUDE <ul style="list-style-type: none"> • Organizational Chart • Board of Directors Information • Board Roster and Board Meeting Schedule/Calendar 	
6.	Statement of Certification (Submission D)	
7.	Reportable Conditions (Attachment E)	
8.	Exceptions and Disclosures (Attachment F)	
9.	Local Preference Policy (Attachment G)	
10.	Proposer's Financial Capacity (Including applicable financial documents) and (Attachment H)	
11.	Subcontractor Information (Including MOU and Attachment I)	
12.	Contract History (Attachment J)	
13.	Insurance (Submit proof or ability to obtain proof)	
14.	IF APPLICABLE: Provide Proof of 501c3 status, if applying as such.	