



**RFP APPLICANT RESPONSE CHECKLIST  
(INCLUDE THIS CHECKLIST WITH YOUR RESPONSE)**

Applicant documents including RFP attachments and required appendices should be submitted in the following order in a bound folder or binder with tabs for each item listed below:

Item		INITIAL EACH ANSWER		
		YES	NO	N/A
1.	Attachment F- Grant Application			
2.	<ul style="list-style-type: none"> <li>Application for Funds is fully complete</li> </ul>			
3.	<ul style="list-style-type: none"> <li>Signed Certification of Accuracy and Compliance</li> </ul>			
4.	<ul style="list-style-type: none"> <li>Signed Performance and Outcomes Measures</li> </ul>			
5.	<ul style="list-style-type: none"> <li>Proposed Staff Information</li> </ul>			
6.	Attachment G- Program Budget Summary and Narrative			
7.	Attachment H- Financial Viability Test			
8.	Appendices			
9.	<ul style="list-style-type: none"> <li>Organizational Chart</li> </ul>			
10.	<ul style="list-style-type: none"> <li>Most Recent Audit and Audit Management Reports (1 full copy with original Proposal with condensed version for other 6 copies of Proposal)</li> </ul>			
11.	<ul style="list-style-type: none"> <li>Certificate of Incorporation</li> </ul>			
12.	<ul style="list-style-type: none"> <li>Resumes or Biographical Sketches of Key Staff</li> </ul>			
13.	<ul style="list-style-type: none"> <li>Responding Organization's QI/QA Plan</li> </ul>			
14.	<ul style="list-style-type: none"> <li>Monitoring Reports and/or Corrective Action Reports (since July 1, 2020)</li> </ul>			
15.	<ul style="list-style-type: none"> <li>Letters of Agreement, Linkages, and Support (if applicable)</li> </ul>			
16.	Copies of your Proposal- six (6) copies and one (1) original			