

Proposal Checklist

It is the respondent's responsibility to make sure that all required elements and forms are included in the proposal. Proposals that do not include the required elements and forms will be automatically disqualified. No exceptions will be granted.

Before submitting your proposal, check the following

- Application for Funding Assistance and Executive Summary
- Program Narrative
- Objectives/Goals-Projected Service Levels (Attached)
- Past Performance Measurements/Demonstrated Effectiveness Program Narrative
- Program Management Narrative Financial System Criteria Personnel Policy Statements Insurance Statements
- Partner MOU's
- Line-Item Budget and Charts (Attached, must be submitted in a separate sealed envelope)
- Assurances and Certifications