

RFA 01-22

APPENDIX J

**REQUEST FOR APPLICATIONS FOR  
FAMILY SUPPORT PROGRAMS  
APPENDIX J, RFA CHECKLIST**

**Please submit the required documents specified within this RFA in the following Order, please refer to Part I, Section I-12.A. for the Application Submission Requirements.**

**\_\_\_ Tab 1: Appendix A – Applicant Cover Sheet**

Please complete all portions of this form. Please note that representatives from the Applicant agency are required to sign this form.

**\_\_\_ Tab 2: Table of Contents**

Please list all page numbers of the applicable sections within the Table of Contents section of the document.

**\_\_\_ Tab 3: Financial Capability**

Please include the responses to **Part III, Section III-2** in this section.

**\_\_\_ Tab 4: Appendix J – Organization Information Form and Requirements.**

Please complete all portions of this form. Please note that representatives from the Applicant agency are required to sign this form.

**\_\_\_ Tab 5: Project Summary (Part III Technical Submittal ).**

Please complete the Technical Submittal in clear, specific language. Please refer to Part III, Section III-1, Requirements and Part III, Section III-3 Project Narrative when completing this section. If selected for grant award, the Work Statement becomes part of the grant agreement.

**\_\_\_ Appendix C – Cost Submittal (Budget and Narrative).** The budget and accompanying budget narrative must be completed in excel format attached as a separate document to the submission email.

**\_\_\_ Appendix D – Lobbying Certificate and Disclosure.** The lobbying certificate and disclosure must be completed.

**\_\_\_ Appendix E – Federal Funding Accountability and Transparency Act Sub-Recipient Data Sheet.** The sub-recipient data sheet must be completed.

**\_\_\_ Appendix B – Trade Secret Confidential Proprietary Information Notice Form.** The Trade Secret Confidential Proprietary Information Notice Form data sheet must be completed if applicable.

**\_\_\_ Part V –The Contractor Partnership Program (“CPP”) Submittal.** The CPP Submittal must be completed if applicable. The Department's requests for applications (RFA) and requests for proposals (RFP) for an agreement of \$5 million or more will require applicants to respond to CPP implementation prompts, including their hiring goal and implementation plan for meeting the goal.

**\_\_\_ Permissible Attachments:**

In addition to the documents listed above, attachments that are permitted to be included with this application are:

- Letters of Approval from EBHV Model Developers;
- Financial Information requested in the RFA; and
- Other Allowable Attachments specified in the RFA.
- **DO NOT INCLUDE** supplemental attachments or appendices including, but not limited to, needs assessments, evaluation materials, newspaper articles, brochures, pamphlets, timetables, maps, and letters of support that are not **specifically** requested within the RFA.