

RFA SUBMISSION CHECKLIST

Application Submission

- _____ ***Attachment 1 - Applicant Information Form:*** Please ensure that all portions of this form and completed. Please note that representatives from the applicant agency, as well as from the county children and youth office are *required* to sign on page 8 of this form.
- _____ ***Attachment 2 - Grant Signature Page:*** The grant agreement document will become part of the grant agreement once an application is selected for grant award and the grant agreement receives all necessary approvals. For the purposes of this application, please review the document and *submit only the signature page* (page 3) of this document, signed by agency representative(s) who is (are) authorized to bind the agency to the grant agreement. *Do not complete any other part of the document and do not submit the entire document.* **Original signatures must be submitted.**
- _____ ***Rider L - Lobbying Certification and Disclosure Forms:*** Two-part rider. The applicant agency and any subcontracting agencies under this grant must each review and sign both the **Certification and Disclosure** forms that will become part of the grant agreement if a grant is awarded and executed. If selected for grant award, the completed forms become part of the grant agreement as Rider L. **Original signatures must be submitted.**
- _____ ***Rider 2 - Work Statement:*** Please complete the Work Statement in clear, specific language. You must respond to all questions in the Work Statement within the 15-page limit, not including the cover page. Do not attach additional pages or write on the back of this form. Any information provided outside of the page limit will not be reviewed with the exception of permissible attachments, and will affect the total score. Please refer to *Part II, Program Requirements and Work Statement*. If selected for grant award, the Work Statement becomes part of the grant agreement as Rider 2.
- _____ ***Permissible Attachments:*** In addition to the documents listed above, attachments that are permitted to be included with this application are:
- Letters of commitment or support from organizations that participated in the planning and/or implementation of the proposed program, as identified on the signature page of Attachment 1, Applicant Information Form.
 - *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* required within this application.

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Cost Portion

_____ ***Rider 3 - Budget Forms and Narratives:*** A signed budget form and accompanying budget narrative must be completed for each year of the project, including a minimum allocation each year of \$500 under line item 390 for grantee professional development. If selected for grant award, the Budget Forms and Narratives, except to the extent modified through negotiations become part of the grant agreement as Rider 3.

_____ ***Rider 3 - Local Match Verification Letter(s):*** Local Match Verification Letters for the cash *and* in-kind portions of the local match *for the first grant year only* must be completed and signed by the contributor(s), equal to the amount of cash and in-kind match listed in the first year budget form. Indicate the amount and type of match being contributed – cash or in-kind – and provide a short description of how the match will be used within the proposed program. If selected for grant award, the Match Verification Letters become part of the grant agreement as Rider 4. Match letters for the second and third grant years will be submitted before the start of each grant year after the grant is executed.

_____ ***Rider 3 - State and Federal Funding Assurance:*** Identify the source of *any* state or federal funds received by the agency as a whole and sign the form stating that no state or federal funds will be used as local matching funds for the grant. If selected for award, the Funding Assurance becomes part of the grant agreement as Rider 5.

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Technical Portion

Applications must be received and date-stamped by the Issuing Office listed on the label ***no later than 2:00 p.m. on July 1, 2016*** or disqualification will occur.

- _____ Submit one **original** and ***four*** (4) ***binder-clipped*** copies of the entire application (Technical and Cost portions).

- _____ In addition to the hard copies, applicants shall submit one **complete and exact** copy of the entire application (Technical and Cost portions) on a USB Flash drive in Microsoft Office or Microsoft Office-compatible format. The electronic copy must be a mirror image of the paper copy, with appropriate signatures included, and any spreadsheets must also be attached in Microsoft Excel version. The applicants may not lock or protect any cells or tabs. The USB Flash drive should clearly identify the applicant and include the name and version number of the virus scanning software that was used to scan the Flash drive before it was submitted.

- _____ Mail the entire application (Technical and Cost portions and USB flash drive) in one envelope using the label provided below.

FROM:

TO:BID: **RFA NUMBER: # 02-16**
DEADLINE DATE AND TIME: July 1, 2016
2:00 p.m.

DEPARTMENT OF HUMAN SERVICES
DIVISION OF PROCUREMENT
HEALTH & WELFARE BUILDING, ROOM 402
625 FORSTER STREET
HARRISBURG, PA 17120

The documents listed above for submission are not available on the Department of General Services website in Word or Excel format. If you would like to receive the Word or Excel versions of the documents for completion and submission, please contact the RFA Project Officer, listed on the cover page of the RFA, specifically to request these documents.