

**REQUEST FOR APPLICATIONS FOR
CHILDREN'S TRUST FUND
RFA # 24-18**

**Attachment 4
RFA SUBMISSION CHECKLIST**

_____ **Attachment 1 - Applicant Information Form and Grant Signature Page:** Please complete all portions of this form. Please note that representatives from the Applicant agency, as well as from the county children and youth office are *required* to sign this form.

_____ **Attachment 2 – Timeline Template:** Please complete all portions of this form.

_____ **Attachment 3 - Grant Agreement:** The grant agreement and payment provision document will become the grant agreement once an application is selected for grant award and the grant agreement receives all necessary approvals. Except as may be changed through negotiations, the Department will use the Applicant's submitted Work Statement as Rider 2 and submitted Budget as Rider 3 of the grant agreement. The attachments listed as Rider 4 and Rider 5 also become part of the grant agreement. 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 2 - Work Statement:** Please complete the Work Statement in clear, specific language. Please label the work statement as **Rider 2**. 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 or implementation of the proposed program, as identified on the signature page of Attachment 1, Applicant Information Form, and Attachment 2, Timeline Template.
- 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* required within this application.

_____ **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

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award, the Budget Forms and Narratives, except to the extent modified through negotiations become part of the grant agreement as **Rider 3**.

_____ **Attachment to 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. Match letters for the second and third grant years will be submitted before the start of each grant year after the grant is executed.

_____ **Attachment to Rider 3 State and Federal Funding Assurance:** Identify the source of *any* state or federal funds received by the Applicant 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.

FROM:

**TO: RFA NUMBER: 24-18
OPENING DATE AND TIME: 3/6/2019 - 12:01 p.m.**

**Commonwealth of Pennsylvania
Department of Human Services
Bureau of Procurement and Contract Management
Room 402 Health and Welfare Building
625 Forster Street
Harrisburg, PA 17120**