

APPENDIX D

REQUEST FOR APPLICATIONS FOR
FAMILY SUPPORT PROGRAMS
RFA #23-18
Appendix D
RFA Submission Checklist

Please use this checklist to confirm that all required items requested within this RFA are completed and submitted as part of the application package.

Application

- _____ Appendix A – *Applicant Cover Sheet*: Failure to complete, sign, and return this form with the Applicant’s application may result in the rejection of the application.

- _____ Appendix C – *Organizational Information and Program Requirements*: Please confirm that all portions of this form are completed.

- _____ Rider 2 – *Work Statement*: Please respond to each question in the Work Statement in clear, specific language using the directions provided in the Work Statement.

- _____ Appendix B – *Cost Submittal (Rider 3)* – An annual budget form and accompanying budget narrative must be completed. Financial Information. This consists of the Applicant’s response to Part II, Section II-4 and Part III, Section III-5.

- _____ Appendix H – *Federal Funding Accountability and Transparency Act*: Please complete this form and return it with your application.

- _____ Attachment L – *Lobbying Certification Form*: Please review and sign this form that will become part of the grant agreement if a grant is awarded and executed.

- _____ Financial Information: Please submit the information requested in Part II, Section II-5 and Part III, Section III-5.

- _____ Submit one original and six bound copies of the entire application (technical and cost portions) in a sealed envelope labeled “**Family Support Programs – Family Center Request for Application #(23-18)**”

- _____ Applications must be received by the Issuing Office no later than 12:00 p.m. on June 6, 2019 or disqualification will occur.

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FROM:

RE: **RFA NUMBER: 23-18**
 COUNTY: _____
 RISK CLASSIFICATION CATEGORY: _____
 OPENING DATE AND TIME: June 6, 2019 at 12:01 p.m.

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