

RFA 01-22

APPENDIX J - Revised

**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-4** 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-5 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.

___ **Appendix N – Worker Protection Form.** The Worker Protection and Investment Certification Form must be completed.

___ **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.