

RFA 01-22

REVISED 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: Project Narrative – Organization Information Form and Requirements.

Please complete the Technical Submittal in clear, specific language. Please refer to Part I, I-12, B1 Application Format, 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. 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.