

Attachment 2 - Application Checklist

RFA Content:

Is the following information included in the application?

- Application Cover Page (Attachment 1)
- Table of Contents
- Program Summary
- Applicant's Experience and Organizational Capacity
- Applicant's Implementation Plan
- Program Personnel
- Budget Detail and Justification Templates FY 25-26, 26-27 and 27-28 (Attachment 3)
 - All positions are individually listed for each fiscal year
 - The total budget requested is equal to or less than the allocation amount for each year
 - Budget justification narrative attached for each fiscal year

Appendices (See RFA page 17 for more details)

Are the following items included in the application package?

- Proof of Corporate Statuses
- Proof of Non-Profit Status
- Audited financial statements for the past two (2) years
- Letters of Support (2)
- Proof of insurance

Final submittal package:

- Completed application package should be submitted by email in **PDF** format with **RPPC RFA Application** on the Subject Line of the email.
- The person authorized to bind the applicant must sign each RFA attachment that requires a signature.

The Undersigned has checked this application package for accuracy and can be reached at the telephone number listed if there are any questions.

Name: _____

Phone Number: _____ **Date:** _____