

Attachment 2

**INSTRUCTIONS FOR
APPLICATION CHECKLIST**

Applicants must assemble their applications in the order shown in the Application Checklist. Applications with missing documents, partially completed documents, or documents attached out of order will be deemed non-responsive. Non-responsive applications will be considered incomplete and will be rejected from consideration.

General Instructions:

Please type or print the official agency name of the organization that is responding to the CA I&E RFA.

Number the pages of the application in consecutive order in the bottom right-hand corner of each page.

Adhere to the format requirements in Section III. B., Instructions for Preparation and Submission of Applications in this RFA.

All forms requiring a signature must be signed in blue ink.

Submit one (1) original application with signatures – securely clipped, marked “Original”.

Submit one compact disk containing all application documents in electronic form.

Check Mark Column:

Use this column to check off each document to ensure all required documents are included in the application and are submitted in order.

Page Number Column:

Enter the page number upon which each application document begins. Note: The Application Cover Sheet must be page 1.

Application Checklist

Official Agency Name of Organization:

TIME STAMP
Date _____
Time _____
CDPH USE ONLY

Check	Application Submission Requirements	Number of Pages	Confirmed by CDPH
<input type="checkbox"/>	Original application (paper copy with signatures) and one compact disc (CD) containing all application documents in electronic form.		<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	Application Cover Page (Attachment 1)		<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	Application Checklist (Attachment 2)		<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	Agency Information Form (AIF) (Attachment 3)		<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	RFA Submission Requirements (Program Narrative)		<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	Organizational Chart and Resumes (Attachment 4) (optional)		<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	Budget Templates (Attachment 5) one for each contract year		<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	Proof of Nonprofit status - IRS determination letter indicating nonprofit or 501(c) status, if applicable		<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	Certification to select Title XIX Federal Financial Participation Program (Attachment 6) (optional)		<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	Letters of Support (Attachment 7)		<input type="checkbox"/> Yes <input type="checkbox"/> No