

<http://www.networkforahealthycalifornia.net/funding>. It is the responsibility of potential applicants to check the website frequently to keep updated regarding clarifications or changes to this RFA.

J. Application Deadline

All applications must be received at the CPNS office by **4:00 p.m. on Tuesday, June 3, 2008**. Applications will be date and time stamped upon receipt. Applications received after the deadline will be returned without review. Faxes, electronic submissions, or postmarks will not be accepted in lieu of these requirements.

Please be advised that CDPH's internal processing of United States mail will add 48 to 72 hours or more to the delivery time. If you mail your application, consider using certified or registered mail and request a receipt upon delivery. If you choose hand delivery, allow sufficient time to locate on-street metered parking and to sign-in at the security desk.

It is CPNS policy to make every effort to ensure that all applications have been received and properly time-and date-stamped. However, applicants are ultimately responsible for ensuring timely receipt of their application at the address identified in Provision O, "CDPH Program Contact Information".

K. RFA Application Forms and Instructions

Applications will be comprised of the following components:

Form 1	Request for Application Coversheet/Checklist
Form 2	Applicant Information Form
Form 3a-e	<i>Regional Network Strategic Plan</i>
Form 4	Applicant Capability - Organizational Chart - Past Work Products (3)
Form 5	Biographical Sketches - Scope of Work (Attachment 8)
Form 6	Letters of Support (4-6)
Form 7a-c	Budget Coversheets (Year 1-3)
Form 8a	Budget Justification – Year 1
Form 8b	Budget Justification – Year 2
Form 8c	Budget Justification – Year 3
Form 9a-c	Subcontractor Budget Justifications (Year 1-3)

All required forms are available in downloadable electronic format on the CPNS website at <http://www.networkforahealthycalifornia.net/funding>. This link takes you to the web page where you can download the RFA application forms and instructions. Otherwise, the electronic forms may be requested via email from Ms. Kristy Tuttle as identified in Provision O, "CDPH Program Contact Information". Use Form 1, Request for Application Coversheet/Checklist to ensure that you have completed all required forms.

If your agency does not have the ability to download these electronic forms, hard copies may be requested (see Provision O, "CDPH Program Contact Information").