

INSTRUCTIONS FOR APPLICATION CHECKLIST

Applicants must assemble their applications in the order shown on 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:

- Type or print the legal name of the organization that is applying for a CA PREP award
- Number the pages of the application in consecutive order in the bottom right-hand corner of each page
- Font size on all documents must be no less than Arial-11 pt.
- Forms requiring a signature must be signed in blue ink
- Submit one (1) original application – securely clipped, marked “Original”
- Submit three (3) copies of the application – securely clipped, marked “Copy”

Check Mark Column:

Use this column to “check-off” each document as it is completed 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. The Application Cover Page must be page 1.

Confirmed by CDPH Column:

This column is for CDPH use.

Local Stakeholder Coalition Members – Letters of Commitment:

In the form field provided, enter the total number of Letters of Commitment obtained from local stakeholder coalition members that are included in the application.

Memoranda of Agreement:

If applicable, enter the total number of Memoranda of Agreement included in the application in the form field provided.

Other Attachments to be Provided by Applicant:

1. Single Organization-wide Financial and Compliance Audit
2. State Audit Report(s) - *If applicable*, enter the total number of State Audit Reports included in the application in the form field provided.
3. Proposed Organizational Chart

Application Checklist

TIME STAMP
Date _____
Time _____
Received by: _____
CDPH USE ONLY

Legal Name of Applicant Organization:

Check	Application Submission Requirements (submit documents in this order)	Page Number	Confirmed by CDPH
<input type="checkbox"/>	Application Checklist (Attachment 1)		<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	Application Cover Page (Attachment 2)		<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	Experience and Funding History (Attachment 3)		<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	Single Organization-wide Financial and Compliance Audit (provided by applicant)		<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	State Audit Report(s), if applicable (provided by applicant) Total #: (← Number of State audit reports included in this application)		<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	CA PREP Local Stakeholder Coalition Roster (Attachment 4)		<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	Local Stakeholder Coalition Members - Letters of Commitment (Attachment 5) Total #: (← Number of Letters of Commitment obtained from local stakeholder coalition members)		<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	CA PREP Logic Model (Attachment 6)		<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	CA PREP Evidence-Based Program Model Worksheet (Attachment 7)		<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	Memoranda of Agreement , if applicable (provided by applicant) Total #: (← Number of Memoranda of Agreement included in this application)		<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	Proposed Organizational Chart (provided by applicant)		<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	Family PACT Partners Roster (Attachment 8)		<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	CA PREP Budget - Contract Term 1 (Attachment 9)		<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	CA PREP Budget - Contract Term 2 (Attachment 10)		<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	CA PREP Budget - Contract Term 3 (Attachment 11)		<input type="checkbox"/> Yes <input type="checkbox"/> No