Healthy Food Access Initiative: Community Gardens
Project Administrator RFP
Application Checklist

The following checklist outlines all items to be provided in response to the RFP. Please check all items being submitted and include this checklist with your electronic submission along with an original snail mailed to First 5 LA. All documents listed below should be uploaded with the online application no later than **5:00 p.m. (PST) by Friday, September 30, 2011**.

- Online Application Form
- Application Checklist (signed by CEO/ED)
- Proposal Narrative (maximum 8 pages)
- References (minimum of three, maximum of five)
- Proposed Budget for Year 1 (total budget for this project is not to exceed $5,000,000, Appendix E)
- Projected Multi-Year Budget Summary (must use template provide by F5 LA, Appendix F)
- Budget Narrative for year 1
- Board Resolution, if applicable
- Resume(s) or Curriculum Vitae(s) for principal, associates and/or subcontractors
- Memo(s) of Understanding (if applicable)
- References
- Signature Authorization Form (1 original hard copy mailed to F5 LA signed in blue ink)
- Agency Involvement in Litigation and/or Contract Compliance Difficulties Form (1 original hard copy mailed to F5 LA signed in blue ink)
- IRS Letter of Determination (if applicable)
- Business License (if applicable)
- Articles of Incorporation (if applicable)
- Bylaws (if applicable)
- W-9 form (if applicable)
- IRS Form 990 (if applicable)
- Board of Directors or List of Partners (as applicable)
- Annual Independent Financial Audit
- Certificates of Required Insurances

__________________________________________
Authorized Signature                      Date

__________________________________________
Print Name

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Position/Title