Appendix B
Healthy Food Access Initiative: Fruit and Veggie Voucher Program
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 submission. All documents listed below should be uploaded with the online application no later than 5:00 p.m. on February 4, 2013:

- Application Checklist – use F5LA template
- Online Application – submitted online
- Proposal Narrative
- Proposed Budget for 12-month period – use F5LA template
- Budget Narrative
- Projected Budget Summary – use F5LA template
- Agency Involvement in Litigation and/or Contract Compliance Difficulties** - use F5LA template, mail in signed original and submit electronically
- Signature Authorization Form** - use F5LA template, mail in signed original and submit electronically
- Scope of Work for 12-month period – use F5LA template
- W-9
- Resumes of Key Staff
- Previous Clients/References, if applicable
- Letter(s) of Intent for project partners, if applicable
- Proof of 501(c)(3) Status or Business License
- Current Audit/Financial Statements
- By-Laws
- Articles of Incorporation, if applicable
- Board of Directors or List of Partners

** Documents must be submitted in original hard copy versions as well as electronically with the online submission. Signatures on original copies must be in blue ink and mailed to:

Kim Belshé, Executive Director
First 5 LA
750 N. Alameda St., Suite 300
Los Angeles, CA 90012
Attn: Jessica Monge, Program Officer,
Healthy Food Access Initiative: Fruit and Veggie Vouchers Program RFP

________________________________________________________________________
Authorized Signature                     Date
________________________________________________________________________
Print Name
________________________________________________________________________
Print Position/Title