HEALTHY FOOD ACCESS INITIATIVE: FRUIT AND VEGGIE VOUCHER PROGRAM
LEVEL 1: INTERNAL REVIEW TOOL

Applicant: ____________________________________________________________
Reviewer: ____________________________________________________________

Has the applicant submitted all required proposal packet components including documentation?

☐ Application Checklist – use F5LA template
☐ Online Application Form – complete on-line
☐ 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

☐ Yes  ☐ No

** 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