X. APPLICATION CHECKLIST

Applicants should refer to Section VII (Format for Qualifications) for complete information about required application content and submission guidelines. An electronic copy must be submitted to First 5 LA by the deadline outlined in Section I. Failure to submit any required items will result in disqualification.

☐ Cover Letter
☐ Narrative: (maximum 8 pages)
☐ Proposed Budget (Total budget for this project is not to exceed $100,000)
☐ Key Staff and Subcontractor(s) Rates Table, Appendix A
☐ Résumé or Curriculum Vitae for Key Staff and Subcontractor(s)
☐ References (minimum of three, maximum of five. 5 pages maximum)
☐ Signature Authorization Form, Appendix B (1 original, signed in blue ink)
☐ Agency Involvement in Litigation and/or Contract Compliance Difficulties, Appendix C (1 original, signed in blue ink)
☐ Business License
☐ W-9
☐ Board Resolution, if applicable, Appendix D
☐ Certificates of Insurance, Appendix E
☐ Bylaws (if applicable)
☐ Articles of Incorporation (if applicable)

Applications must be submitted online at www.first5la.org/funding center

Applicants must also submit one (1) original and signed copy of the application cover letter, First 5 LA’s “Signature Authorization,” and “Agency Involvement in Litigation and/or Contract Compliance Difficulties” forms, as well as all work samples, to:

Evelyn V. Martinez, Chief Executive Officer
First 5 LA
750 N. Alameda Street, Suite 300
Los Angeles, CA 90012
Attention: Federal Advocate RFQ

Federal Advocate RFQ