APPENDIX B

PROPOSAL PACKAGE CHECKLIST

The following list identifies all items that must be submitted in the proposal package. Check off the items included in the proposal package and include this list in your proposal package.

*Note: Signatures on original copies must be in blue ink. The proposal must include original signatures and documents and must include all of the items in the order of the following list. One (1) original and eight (8) copies must be submitted.*

1. □ Appendix A: Proposal Cover Page
2. □ Appendix B: Proposal Package Checklist
3. □ Table of Contents
4. □ Content of the Narrative
5. □ Organization Chart
6. □ Resumes of principal staff, subcontractor(s) and consultant(s) as well as job qualifications and descriptions for new positions
7. □ Appendix C: Memorandum(s) of Understanding
8. □ Appendix D: Previous Client Form
9. □ Appendix E: Scope of Work
10. □ Appendix F: Budget Forms and Budget Narrative
11. □ Appendix G: Agency Involvement in Litigation and/or Contract Compliance Difficulties
12. □ Appendix H: Contract Signature Authorization Form
13. □ Current Audited Financials
14. □ By-Laws¹

¹This is required in order to verify signature authority to submit application and to enter into legal agreement. If signature authority is not identified in the By-Laws, a Board Resolution or Partnership Agreement should be submitted, as applicable, that indicates signature authority.
15. □ Articles of Incorporation\(^2\) (if applicable)

16. □ List of Governing Body Members

________________________________________________________________________
Agency’s Authorized Signature                                  Date

________________________________________________________________________
Print Name Authorized Agent

\(^2\) A business license from the jurisdiction where the organization operates should be submitted instead of Articles of Incorporation for Partnerships, Limited Liability Partnerships, and Sole Proprietorships.