TOT PARKS AND TRAILS RFP
LEVEL 1 INITIAL REVIEW TOOL

Applicant: ___________________________________________________________
Reviewer: ___________________________________________________________

1. Is the applicant a nonprofit agency with tax-exempt status under Section 501(c)(3) of the Internal Revenue Code?
   Yes □ No □

2. Is the applicant affiliated with both public and private agencies (3 minimum) in the field of parks and recreation in LA County?
   Yes □ No □

3. Has the applicant submitted all required proposal packet components including documentation?
   Yes □ No □

☐ Application Checklist
☐ Online Application Form
☐ Table of Contents*
☐ Proposal Narrative*
☐ Scope of Work
☐ Proposed Budget
☐ Budget Narrative* (for Year 1 Proposed Budget)
☐ Projected Budget Summary
☐ Signature Authorization Form**
☐ Agency Involvement in Litigation and/or Contract Compliance Difficulties**
   (1 original, signed in blue ink)
☐ Résumé or Curriculum Vitae for Key Staff and Subcontractor(s)
☐ Memo(s) of Understanding (if applicable)
☐ References (minimum of 3)
☐ Proof of nonprofit status or appropriate business license *
☐ Current Independent Financial Audit*
☐ By-Laws (if applicable)*
☐ Articles of Incorporation (if applicable)*
☐ List of Governing Body Members*
☐ IRS W-9 Form
☐ Certificates of Required Insurances