

TANF FUNDING POOL

INCLUDED	RFP SUBMISSION CHECKLIST - REVISED
	<p>Three (3) full proposals with original authorized signatures (signed in ink), along with CD (and e-mail to linda.dressler@dss.virginia.gov). A full proposal includes the following:</p> <ul style="list-style-type: none"> • Complete copy of RFP and all Addenda, Acknowledgements, if any, signed and filled out as required, and completed Attachments A - F • Project Narrative (8-page limit) • Letters of Support or Collaborative Agreements • Job Descriptions for key project leaders
	<p>Three (3) copies of original signed proposal</p> <ul style="list-style-type: none"> • Copies need only include Project Narrative; completed Attachments A – F; Letters of Support or Collaborative Agreements; Job Descriptions for key project leaders
	<p>ATTACHMENT A – Proposal Summary</p> <ul style="list-style-type: none"> • Completed Proposal Summary • Included authorized signatures signed in ink
	<p>PROJECT NARRATIVE (description, 8 page limitation) that includes and is organized in the following order:</p>
	<ul style="list-style-type: none"> • DISCUSSION OF PROPOSED PROJECT <ul style="list-style-type: none"> ○ Included summary of project description, goals, objectives, key activities, number to be served ○ Included project sustainability plans ○ Described activities to be conducted to achieve desired results & rationale
	<ul style="list-style-type: none"> • STATEMENT OF NEED <ul style="list-style-type: none"> ○ Included relevant statistics and input from stakeholders, target population and geographic area to be served ○ Described how proposed project relates to primary focus area
	<ul style="list-style-type: none"> • CAPACITY AND SUPPORT <ul style="list-style-type: none"> ○ Included agency profile, history, capabilities ○ Described collaborative partners, roles & experience
	<ul style="list-style-type: none"> • PROJECT DESIGN <ul style="list-style-type: none"> ○ Described outcomes in measurable terms ○ Stated objectives of project activities and how related to desired outcome or results
	<ul style="list-style-type: none"> • EVALUATION AND PERFORMANCE MEASUREMENT <ul style="list-style-type: none"> ○ Included plan for evaluating accomplishments ○ Described data to be collected, how data will be collected and how data will be analyzed to determine effectiveness of project

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	<p>ATTACHMENT B – <i>Budget Summary</i></p> <ul style="list-style-type: none"> • Included narrative justification and explanation for all proposed expenses • If proposed budget includes expenses for employee salaries and benefits, use 2nd page of form to explain these expenses
	<p>ATTACHMENT C – <i>Proposal Work Plan</i></p> <ul style="list-style-type: none"> • Included detailed information and timelines
	<p>ATTACHMENT D – <i>Assurance Form – Non Construction Programs</i></p> <ul style="list-style-type: none"> • Included authorized signature signed in ink
	<p>ATTACHMENT E – <i>W-9 Form</i></p> <ul style="list-style-type: none"> • Completed the form • Included authorized signature signed in ink
<ul style="list-style-type: none"> • Note: For-profit entities should include small business participation plan. 	