

## ATTACHMENT J

# Proposal Checklist

Description	Included	Not Included
Compliance Cover Sheet (Signed) (ATTACHMENT K)		
Completed Application Checklist (This Page)		
Description of Proposed Project (Narrative – <b>20 Page Maximum</b> )		
Proposed Employment Outcome Goals (Attach A)		
Budget Forms (Attachment s B1, B2, B3)		
Budget Narrative attached to Budget		
Fiscal Letter from Agency Head		
Organizational Chart		
Job Descriptions		
List of Current Board Members (non-profit applicants only)		
Letters of Support or Interagency Agreements		
Job Descriptions		
Copy of Confidentiality Policy		
Program assurances (ATT C signed)		
Signed Assurance, Non-construction Programs (Attachment D)		
Signed Certification Regarding Lobbying, Debarment, and Drug free Workplace (Attach E)		
W-9 Form (Attachment F)		
FFATA Sub-Recipient Data Form (Attachment G)		
State Corporation Form (signed Attach H)		
Certificate of Incorporation from the State Corporation Commission (non-profit applicants only)		
501©3 Certification from the IRS (non-profit applicants only)		
Copy of Most Recent Audit		
One complete copy of the RFP (pages 1-44) (Attached to Original Only)		
Pre-Proposal Conference Form (Attach I)		