**RFA Submission Checklist**

***FY 17 Service Coalition Applications***

**Applicants may use this list for submission to ensure the inclusion of all required items.**

*Submit one (1) marked, unbound original proposal marked “original” including all required attachments and five (5) complete copies marked “copy” on each.*

An original and five (5) copies of the application [six (6) packages total] must be submitted in a sealed envelope or package. Applications that are not submitted in a sealed envelope or package will not be accepted. Electronic submissions will not be accepted**. Applications are due no later than 4:00 p.m. on Friday, June 10, 2016**.

Applicant Profile Form Containing Authorized Signature(s)

Proposal Narrative (please answer all questions in the order they are asked in the RFA)

Budget Template and Budget Narrative

* IRS Status Letter – 501 (C)(3) designation or other for profit business designation
* Certification of Good Standing from DC Office of Tax and Revenue, establishing that all DC tax requirements are current
* Current Certificate of Incorporation from the DC Department of Consumer and Regulatory Affairs showing that the applicant is in good standing and authorized to conduct business in DC
* Proposed staffing plan and organizational chart for the partnership
* Staff resumes (if applicable)
* Existing or planned job descriptions
* Letters of support from collaborating organizations or clients (optional)
* Audited financial statement for most recent fiscal year, ending in September 20, 2015 or December 31, 2015, if applicable under OMB Circular A-133.
* Accreditation or staff licenses/certifications, if applicable
* Signed Terms and Conditions Form, located in Appendix C
* Signed Arrest and Conviction Statement, located in Appendix D
* Signed Statement of Certification, located in Appendix E
* OPTIONAL ATTACHMENTS
  + Program Manual or Curriculum
  + Scope and sequence of lesson plans