**RFA Submission Checklist**

***FY 17 Capacity Building and Administrative Partner 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 3, 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
* Audited financial statement for most recent fiscal year ending September 30, 2015 or December 31, 2015
* Names and contact information for the members of the organization’s current Board of Directors
* Board of Directors’ meeting minutes, signed by the President or Secretary, in which the Board authorized the submission of an application for the DYRS FY17 Competitive Grant Program
* Rate of indirect costs, or if not established, an explanation of how indirect costs will be calculated on letterhead and signed by the organizations financial officer or president
* 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)
* Documentation of proof of matching funds. Either of the following documents will be accepted: (a) award letters signed with the award amount and date awarded clearly stated; or (b) donation letters from any private donor documenting the amount donated and the date of the donation
* 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