

Proposal Checklist

Program Development Grant
Request for Proposal
Federal Fiscal Year 2017/18 - Cycle 40

In completing this form, the proposer acknowledges that the following items are included in the proposal, in accordance with the instructions provided in the RFP. This checklist should be included with the proposal package.

Check box below to indicate inclusion in proposal:

Essential Criteria:

- Proposal meets one or more of the State Plan goals and/or objectives
- Proposal serves individuals who meet federal definition of I/DD
- Proposal is consistent with all applicable federal, state, and local government law and regulations

Required Elements:

- Cover Letter
- Project Data Sheet
- Project Narrative (not to exceed 10 pages)
- Budget Detail Worksheet (including description of identified expenses)
- Proposal Checklist
- Organization Chart
- Personnel Information
- List of Previous Grants/Awards
- (3) Letters of Support
- Continuation of Funding Letter, if applicable
- Proposal adheres to all of the requirements as listed in the RFP (see pages 15-16)