



on  
behalf  
of



## PROPOSAL CHECKLIST:

**Proposals with incomplete or missing sections will not be considered for funding. Please take the time to complete this checklist to ensure that all information is included in your proposal package.**

Submit all of the following attachments *in the exact formats specified and in the order listed*. **PROPOSAL REVIEWERS WILL RECEIVE THE EXACT VERSION.**

### **Step I: Notification of Intent to Apply**

This form is required to be submitted electronically via [www.pyninc.org/rfploi](http://www.pyninc.org/rfploi) by **11:59 p.m. on August 30, 2019**

### **Step II: Electronic Proposal Submission**

The following materials must be uploaded to your designated online folder in PDF form **by 12:00 p.m. on September 25, 2019:**

- Completed PROPOSAL CHECKLIST
- Completed PROPOSAL COVER SHEETS– including signature of agency's authorized representative
- Completed and Signed CONTRACT AMOUNT-SUMMARY PAGE - found on worksheet A of the Budget document
- PROPOSAL NARRATIVE that includes answers to specified RFP Questions and follows specific format guidelines and requirements
  - Must include a table of contents (*this does not count toward page limit*)
  - Label each section and number each answer to correspond to narrative question
  - 1" margins and no smaller than 12-point font
  - Cannot exceed 11 single-sided, single-spaced pages
  - Pages must be numbered and include a header and/or footer identifying the respondent's name and proposed program model
  - May include letters of *commitment* from current or potential partners or funders who will contribute to the proposed project (*this does not count toward page limit*)
- Completed BUDGET WORKSHEET, including all relevant worksheets:
  - Worksheet A: Summary Page
  - Worksheets B-E: Administrative Expenses
  - Worksheets F-I: Program Services Expenses
  - Worksheet J: Budget Narrative
- Full set of highlighted LEGAL and FINANCIAL documents (see details on next page)

**Legal and Financial Document Details:**

- Audited Financial Statements: Copies of the past two year's organizational audit, including the accompanying financial statements and management letter<sup>1</sup>
- IRS Form 990: Copies of the two most recent IRS Form 990<sup>2</sup>
- Proof of Legal Status: IRS Letter of Determination or other
- Proof of Insurance: Organization's Current Certificate of Insurance (Successful respondents may be required to provide further insurance information at the time of contract negotiations.)

**Note on incomplete proposals:** *Following the submission deadline,* completeness of proposals and consistency with guidelines set forth in this RFP will be verified. **Proposals that are incomplete or do not follow the required format will not be considered for review.**

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<sup>1</sup> If an organizational audit is not performed, include the past two year's unaudited financial statements and a memo detailing why the organization does not perform an audit.

<sup>2</sup> For-profit agencies should submit IRS Form 1120