

**REVISED Addendum 2.13**

**RFA PREPARATION CHECKLIST**

By initialing this document you attest that you have personally checked that all requirements have been met.

	<u>Yes</u>	<u>No</u>	<u>N/A</u>
Appropriate format, properly labeled and one original plus six copies in sealed envelope marked as instructed	___	___	___
<u>Required Attachments</u>			
1. Current SDAT Certification	___	___	___
2. Signed Suspension and Debarment Form	___	___	___
3. Certification Regarding Fair Labor Standards Act	___	___	___
4. Certification Regarding Lobbying	___	___	___
5. Vendor Oath and Certification	___	___	___
6. Application Affidavit	___	___	___
7. Offeror Affidavit	___	___	___
8. MBE and/or QSB Certification	___	___	___
9. COA Certification	___	___	___
10. Confidential, Patented, Proprietary and/or Trade Secret Exclusions	___	___	___
11. Certification of Insurance or documentation verifying required insurances are available in the event of award	___	___	___
12. Hiring Agreement	___	___	___
13. Completed RFA Checklist	___	___	___
14. Corporate Acknowledgement or Grantee/Fiduciary Agent Agreement	___	___	___
15. Target Employment/Employer Chart	___	___	___
16. Assessment Tools	___	___	___
17. Employability Plan	___	___	___
18. Proposed Curriculum	___	___	___
19. Sample Weekly Job Search	___	___	___
20. Collaborative Partner Agreements	___	___	___
21. Outreach/Marketing Plan	___	___	___
22. Service Delivery Flowchart	___	___	___
23. Articles of Incorporation and/or other founding Documentation	___	___	___
24. Current References (3)	___	___	___
25. Most recent Annual Audit, most recent Annual Report and/or Program Statistics & Most recent Financial Statement	___	___	___
26. Proposed Organizational Chart, Personnel, Job Descriptions & Staff Coverage Plan	___	___	___
27. Proposed Budget, Narrative and Supporting Documentation for Match	___	___	___
28. Proposed Pay for Performance Budget and Benchmark	___	___	___

I hereby certify that I have reviewed the application being submitted and all required attachments are provided where appropriate.

**Handwritten Signature of Authorized Principal(s):**

Name: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_