

**FY 2021**

PROPOSAL SUBMISSION CHECKLIST

Agency Name:



**For reference:**

**1 – FY 2021 Subrecipients Proposal Submission Instructions**

**2 – FY 2021 Subrecipients Narrative Instructions**

**3 – FY 2021 Subrecipients Budget Cost Categories**

**4 - Proposal Cover Sheet**

**5 -** **Proposal Submission Checklist****6 -** **Narrative****7 - Outreach Plan****8 -** **Service Projections**

**9 -** **Cost Reimbursement Budget (Instruction & Training and Mental Health Services)**

**10 - Instructions for Completing Uniform Rate Negotiation Workbook (CM and HDM)**

**11 – Uniform Rate Negotiation Budget Workbook (CM and HDM)**

**12 – Personnel Activity Report (CM and HDM)**

**13** - **In-Kind Certification Forms (Instruction & Training and Mental Health** **Services)**

**14** **- Certificate of Liability Insurance**

**15 - Workers’ Compensation Form**

**16 - W-9 Tax-Payer Identification Number**

**17 - Certification of Debarment**

**18 - Standard Assurances**

**19 -** **Certification of Delinquent Child Support (required of for-profit entity only)**

**20 - Conflict of Interest**

**21 - Lobbying Certification**

**22 -** **DUA Data Use Agreement**

**23 –** **DAAA Focal Points**

**24 –** **Assurances Confirmation of Receipt and Review**

**Additional Documents to Submit**

**Job Descriptions for Project Staff and Volunteers**

**Tool(s) for Measuring Participant Satisfaction and Impact****Organizational Chart for Overall Agency****Organizational Chart for Project**

**Dietitian Certification (if applying for Congregate Meals/Home Delivered Meals)**