

FY 2022
PROPOSAL SUBMISSION CHECKLIST

Agency Name:

For reference:

1 – FY 2022 Subrecipients Proposal Submission Instructions

2 – FY 2022 Subrecipients Narrative Instructions

3 – FY 2022 Subrecipients Budget Cost Categories

- 4 – FY 2022 Proposal Cover Sheet
- 5 – FY 2022 Proposal Submission Checklist
- 6 – FY 2022 Narrative
- 7 – FY 2022 Outreach Plan
- 8 – FY 2022 Service Projections (Instruction & Training, use Contacts Projections only)
- 9 – FY 2022 Cost Reimbursement Budget (CIS, IRA, IT, MHS, OMB, PF, SCO)
- 10 – FY 2022 Instructions for Completing Uniform Rate Negotiation Workbook (CM, HDM, PA, Trans.) **Pending from State**
- 11 – FY 2022 Uniform Rate Negotiation Budget Workbook (CM, HDM, PA, Trans.) **Pending**
- 12 – FY 2022 Personnel Activity Report (CM, HDM, PA, Trans) **Pending**
- 13 - FY 2022 In-Kind Certification Forms (CIS, IRA, IT, MHS, OMB, PF, SCO)
- 14 – FY 2022 Certificate of Liability Insurance (Refer to Requirements Sheet)
- 15 – FY 2022 Workers' Compensation Form (if coverage not included under Certificate of Liability Ins.)
- 16 – FY 2022 W-9 Tax-Payer Identification Number Form (updated form with current date is required each year)
- 17 – FY 2022 Certification of Debarment
- 18 – FY 2022 Standard Assurances
- 19 – FY 2022 Certification of Delinquent Child Support (required of for-profit entity only)
- 20 – FY 2022 Conflict of Interest
- 21 – FY 2022 Lobbying Certification
- 22 – FY 2022 DUA Data Use Agreement
- 23 – FY 2022 DAAA Focal Points (updated sheet will be sent with Contract)
- 24 – FY 2022 Assurances Confirmation of Receipt and Review

Additional Documents to Submit

- Refer to FY 2022 Subrecipients Narrative Instructions