

Franklin Hampshire WIOA Youth Services Request for Proposal

Checklist

Proposer: _____ **Date:** _____

The following items must be submitted with the Proposal. This checklist also indicates the order of the items to be submitted:

Written Proposal and Attachments - SIX COPIES

Submitted in a separate sealed envelope marked Youth Narrative Proposal.

- Cover Sheet with Signature
- Checklist
- Executive Summary*
- Proposal Narrative*
- Chart A – Participant Characteristics and Barriers: In-School Youth
- Chart A – Participant Characteristics and Barriers: Out-of-School Youth
- Chart B – Services, Delivery System, and Outcomes

Attachments

- Organizational Chart
- Job Descriptions (include resumes of current staff, if applicable)
- 24-month Workplan

Attachments – ONE COPY

- Most recent audit or financial statements
- A signed Certificate of Non-Collusion

Price Proposal – ONE COPY

- Budget Forms** – Submit separately in a sealed envelope marked *Youth Price Proposal*

***Note:** The only items included in the 20-page limit are the Executive Summary and Proposal Narrative.