

## Franklin Hampshire WIOA Youth Programs Request for Proposals

### CHECKLIST Amended and posted 6/29/18

**Proposer:** \_\_\_\_\_

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.

- Amended Cover Sheet with Signature
- Checklist
- Executive Summary
- Proposal Narrative
- 12-month Workplan
- Chart A – Participant Characteristics and Barriers In-School AND Out-of-School Youth Charts
- Chart B – Services, Delivery System, and Outcomes
- Attachments
  - Organizational Chart
  - Job Descriptions (include resumes of current staff, if applicable)

**Also include in this envelope one copy of the most recent audit or financial statements and a signed Certificate of Non-Collusion. No additional copies needed.**

#### **Under separate cover:**

- Price Proposal/Budget Forms – SIX COPIES.** Submit separately in a sealed envelope marked Youth Price Proposal

**Note: The only items included in the 18-page limit are the Executive Summary and Proposal Narrative.**