

Proposal Checklist

Your completed Proposal must include ALL of the following:

EXHIBIT I

- 1.0 General Program Information
- 2.0 Program Summary (Narrative)
- 3.0 Program Staffing Information: Positions Funded by Department on Aging, Match, or Other Resources
- 3.1 Program Staffing Information: Wages and Benefits
- 3.2 2014 Direct Service Staff Turnover and Vacancy
- 4.0 Budget Summary
- 4.1 Indirect Cost Allocation Plan, if applicable
- 4.2 Program Volume and Unit Rate Calculations, if applicable
- 5.0 Terms, Conditions, and Assurances
- 6.0 Equal Employment Opportunity Certificate
- 7.0 Board of Directors Demographic Summary

REQUIRED APPENDICES

1. Job Descriptions
2. Organizational Chart
3. Agency Board of Directors
4. Agency-wide Budget*
5. Most recent agency audit, if not previously submitted
6. Text of letters or signs to be used in giving clients the opportunity to contribute voluntarily to the cost of services
7. Any other appendices required by specific Program/Service Guidelines or Specifications

REQUIRED EMERGENCY PLAN

** Must include all revenue sources and anticipated expenditures for the contract year.*