

VOCA RFP OPTIONAL CHECKLIST

(Application form to be submitted via email by the deadline of July 23, 2018):

___ Fully completed and *signed* VOCA application. Please note *there are multiple locations within the application requiring signature:*

- ___ signature of Authorized Official (first page)
- ___ signature of Authorized Official (Standard Conditions)
- ___ signature of Authorized Official (Certification of Collaboration; NEW/COMPETITIVE APPLICANTS ONLY)
- ___ signature of Authorized Official (Assurances)
- ___ signature of Authorized Official (Certifications)

Additional required documentation for NEW/COMPETITIVE Applicants:

- ___ Current job descriptions for proposed VOCA federal and match funded staff
- ___ Current resumes for VOCA federal and match staff included in the proposal (if already employed)
- ___ Contracts included in VOCA budget (if they already exist)
- ___ Complete audit/financial capacity evidence
- ___ Agency budget
- ___ Organizational chart
- ___ VOCA federal and match funded staff spreadsheet (created by your agency to show the complete funding breakdown of sources used to pay each person listed on the VOCA budget)
- ___ Limited English Proficiency (LEP) plan demonstrating compliance with Title VI
- ___ Bylaws and articles of incorporation (non-profits)
- ___ Proof of 501 (c) (3) status (non-profits)
- ___ List of Board members with contact information (non-profits)
- ___ Any additional attachments

Additional required documentation for CONTINUATION Applicants:

- ___ Completed FY19 Primary Project Components form