DETROIT AREA AGENCY ON AGING
PROPOSAL CHECKLIST

Please use this checklist to ensure that your application contains all the attachments listed. If awarded funding, additional documents will be requested at that time. Please label the attachments to make it easier for proposal reviewers.

Attachment	Required Documents	Status
	SECTION I: General Information – Part A	
	General Cover Sheet	
	Proposal Check List	
	1. **Agency Information Profile**	
	2. **Financial Management**	
	3. **Agency Administration**	
	4. **Client Grievance Procedures**	
	SECTION II: Program Information – Part B	
	Program Narrative:	
	Statement of Need	
	Service/Program Description:	
	1. **Program Overview**	
	2. **Program Description**	
	3. **Community to be Served**	
	4. **Target Population**	
	5. **Covid-19 Response/Rebuilding**	
	6. **Project Management & Staffing**	
	7. **Program Capacity**	
	8. **Consultant/Consultant Services**	
	9. **Goal, Objectives, Outcomes Work Plan**	
	10. **Sustainability Plan/Other Resources**	
	SECTION III: Budget & Unit Cost Forms	
	Line-Item Budget	
	Fee-for-Service Cost Per Unit Budget Sheet	
	ATTACHMENTS (Label Attachments)	
Attachment A	**Face Sheet**	
Attachment B	**Certificate of Insurance and/or List of Insurances with Coverage Amounts**	

Attachment B	**Organization Chart**	
Attachment D	**Certified Audit (or Specified Financial Statements if no Certified Audit)**	
Attachment E	**Details of Previous Audit Findings and Resolution**	
Attachment F	**Copy of IRS Form 941 with proof of payment**	
Attachment G	**Copy of current IRS Form 990 / 1120**	
Attachment H	**Copy of the Articles of Incorporation**	
Attachment I	**Copy of 501 c (3) Notification Letter**	
Attachment J	**Independent Contract Agreement**	
Attachment K	**Resumes/Job Description of Management/Program Staff**	
Attachment L	**Client Grievance Procedure/Bill of Rights**	
Attachment M	**Information Technology Cyber-Security Policy**	
	FINAL REVIEW PRIOR TO SUBMISSION	
	Submitted proposal is for published service category as indicated in this RFP?	
	Proposal(s) reviewed for technical accuracy?	
	All applicable questions answered and application complete?	
	Required signatures on all documents?	
	Proposal assembled in the order as outlined above?	
	Proposal Review & Scoring Sheet – Are all sections and attachments included?	