

COVER SHEET AND PROPOSAL PACKAGE CHECKLIST

GOLDEN STATE WORKS RFP JULY 2017-JUNE 2019

Lead Applicant Agency Name:	
Contact Person:	Title:
Phone:	Email:
Executive Director:	
Phone:	Email:
Sub-Grantee(s):	

The following items should be included in a complete proposal. Only the requested elements will be reviewed; please do not submit additional attachments, as they will not be considered. Incomplete applications will not be considered for funding.

- Cover Sheet**
- Narrative, including:**
 - Agency History and Capacity
 - Program Design
 - Staffing Qualifications
- Budget Form with Budget Narrative**
- Required Attachments:**
 - Letters of Support/Acknowledgement, if applicable
 - MOUs, if applicable
 - Schedule E: Project Consultant or Grant Team
 - Schedule O: Campaign Contribution Limits
 - City of Oakland Business Tax Certificate
- Optional Attachment:**
 - Schedule E-2: Oakland Workforce Verification Form