

DEPARTMENT OF HUMAN SVCS
 REQUEST FOR PROPOSALS
 GOLDEN STATE WORKS
 2014 Proposal Cover Sheet

Please read the Request for Proposals Document before filling out this form.

LEAD ORGANIZATION NAME:		
Address:		
City:	State:	Zip Code:
Contact Person:	Title:	
Phone:	Email:	
Website:	Fax:	

CHECKLIST

Complete full proposals will contain the items on the checklist below (in the same order). One (1) original plus five (5) hard copies of the completed, signed proposal must be submitted. An application that does not include all items on the checklist will not be considered for funding. Only the requested elements will be reviewed, please do not submit additional attachments. The following documents must be attached behind this cover sheet:

- Cover Sheet – *electronic template provided*
- Proposal Narrative- (not to exceed 12 pages)
- Attachment 1 - Budget form - *electronic template provided*
- Attachment 1A-C – Budget form for Subgrantees (if applicable) - *electronic template provided*
- Attachment 2- Budget Narrative
- Attachment 2 A-C - Budget Narrative for Subgrantees (if applicable)
- Attachment 3 – Resumes/Job Descriptions for key positions
- Attachment 4 - IRS Letter of not-for-profit status
- Attachment 5 - MOUs or Letters of Agreement with all partners and sub grantees
- Attachment 6- Financial Statements or Audit
- City of Oakland Schedule E – Project Consultant Team Listing Form
- City of Oakland Schedule O - Campaign Contributions Form

CITY OF OAKLAND REQUIRED SCHEDULES – MUST BE CURRENT

- City of Oakland Schedule C1 – ADA Compliance Declaration
- City of Oakland Schedule D – Professional Services Questionnaire
- City of Oakland Schedule N- Compliance with Living Wage Ordinance
- City of Oakland Schedule N-1 - EBO Certificate Equal Benefits, Declaration of Non- Discrimination
- City of Oakland Schedule P – Nuclear Free Zone Disclosure