

PROPOSAL PACKAGE CHECKLIST

The following items should be included in your electronic and hard copy proposals. Make sure that all attachments/uploads are clearly labeled. Incomplete applications will not be considered for funding. Only the requested elements will be reviewed; please do not submit additional attachments, as they will not be considered.

- Notice of Intent to Apply (required to access full online application)**

- Narrative, including:**
 - Agency History and Capacity
 - Program Design
 - Outcomes and Impact
 - Leveraging and Fiscal Practices
 - Program Summary

- Budget Form (including narrative justification of expenses)**

- Required Attachments (to be uploaded in Cityspan):**
 - Copy of IRS Letter Certifying Tax Exempt Status
 - IRS Form 990
 - Resumes or Job Descriptions
 - Letters of Support/Acknowledgement, if applicable
 - Letters of Agreement, if applicable

- Contract Compliance Attachments (to be submitted with hard copy):**
 - Schedule E: Project Consultant or Grant Team (REQUIRED)
 - Schedule O: Campaign Contribution Limits (REQUIRED)
 - Schedule E-2: Oakland Workforce Verification Form (OPTIONAL, but encouraged)

Additional forms and documents will be required by the City as part of the contracting process. Applicants should review the list of required post-award documents in **Appendix B** to ensure that they can meet all requirements.