

ATTACHMENT G
RFGA: R-1011-21-8033
Applicant Proposal Check List

Applicants are to complete this form and include it with their proposal as specified in the RFGA. To ensure all required information submitted is included and scored, place the page number where the information can be found in the applicant's response to this RFGA in the column titled "Found on Proposal Pg. #." Applicants are to be aware that if there is a discrepancy between this check list and the RFGA proper, the RFGA proper shall be deemed as the official resource for instructions on required items (e.g., documents, forms, information, and content) in the applicants' proposals.

ITEM	PHASE I: PROPOSAL ACCEPTANCE CRITERIA	RFGA Section Reference	Found on Proposal Pg. #
1	Was the proposal received by the deadline as specified in the RFGA? [Page # does not apply here. Please check the box if in compliance.]	4.1 & 5.2	
2	Did the applicant submit five (5) paper copies (one original and four copies) and one electronic copy of their grant application (proposal)? [Page # does not apply here. Please check the box if in compliance.]	5.2	
3	Does the applicant's proposal include all required affirmative statements and certifications, signed by the applicant's responsible representative, as described in Attachments A., and C. to the RFGA? [Page # does not apply here. Please check the box if in compliance.]	3.1, A. 5.3 5.4 A. & B.	
4	Is the applicant a 2009 SFSP sponsor, currently in good standing with ODE and not delinquent in any of the Child and Adult Food Care Programs?	3.1, B.	
5	Did the applicant provide: a list of proposed site(s) that clearly identifies the required new site; and if applicable, existing sites proposed for funding through this RFGA?	3.1, C.	
6	Did the applicant identify the outcomes- and research-based curriculum/curricula that will be utilized for the program?	3.1, D.	

ITEM #	PHASE II A: EVALUATION CRITERIA	RFGA SEC. REF.	Found on Proposal Pg. #
APPLICANT QUALIFICATIONS			
STAFF EXPERIENCE & CAPABILITIES			
1	The applicant has identified, if possible, staff the applicant considers key to the project's success. If it is not possible for the applicant to specifically name project staff at the time of proposal submission, applicants must include a statement affirming that all staff will meet the following qualifications: <ul style="list-style-type: none"> A site enrichment Program Director for each site, who is/will be a paid employee and has, at minimum, at least one year of experience working with children in a school setting, after-school program, enrichment program, or camp setting. 	3.2 A., 1.	
2	The applicant has identified, if possible, staff the applicant considers key to the project's success. If it is not possible for the applicant to specifically name project staff at the time of proposal submission, applicants must include a statement affirming that all staff will meet the following qualifications: <ul style="list-style-type: none"> Key enrichment program staff members who have had at least six months experience working with children in a school setting, after-school program, or camp setting. 	3.2 A., 2.	
3	The applicant has identified all support staff roles (support staff do not need to be named at this time/prior to grant award) and provide a justification for each staffing position.	3.2 B.	
4	The applicant has provided an affirmative statement that, if awarded a grant, the applicant will ensure the safety of all participants by conducting backgrounds and sex offender registry check on all paid and volunteer staff members.	3.2 C.	
SCOPE OF WORK			
5	The applicant has provided a plan to work with ODE during the Spring and Summer of 2010 to obtain SFSP site approval and retain ODE site certification throughout the grant period.	2.1 A.	
6	The applicant has provided a plan for creating and implementing community awareness and outreach strategies throughout the Spring of 2010 in order to publicize the SFSP sites and accompanying enrichment programs within the community.	2.1 C.	
7	The applicant has provided a plan for operating ODE-approved SFSP sites for a minimum of six weeks beginning in June 2010.	2.1 D.	
8	The applicant has provided a detailed plan for selecting and implementing an age-appropriate enrichment program based on research and outcomes based curricula to accompany the SFSP meal.	2.1 E.	
9	The applicant has provided a plan for submitting reports on a monthly basis, as specified by GOFBCI.	2.1 G.	
10	The applicant has provided a plan for expecting and being prepared for scheduled and unscheduled GOFBCI visits to SFSP sites.	2.1 H.	
11	The applicant has provided a plan for developing and implementing a plan for sustainability for Summer 2011.	2.1 I.	

ITEM #	PHASE II A: EVALUATION CRITERIA	RFGA SEC. REF.	Found on Proposal Pg. #
PROPOSED WORK PLAN			
12	The applicant has stated the key objectives of each proposed site. [NOTE: Applicants are not to simply restate the objectives as identified in Section 1.3 of this RFGA, but to specify the objectives the proposed project is designed to address.];	5.1, A.	
13	The applicant has provided a technical approach and work plan to be implemented as well as a proposed timeline for the project and has explained in writing the need for an SFSP site at their proposed locations.	5.1, B.	
14	The applicant has provided a current organizational chart (including any subcontractors) and specified the duties of the key management and administrative personnel who will be assigned or hired to perform work on this project.	5.1, C.	
15	The applicant has provided a timeline for each component of the scope of work and the project overall including the staff hours for personnel involved. This includes a Table of Organization (including SFSP sites, enrichment Program Directors at each site, and other paid and volunteer staff), and a chart showing the number of hours devoted to the project by the Applicant and the enrichment Program Directors at each site. The applicant must provide the percentage of time each key management person will devote to the project.	5.1, D.	
16	The applicant has developed work plans that outline the physical infrastructure needs for the applicant's proposed SFSP sites that does not include unallowable infrastructure costs as listed in Appendix A.	5.1, E.	
17	The applicant has developed a work plan for the physical set up and design for each SFSP site and accompanying enrichment program.	5.1, F.	
SPECIFICATIONS OF DELIVERABLES			
18	The applicant has provided a plan to purchase necessary equipment and supplies (excluding food) in order to develop the infrastructure of the SFSP sites so sites can appropriately accommodate the expected number of children by the opening day of the site in June 2010.	2.2 B.	
19	The applicant has provided a plan to execute an age-appropriate enrichment program at each proposed site before, during or after the SFSP meal that will last at least one hour. The enrichment program must be based on a proven outcomes and research-based curriculum and provide social, academic and physical enrichment activities that are proven to reduce high-risk behaviors among youth. The program activities must be prepared during Spring 2010 and ready for use by the opening day of the site in June 2010.	2.2 C., 5.1 G	
20	The applicant has provided a plan to publicize the SFSP sites and accompanying enrichment programs at appropriate places throughout the project period.	2.2 D.	
21	The applicant has provided a plan to attend all mandatory ODE and GOFBCI trainings: 1. The appropriate representatives from the grantee's organization as directed by ODE must attend all ODE trainings. Attendance will be required in order to certify each SFSP sponsor and sites so that they may receive USDA reimbursement for meals; and, 2. At minimum, one representative from the grantee's organization and each site enrichment Program Director must attend the mandatory grantee orientation and all subsequent mandatory conference calls and meetings.	2.1 B., 2.2 E.	
22	The applicant has provided a plan to provide GOFBCI with attendance reports that document the project's performance in increasing the number of children receiving SFSP meals and participating in the enrichment program.	2.1 F, 2.2 F.	
23	The applicant has provided a plan to monitor, track and evaluate the program to aid in providing GOFBCI with a monthly report and end-of-summer report for the grant period containing the specific reporting information and by the specified deadlines as specified in the RFGA.	2.1 F, 2.2 G.	
PROPOSAL FORMATTING COMPLIANCE			
24	The applicant has submitted a proposal which complies with the specified format for organization of the proposal. [Page # does not apply here. Please check the box if in compliance.]	5.4	
25	The applicant has completed Attachment G, Applicant Proposal Check List, and has included it in their proposal submission. [Page # does not apply here. Please check the box if in compliance.]	5.4, B., 1.	
Phase II. B. Additional Consideration:			
26	The applicant has included a description of how they will develop and implement a plan to collaborate with local growers to expand the use of local foods in the SFSP program and/or to and/or strengthen the variety of social, academic, life skills and leadership activities in the Feed Ohio enrichment program. [If the applicant did not include this description, please insert "N/A" into the "Page #" box.]	Sec. 2.1, J.	

Phase III.—Criteria for Considering the Project Budget Evaluation Criteria		RFGA SEC. REF.	Found on Proposal Pg. #
PROJECT BUDGET-			
1	Is the applicant's project budget at or below the \$12,500 per site for the entire grant period? [Note: If per-site costs in excess of \$12,500.00 are requested, applicants must include a detailed justification for such costs along with the Project Budget Form (see Attachment F) in order to be considered.]	1.1 5.4, C.	
2	Is the applicant's administrative cost at or below 15% of their requested budget per site?	5.4, C	
3	Does the applicant's project budget only show expenses directly related to the proposal project (administrative travel not to be included) and include a budget narrative and justification which clearly displays how approximate costs and allocations were determined for each site?	5.4, C.	
4	Does the Project Budget display total approximate costs as well as approximate costs for each deliverable/activity per SFY?	5.4, C.	
5	Does the Project Budget and budget item descriptions support the objectives outlined for the project as well as any and/or all of the grant applicant's proposed program activities?	1.3 5.1, A. 5.4, C.	
6	Did the applicant provide three (3) quotes for all proposed equipment purchases over \$500.00 to demonstrate that the requested amounts are reasonable, customary and the best value [Note: If not applicable, the applicant shall receive a "meets" score here.].? [If the applicant did not propose any equipment purchase(s) over \$500, please insert "N/A" into the "Page #" box.]	5.4, C.	