

CHECKLIST
Summer Food RFGA

“This checklist is intended only as a guide to help compile the proposal. You must be sure that your proposal includes all required information and attachments as stated in the RFGA.”

- 1 Proposal includes
 - **four** paper copies (**one signed original** and **three** copies) and
 - **one** CD-ROM copy of the Application(including Project Budget, Ohio SFSP Site Application, and other required components of the Application).

- 2 Applicant has used the Score Sheet, provided as **Attachment E to the RFGA**, to check the submitted proposal for quality, compliance, and completeness prior to submission.

- 3 Proposal contains all required components organized as described in the RFGA.

- 4 Proposal includes EITHER **Attachment A**. “Required Applicant Information & Certifications Document,” completed and signed (in blue ink) OR all the required information and certifications (each fully re-stated from **Attachment A**.) on applicant’s own letterhead, properly signed (in blue ink).

- 5 Proposal includes the **Request for Taxpayer Identification Number (W-9) Form**, which is provided as **Attachment B**. to the RFGA, completed with an original signature in blue ink.

- 6 Proposal includes a declaration regarding material assistance to a terrorist organization or an organization that supports terrorism as identified by the U.S. Department of State Terrorist Exclusion List and described in **Attachment C, Declaration Regarding Material Assistance/Non-Assistance to a Terrorist Organization** completed and signed (in blue ink).

- 7 Proposal includes one signed original grant agreement signature page (provided in **Attachment D** of the RFGA).

- 8 Applicant has read and understands the terms and conditions provided in the model grant agreement (provided as **Attachment D**), is fully aware of ODJFS’ contractual requirements and is committed to complying with them.

CHECKLIST
Summer Food RFGA

- 9 Proposal includes a copy of applicant's 501(c)(3) certification.
- 10 Proposal includes documentation proving that applicant performs year-round direct service in a particular community.
- 11 Proposal includes a completed and signed **Appendix A, Ohio SFSP Site Application** documenting that the applicant has been approved by ODE to set up at least two new and certifiable SFSP sites in areas with demonstrated need **AND** an explanation in writing of the need for a SFSP site at their proposed locations. Sites must meet all of the eligibility requirements set forth by ODE and USDA in order to qualify for funding.
NOTE: In the event that ODE is unable to sign the applicant's Ohio SFSP Site Application (**Appendix A**), applicants must include an unsigned copy with the grant proposal. If the applicant is being considered as a Feed Ohio grant recipient, the ODE-approved SFSP Site Application must be submitted to ODJFS before the award can be effective;
- 12 Proposal provides documentation that the applicant organization has at least three years experience in running camps, enrichment programs, schools, or after-school programs for school-age children.
- 13 Proposal affirms that each proposed site will be overseen by a **separate** enrichment Program Director who will be a paid employee with, at minimum, an Associate's Degree and at least three years of experience working with children in a school setting, after-school program, enrichment program, or camp setting.
- 14 Proposal affirms that applicant, if awarded a grant, will require that all paid and volunteer staff members shall undergo a mandatory background check. The applicant shall be responsible for any and all costs incurred by the background checks and their delivery to GOFBCI.
- 15 Proposal identifies, by position and by name (if already named) and provides profiles and resumes or curriculum vitae of those staff the applicant considers key to the project's success (at minimum, key staff identified must include an enrichment Program Director for each respective site).

CHECKLIST
Summer Food RFGA

- 16 Proposal identifies and assigns for each proposed site a separate enrichment Program Director who must be a paid employee and has, at minimum, an Associate's Degree and at least three years of experience working with children in a school setting, after-school program, enrichment program, or camp setting.
- 17 Proposal includes information (profiles and resumes or curriculum vitae) that demonstrates that any other key enrichment program staff members have had at least six months experience working with children in a school setting, after-school program, or camp setting.
- 18 Proposal identifies 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.
- 19 Proposal reflects the applicant's understanding of, and commitment to perform, the Scope of Work in its entirety.
- 20 Proposal provides a current organizational chart (including any subcontractors) and specifies the key management and administrative personnel who will be assigned to this project.
- 21 Proposal provides a timeline for each component of the scope of work and the project overall including the staff hours for personnel involved and 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 information included in the proposal provides the percentage of time each key management person will devote to the project.
- 22 Proposal includes a statement certifying that, if selected to be a grantee, applicant will begin providing services by June 2008 and maintain services for a minimum of eight weeks.
- 23 Proposal reflects and understanding of and a commitment to fulfill the objectives described in the RFGA.

CHECKLIST
Summer Food RFGA

- 24 Proposal includes qualifying statistics to determine the type of SFSP sites that will be run by the SFSP Sponsor (e.g. open or enrolled site).

If an applicant is proposing to use a subcontractor for any part of the work described in this RFGA proposal includes information to identify the subcontractor(s) and their tasks in their proposals. The proposal must include a letter from the proposed subcontractor(s), signed by a person authorized to legally bind the subcontractor, indicating the following:

- 25 1. The subcontractor's legal status, federal tax ID number, and principle business address;
2. The name, phone number, and fax number of a person who is authorized to legally bind the subcontractor to contractual obligations;
3. A complete description of the work the subcontractor will do;
4. A commitment to do the work, if the applicant is selected;
5. A statement that the subcontractor has read and understands the RFGA, the nature of the work, and the requirements of the RFGA.

- 26 Proposal includes the Project Budget Form, provided as **Attachment F.** to this RFGA, completed and signed according to instructions.