## Form 2: SUBMISSION CHECKLIST

*Please include this checklist to ensure that your submission is complete. Do not include any materials or attachments other than those listed. Additional materials will be discarded and not provided to the review panel.*

## 

Check each item to verify it has been included in your application packet.

Submit as single pdf file - Form1, Table of Contents, Form 2, Form 3, Statement of Qualifications Narrative items as a single PDF document. File name: DEC2024-03-ECMHCI-Agency Name – File 1 of [list number of files submitted].

* \_\_\_ Form 1: RFGA Cover Page
* \_\_\_\_ Table of Contents, clearly indicating the page number of each item on this list
* \_\_\_\_ Form 2: Submission Checklist
* \_\_\_\_ Form 3: Minimum Qualifications Attestation Form
* \_\_\_\_ Statement of Qualifications
  + Statement of Qualifications Narrative
  + Model of Service and Proposed Activities Narrative
  + Budget Use and Efficiency Narrative

Submit forms 4 and 5 as separate files **in Excel format** using listed naming convention. Submit letters of recommendation as single merged pdf file using listed naming convention.

* Attachments to Statement of Qualifications
  + \_\_\_\_ Form 4: Excel sheet of MHC sites you currently serve and are seeking to serve File name: DEC2024-03-ECMHCI-Agency Name - Sites - File 2 of [List number of files submitted]
  + \_\_\_\_ Form 5: Excel sheet of MHC staff experience File name: DEC2024-03-ECMHCI-Agency Name – Staff – File 3 of [List number of files submitted]
  + \_\_\_\_ Five letters of support from organizations to whom you have provided MHC services File name: DEC2024-03-ECMHCI-Agency Name – LOR – File 4 of [List number of files submitted]

Submit as a single pdf file – IRS letter, audited financial statements, licenses of staff. DEC2024-03-ECMHCI-Agency Name – MQ - File 5 of [list number of files submitted]

* Minimum qualifications supporting documentation
  + \_\_\_\_ Internal Revenue Service letter proving nonprofit and tax-exempt status under Section 501(c)(3) of the Internal Revenue Code
  + \_\_\_\_ Audited financial statements for FY 2021-22 and FY 2022-23
  + \_\_\_\_ Copies of staff licenses for consultants listed.