**FORM B: San Francisco Department of Early Childhood**

**Request for Grant Application #DEC24-1 for Early Intervention and Specialized Services System of Care (EISSSC)**

**PROPOSAL CHECKLIST – MAKE ADDITIONAL COPIES AS NEEDED; ONE COPY WITH EACH SERVICE COMPONENT APPLICATION *(Updated)***

SERVICE COMPONENT **(*Select one*):**

□ CYSHN and EI FRC □ Centralized Access Point Services

□ Developmental Playgroups □ Care Coordination and Individualized Services

Each submission must include the following required materials to be considered complete. All requested attachments below are related to the lead organization. Do not include any materials or attachments other than those listed above. Additional materials will be discarded, and they will not be provided to the evaluation panel.

A completed Application Package must contain the following required materials:

 *The following required materials can be completed and submitted once for all Service Components.*

\_\_\_\_\_\_ Form A: Service Component Checklist

\_\_\_\_\_\_ Contracts Statement

\_\_\_\_\_\_ IRS Determination Letter of your Organization Type

\_\_\_\_\_\_ Recent Audited Financial Statement/Report from either Fiscal or Calendar Year

\_\_\_\_\_\_ Agency Current Global Budget FY2023-24

***Each*** *completed* ***individual Service Component Application*** *must contain the following required materials:*

\_\_\_\_\_\_ Table of Contents

\_\_\_\_\_\_ Form B: Proposal Check List

\_\_\_\_\_\_ Form C: RFGA Cover Sheet

\_\_\_\_\_\_ Form D: Assurance of Minimum Qualifications Table

\_\_\_\_\_\_ Form E: FY24 Budget & Narrative (Excel Worksheet attachment)

\_\_\_\_\_\_ Form F: Application Program Narrative

\_\_\_\_\_\_ Letters of commitment from key partners receiving funding through this initiative

\_\_\_\_\_\_\_ Job descriptions and resumes of key direct program staff.

\_\_\_\_\_\_ Organization chart of staffing configuration. If applicable, include partners/ consultants.

\_\_\_\_\_\_ Letters of Reference from stakeholders, other CBOs, or relevant entities.