**INSTRUCTIONS FOR
APPLICATION CHECKLIST**

Applicants must assemble their applications in the order shown in the Application Checklist. Applications with missing documents, partially completed documents, or documents attached out of order will be deemed non-responsive. Non-responsive applications will be considered incomplete and will be rejected from consideration.

General Instructions:

Please type or print the official agency name of the organization that is responding to the
CA PREP Request for Application (RFA).

Number the pages of the application in consecutive order in the bottom right-hand corner of
each page.

Adhere to the preparation and submission requirements in Part III, D, of the RFA.

All forms requiring a signature must be signed in blue ink.

Submit one (1) original application with signatures – securely clipped, marked “Original.”

Submit two (2) copies of the application.

Submit one (1) compact disk (CD) containing all application documents in electronic form or a .zip file sent to the CA PREP email address PREP\_RFA@cdph.ca.gov.

“Check” Column:

Use this column to check off each document to ensure all required documents are included in the application and are submitted in order.

“Number of Pages” Column:

Enter the number of pages contained in each document.

**Application Checklist**

**TIME STAMP**

Date \_\_\_\_\_\_\_\_\_\_

Time \_\_\_\_\_\_\_\_\_\_

CDPH USE ONLY

Received by:

**CDPH USE ONLY**

Official Agency Name of Organization:

| **Check** | **Application Submission Requirements** | **Number of Pages** | **Confirmed by CDPH** |
| --- | --- | --- | --- |
| [ ]  | Application Cover Sheet (Attachment 1) |  | [ ]  Yes [ ]  No |
| **[ ]**  | Application Checklist (Attachment 2) |  | [ ]  Yes [ ]  No |
| **[ ]**  | Program Narrative Template (Attachment 3) |  | [ ]  Yes [ ]  No |
| [ ]  | Local Stakeholder Coalition Roster (Attachment 4)  |  | [ ]  Yes [ ]  No |
| **[ ]**  | Budget Template FY 18-19 (Attachment 5)  |  | [ ]  Yes [ ]  No |
| **[ ]**  | Agency Information Form (AIF) (Attachment 6) |  | [ ]  Yes [ ]  No |
| **[ ]**  | One (1) original and two (2) copies of the application (paper copy with signatures) and an electronic submission containing all application documents on either a CD or a .zip file sent to the CA PREP email address PREP\_RFA@cdph.ca.gov. |  | [ ]  Yes [ ]  No |