

**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 electronic submission containing all application documents to the CA PREP email address ASH_ED_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

Official Agency Name of Organization:

Check	Application Submission Requirements	Number of Pages	Confirmed by CDPH
<input type="checkbox"/>	Application Cover Sheet (Attachment 1)		<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	Application Checklist (Attachment 2)		<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	Program Narrative Template (Attachment 3)		<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	Local Stakeholder Coalition Roster (Attachment 4)		<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	Budget Template FY 21-22 (Attachment 5)		<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	Agency Information Form (AIF) (Attachment 6)		<input type="checkbox"/> Yes <input type="checkbox"/> No
<input type="checkbox"/>	Submit one electronic submission containing all application documents on to the CA PREP email address ASH_ED_RFA@cdph.ca.gov .		<input type="checkbox"/> Yes <input type="checkbox"/> No