

Attachment J

Submission Checklist SSP Grant

Applications must be submitted on time. Applications submitted without the following requirements may be eliminated.

Proposal was submitted on time: Noon

Signed Attachment B – Application Form – fully completed

Project Summary/Abstract

Proposal Narrative – must not exceed 15 pages

Narrative addresses separately each of the Merit Review Criterion and all required deliverables.

Attachment C – Budget Proposal and Budget Narrative

Attachment D – Domestic Workforce Utilization Certificate

Attachment E – Lobbying Certificate

Attachment F – Disclosure of Lobbying Activities Form (if applicable)

Attachment G1 – Mandatory Assurances

Attachment I – Timeline

Attachment K – SSP Training Curriculum, consumer and refresher with all parts per the RFA/Rider B

Attachment L – SSP Code of Ethics/Conduct

Attachment M – Verification Form

Attachment N – Signatory Authority Form

Proof of incorporation as a Center for Independent Living

Job descriptions

Resumes

Documentation of current license/certification as attendant care, reader/driver and/or escorted shopping services and for 5 years prior