

Required Documents Checklist

One Hard Copy of:

- Cover Sheet – Agency Information
- Proposed Outcomes
- Program Logic Model
- Program Outcome Report Summary Page
- Program Beneficiary Statistics
- Client Outcomes Story
- Standards Compliance Worksheet 1 & 2
- Financial Questionnaire
- Total Agency Operating Budget
- Program Support/Revenue and Expense
- Form 990 Financial Information Year 1 & 2
- MEMORANDUM OF AGREEMENT (at a later date)
- Required Document Checklist
- Current Agency Organizational Audit
- Agency Non-discrimination Policy
- Agency Board of Directors List

One complete electronic (PDF only) and 6 hard copies of:

(Must submit the following nine (9) pages on one complete electronic file per program)

- Cover Sheet – Agency Information
- Proposed Outcomes
- Program Logic Model
- Outcome Measurement Chart
- Program Outcome Report Summary Page
- Program Beneficiary Statistics
- Program Support/Revenue and Expense
- Form 990 Financial Information (Year 1 & 2 = 2 pages)