

**ATTACHMENT 13:
CHILDREN’S BOARD HILLSBOROUGH COUNTY
REQUEST FOR PROPOSALS
APPLICATION CHECKLIST/ORDER FOR SUBMISSION**

- _____ Application Cover Sheet – Completed; Signed and dated by the Authorized Official
- _____ Table of Contents with Page Numbers
- _____ Application Narrative (40 page limit)
 - Agency Organization Profile (30 points)
 - Agency Past Experience and Capacity (10 points)
 - Organizational Structure and Governance (10 points)
 - Financial Capabilities (10 points)
 - Programmatic Narrative (60 points)
 - Abstract (not rated)
 - Target Population (15 points)
 - Program Design (30 points)
 - Data Collection and Evaluation (15 points)

Attachments:

- _____ Budget (5 points)
- _____ Budget Narrative (5 points)
- _____ Subcontractor Budget(s), if applicable
- _____ Copy of most recent financial audit, management letter, report on internal controls and single audit, if applicable. If never audited, copy of most recent set of annual financial statements reviewed and approved by Agency’s Board of Directors (one copy with original application)

- _____ Business Plan
- _____ List of Board of Directors that identifies officers and affiliations
- _____ Job Descriptions for positions included in proposal
- _____ Staff Organizational Chart
- _____ Memoranda of understanding from collaborative partner(s), if applicable

- _____ Original application with authorized original signature (unbound) plus 4 copies

- _____ Electronic copy of application on a CD ROM or USB

**Application and all required attachments are due to the
Children’s Board of Hillsborough County by
February 17, 2012 by 4:00 PM (CBHC Clock)**