

EXHIBIT A: Proposal Checklist

This checklist includes the items that must be submitted in the grantees proposal and in the order outlined below. This checklist is to ensure that a complete proposal is submitted. Complete the checklist and submit it as part of the first item.

	Proposal Checklist (Exhibit A)
	Proposal Cover Sheet (Exhibit B)
	Table of Contents
	Proposal Narrative Section 1- Entity Profile and Qualifications Section 2- Personnel Section 3- Project Understanding and Analysis of Effort, and Project Timeline Section 4- Evaluation Design, Implementation, Analysis and Dissemination Plan
	Section 5 – Budget (Exhibit C)
	Appendix Job Descriptions Organizational Chart Statement of Non-discrimination Compliance Proof of Non-profit Status Smoke-Free Environment Statement As applicable, copies of all permits, employee licenses or business, state and/or clinic licenses needed for the prospective contractor to perform the proposed services. Additional documents (e.g., Letters of Support)