# FIRST 5 SAN BERNARDINO

## APPLICATION SUBMISSION CHECKLIST
Use this checklist to ensure that all items have been Included.
This form is to be completed and included in the application.

| | **Items Completed** | **Number of Pages** |
|---|---|---|
| 1. | Cover Letter | |
| 2. | Table of Contents | |
| 3. | Application Submission Checklist **(Attachment A)** | |
| 4. | Statement of Certification **(Attachment B)** | |
| 5. | Application Narrative **(Attachment C)** <br><br> INCLUDE <br><br> • Organizational Chart <br> • Board of Directors Information <br> • Board Roster and Board Meeting Schedule/Calendar | |
| 6. | Program Budget and Budget Narrative (Include a program budget and budget narrative for each fiscal year, for 3 years) **(Submission D)** | |
| 7. | Reportable Conditions **(Attachment E)** | |
| 8. | Exceptions and Disclosures **(Attachment F)** | |
| 9. | Local Preference Policy **(Attachment G)** | |
| 10. | Financial Capacity (Including applicable financial documents) and **(Attachment H)** | |
| 11. | Subcontractor Information **(Including MOU and Attachment I)** | |
| 12. | Contract History **(Attachment J)** | |
| 13. | Insurance (Submit proof or ability to obtain proof) | |
| 14. | IF APPLICABLE: Proof of 501c3 status, if applying as such | |