**PROPOSAL CHECKLIST**

**Regional HIV Prevention Project for Region 8**

* Proposal Narrative
* Appendix A: Title Page
* Appendix B: Capacity Building Work Plan
* Appendix C: Existing staff’s resumes
* Appendix D: Job descriptions
* Appendix E: Proposed budget
* Appendix F: Recent financial audit findings  
   OR
  + Appendix F1: Verification Exclusion
  + Appendix F2: Cover sheet and table of contents from agency’s fiscal policy manual
  + Appendix F3: W-9
* Appendix G: 501(c)(3) Tax exempt letter
* Appendix H: Application Certification
* Appendix I: Two letters of support
* Appendix J: Certificate of Good Standing issued by the Illinois Secretary of State