



PROPOSAL CHECKLIST

Regional HIV Prevention Project for Region 8

Please note, PHIMC is providing this submission checklist as a resource to assist NOFO applicants in ensuring submission requirements are met before submission. Applicants are responsible for ensuring their submitted application meets all the requirements set forth in the NOFO. PHIMC is **not** responsible for any omissions to this checklist or subsequent omissions in applications due to its use. Applicants are encouraged to ensure this checklist meets all requirements as outlined in Section 11- Formatting and Submission of the NOFO before use.

Only organizations that have submitted the Intent to Apply Form will be considered for this grant.

- ☐ Cover Page
- ☐ Proposal Narrative
- ☐ Attachment 1: Staff Resumes and Relevant Certifications (for existing staff)
- ☐ Attachment 2: RIG Scope Request Form
- ☐ Attachment 3: RIG Budget Form
- ☐ Attachment 4: Most Recent Financial Audit + Findings
 - OR
 - ☐ Verification Exclusion
 - ☐ Cover sheet and table of contents from agency's fiscal policy manual
 - ☐ W-9
- ☐ Attachment 5: Internal Revenue Service 501(c)(3) Tax Exempt Determination Letter
- ☐ Attachment 6: Completed GATA Internal Control Questionnaire
- ☐ Attachment 7: Certificate of Good Standing issued by the Illinois Secretary of State
 - ☐ *If you are a government organization that is exempt from this, please provide a statement indicating why the organization is exempt in place of the Certificate of Good Standing.*
- ☐ Attachment 8: Application-Certification Form