2017-18 Competitive Request for Proposal Checklist

Pre-Application Checklist (All applicants)

	Item	Section of RFP
	Registered with the NY State Grants Gateway System (GGS)	1.13
	Completed and submitted GGS Prequalification Application	1.13
	Created an eGrants account (https://egrants.cns.gov/espan/main/login.jsp)	

General Requirements Checklist

	Item	Section of RFP
	Registered with Systems for Award Management	1.10
	Registered with NY Statewide Financial System Central Vendor Registry	1.10
	Application includes Employer Identification Number	1.10
	Application includes DUNS Number	1.10
	Completed application is signed by authorized signatory of agency	1.12
	(For nonprofits) Completed current registration with the Attorney General's Office as a charitable organization	1.13
	Paper application does not exceed 15 double-spaced pages (excluding budget, performance measures, evaluation plan, and other required documents) (**Note:** Please print eGrants application to determine page count)	2.2
	Paper applications are double-spaced and typed in Times New Roman, 12-point font size with one-inch margins	2.2
	OCFS-4629 Project Staffing Plan Form	3.1

New and Recompeting Application Checklist

	Item	Section of RFP
	Executive Summary	2.3
	Program Design (see components below)	2.3
	---Problem/Need	2.3
	---Theory of Change and Logic Model	2.3
	--- Evidence Base (if applicable)	2.3
	--- Notice Priority	2.3
	---Member Training	2.3
	---Member Experience	2.3
	---Commitment to AmeriCorps Identification	2.3
	Organizational Capability (see components below)	2.3
	---Organizational Background and Staffing	2.3
	---Compliance and Accountability	2.3
	Cost Effectiveness and Budget Adequacy (see components below)	2.3
	---Cost Effectiveness	2.3
	---Budget Adequacy	2.3
	---Extra Points (if applicable)	2.3

Continuation Application Checklist	
Item	**Section of RFP**
Application Info (see components below)	2.3
---Areas affected by proposed program	2.3
---Requested project period start and end dates	2.3
---Funding Type	2.3
---Yes/No if delinquent on any federal debt	2.3
---Funding/Demographics	2.3
---Program information	2.3
---Populations served	2.3
---Grant characteristics	2.3
Narrative	2.3
Performance Measures	2.3
Evaluation report of CNCS-funded program (if applicable)	2.3
Budget	2.3
Increasing Grantee Overall Share of Total Budgeted Costs (if applicable)	2.3

Application Components Required to be Submitted via Email (to AmeriCorpsRFP@NewYorkersVolunteer.ny.gov)
Item
Evaluation (current grantees only)
Labor Union Concurrence (if applicable)
Moderate or Strong Evidence Documentation (if applicable)
Organizational Chart
OCFS-4629 NYS OCFS Project Staffing Plan Form