

## **APPLICATION CHECKLIST**

*Use this checklist to make sure your packet is complete.*

All documents identified under the "Submission Information" section (Required Documents) on page 2 of the Invitation Notice must be include in your completed application packet. **DO NOT SUBMIT this checklist.**

Any required documents not provided will result in the application not considered for competition under this RFP.

**Email or Prepare and Mail One (1) Original, Two (2) Copies with original signatures, and an electronic copy saved as a PDF document on compact disk/USB flash drive.**

**NO FAXED COPIES WILL BE ACCEPTED.**

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Checklist of Required Documents must be submitted in this order:

- Program Identification Form (Cover Page)
- Proposal Narrative
- Budget Form
- Letters of Support (Must include a letter from each included school district)

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**DEADLINE to Submit Proposals is March 7, 2014**