

CTA RPM RFQ Checklist

Agency:

Log # _____ (Partnership Use only)

Please use the following checklist to confirm that all documents are included in your packet.

- Program Design (Response to Program Questions 1-5)
- Staff Resumes and/or Job Descriptions
- Fiscal Statement (Response to Fiscal Questions a)
- Fiscal Affidavit
- Accounting Department Organizational Chart
- Chart of Accounts
- Segregation of Duties Worksheet*
- List of Board Members
- IRS W-9 Request for Taxpayer Identification Number and Certification
- IRS 501(c)(3) Tax Exempt Determination Letter
- Certificate of Good Standing
- Most Recent Financial Audit
- Budget*^
- Budget Narrative *^