**One-Stop Operator Proposal Checklist**

Click the checkbox to select or unselect (Microsoft Word format).

[ ] Organizational Information Form

[ ] Executive Summary (signed by authorized representative)

[ ] Program Narrative

[ ] Consortium Partner MOUs [ ] N/A

 Number: Click or tap here to enter text.

[ ] Subcontractor MOUs [ ] N/A

 Number: Click or tap here to enter text.

[ ] Staff Resumes / Job Descriptions

 Number: Click or tap here to enter text.

[ ] Letters of Reference (3)

[ ] Fiscal Narrative

[ ] Fiscal Questionnaire

[ ] Cost Allocation Plan [ ] N/A

[ ] Indirect Rate Approval Document [ ] N/A

[ ] Conflict of Interest Policy [ ] N/A

[ ] Accounting Department Organizational Chart [ ] N/A

[ ] Chart of Accounts

[ ] Segregation of Duties Worksheet

[ ] Fiscal Policies and Procedures Manual [ ] N/A

[ ] IRS W-9 Request for Taxpayer Identification Number and Certification

[ ] IRS 501(c)(3) Tax Exempt Determination Letter [ ] N/A

[ ] Certificate of Good Standing [ ] N/A

[ ] Most Recent Financial Audit [ ] N/A

[ ] List of Board Members [ ] N/A

[ ] Budget

[ ] Budget Narrative