

## Application Checklist

Please complete and submit this checklist with your application. It should be used as a quick reference of key provisions of the Solicitation and whether or not these provisions have been included, complied with or addressed. This document is not intended to be comprehensive or address every aspect of the solicitation.

Organization Applying \_\_\_\_\_.

Contact Person \_\_\_\_\_.

Phone Number \_\_\_\_\_.

Date submitted \_\_\_\_\_.

### Application Process

- \_\_\_ Application is 20 pages or less.
- \_\_\_ Attachments limited to 10 or fewer.
- \_\_\_ An original and three copies submitted.
- \_\_\_ SF424 (Appendix A) included.
- \_\_\_ SF424a (Appendix B) included.
- \_\_\_ Project Line-Item Budget Estimates (Appendix C) included.
- \_\_\_ Checklist (Attachment D) included.
- \_\_\_ Timeline included.
- \_\_\_ Executive Summary of two pages or less included.

### Financial and Technical Provisions

- \_\_\_ Target Population identified, with supportive documentation.
- \_\_\_ Underrepresented subgroup identified and services addressed.
- \_\_\_ Number and type of targeted jobs, applicable skill sets and certifications/standards identified.
- \_\_\_ Sources and credibility of labor market/job data cited.
- \_\_\_ Approach to identifying and recruiting eligible participants included.
- \_\_\_ Eligibility determination approach discussed.
- \_\_\_ Process in selecting eligible participants discussed.
- \_\_\_ Sequence of services and activities to be provided discussed.
- \_\_\_ Justification and qualifications for each training provider (including instructors) discussed.
- \_\_\_ Cost/Price analysis for use of specified training included.
- \_\_\_ Relocation Assistance, if used, addressed.
- \_\_\_ Flowchart of participant services included.

- \_\_\_ Applicants' prior experience with dislocated workers addressed.
- \_\_\_ All project outcomes and measures of success specified in Part III D addressed.
- \_\_\_ Role and involvement in the project of employers experiencing skill shortages discussed and documented.
  
- \_\_\_ Role of the local JTPA Substate Grantee for dislocated worker programs and One-Stop/Career Center system discussed and documented.
- \_\_\_ Method of assessing and reporting continuation and impact of coordination included.
- \_\_\_ Specific skill standards and certification for targeted occupations identified and discussed.
- \_\_\_ Labor organization consultation, where applicable, discussed and documented.
- \_\_\_ Coordination with other entities discussed.
- \_\_\_ Innovation and impact of the project discussed.
- \_\_\_ Management structure and staffing plan addressed and method of continuous oversight described.
- \_\_\_ Organizational chart and relationships included.
- \_\_\_ Mechanism to ensure financial accountability discussed.
- \_\_\_ Basis for applicant\*s administrative authority addressed.
- \_\_\_ Applicant's Method/System to collect, track, manage, report, and utilize data on the project's progress and performance addressed.
- \_\_\_ Ability to collect and submit SPIR data indicated.
- \_\_\_ Benchmarks to indicate planned implementation schedule included.
- \_\_\_ Method to obtain feedback from participants and employers discussed.
- \_\_\_ Grievance procedure addressed.
- \_\_\_ Past experience in managing grant funded projects discussed.
- \_\_\_ Project's sustainability addressed.