



## Division of Family and Children Services, Prevention and Community Support Section FY2025 Sexual Risk Avoidance Education Youth Development Program (SRAE)

Do not include the Application Checklist in your proposal. Keep as a record of the documents completed.

<b>Applicant:</b>		

When saving final documents, include assigned Proposal ID followed by an underscore and the designated document name. No spaces. No other description is necessary. For example: **Agencyname.Cover**

✓ Indicates that document must be included with proposal based on applicant legal status (non-profit or public entity)

NP	PE	For applicant use	Part C: Proposal Narrative	Document Type	Required naming Convention*
✓	✓		Implementing Agency MOU (if applicable)	Scanned pdf	Agencyname.ImplementingMOU
NP	PE	For applicant use	Part D: Contract Oversight and Fiscal Management	Document Type	Required naming Convention*
✓	✓		Fiscal Agent MOU (if applicable)	Scanned pdf	Agencyname.FiscalMOU
NP	PE	For applicant use	Part E: Implementation	Document Type	Required naming Convention*
✓	✓		Activities Chart	Word	Agencyname.Activities
NP	PE	For applicant use	Part F: Contract Compliance Uploads	Document Type	Required naming Convention*
✓	✓		Application Cover	Scanned pdf	Agencyname.COVER
✓	✓		Tax Compliance	Scanned pdf	Agencyname.TAX
✓	✓		Supplier change Request Form	Scanned pdf	Agencyname.SCR
✓	✓		W9 Form (upload signed first page only)	Scanned pdf	Agencyname.W9
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n/a	✓		Public Entity Authorization (template provided)	Scanned pdf	Agencyname.Authorization
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✓	✓		Medical Accuracy Assurance	Scanned pdf	Agencyname.MedicalAssurance
✓	✓		Evaluation Acknowledgement	Scanned pdf	Agencyname.Evaluation
✓	n/a		Certificate of Liability Insurance	pdf	Agencyname.INS

\*Download and complete standard forms provided.

## Submission Deadline

# May 31, 2024, 12:00PM (NOON)