

**CITY OF TUCSON – ESG-CV HOMELESSNESS PREVENTION
EXHIBIT A – PROPOSAL CHECKLIST**

Applicants are strongly encouraged to use the proposal checklist to ensure that all required documents are provided in the proposal. Incomplete and/or late submissions may be rejected without consideration subject to the City of Tucson’s discretion.

Project Narrative is complete and submitted as a single PDF file. Project Narrative includes required certification language and provided in standard 11-point or greater Times New Roman font.

Project Budget is complete and submitted as a single Excel file.

Project Attachments are complete and submitted as a single PDF file containing:

Budget Narrative: Maximum 2 pages

Waivers and Alternative Requirements Worksheet

Indirect Cost Recovery Affidavit

Federally Negotiated Indirect Cost Rate Agreement (if applicable)

Proof of Active SAM Registration including Unique Entity ID

IRS 501(c)(3) Designation Letter