**ATTACHMENT D
RESPONSE CHECKLIST**

To ensure that your response can be accepted, please be sure the following items are completed and enclosed. This checklist is provided merely for the convenience of the Respondent and may not be relied upon in lieu of the instructions or requirements of this solicitation.

Check off each of the following:

\_\_\_\_1. The Transmittal Cover Letter has been completed, signed by authorized representative, and enclosed in the response.

\_\_\_\_2. The Qualification Questions (Attachment A) has been completed as required in this solicitation, signed by authorized representative, and enclosed in the response.

\_\_\_\_3. The Grant Application (Attachment B) has been completed, reviewed for accuracy, signed by authorized representative, and enclosed in the response.

\_\_\_\_4. The Certified Minority Business Enterprise Certificate (CMBE) has been attached, if applicable.

\_\_\_\_5. The electronic, signed, original response must be received, at the location specified, prior to the Response Due Date and Time designated in the RFA document.

\_\_\_\_6. The Respondent shall submit one (1) electronic, signed, original Grant Application response titled “Original Grant Application Response.”

\_\_\_\_7. If Respondent considers any portion of its Grant Application response to be confidential, the Respondent shall submit one (1) electronic, signed, redacted copy of the response titled “Redacted Copy.”