



STAGES RFP Checklist

- **Did you answer all of the narrative questions?**
 - What is the problem you are seeking to address with this project?
 - Project goal and objectives
 - A statement of how the goal and objectives benefit older adults
 - Description of project activities
 - A description of how the applicant will engage older adults in their project activities.
 - List of key staff, including potential partners if applicable, who will work on the project, and a brief (2 – 3 sentences) biographical summary for each
 - Define success over the course of the subaward – please be specific – what will be different or changed if you are successful?
 - Project Budget – [use this template](#) please.
- **Did you attach all of the following required documents?**
 - Completed Budget Template w/ narratives
 - IRS Determination Letter
 - Current organizational budget (including income and expenses)
 - Most recent annual report (if available)
 - Financial Statements, for most recently completed fiscal year, audited if available, with balance sheet, a statement of activities (or statement of actual income and expenses), and functional expenses (Form 990)
 - Pre-Award Risk Assessment Questionnaire (PARAQ)
 - Signed certification regarding lobbying
 - Signed certification about drug free workplaces
 - Indirect cost rate agreement, if applicable
 - Letter of Support (Optional)