

Submit one (1) original and four (4) copies of this checklist along with its contents.

Original

Copy ____ of 4

Workforce Center Application Checklist LOG # _____

Service Location: _____ Agency _____

The documents submitted for this application must be packaged in the same order as the checklist below. Please bind each section below separately using 2 inch Prong Fasteners.

1

- Agency Information Form
- Executive Summary (specific to this Workforce Center Application)
- Workforce Center Application Narrative (specific to this Workforce Center Application)

2

- 1A Budget
- 1A Budget Narrative
- 1D Budget
- 1D Budget Narrative

3

- Organizational Chart
- Memorandum of Understanding (MOU) with partners
- Draft Subcontract (if applying with subcontractors)
- Job Titles and Descriptions
- Resumes Organized by Job Title
- List of employees proposed for the WIA project and their length of time employed by the respondent
- List of Board Members (including their addresses)
- Map of Service Location
- Letters of Support
- Agency Declaration