

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)

1A Budget

2

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