**Attachment 1**

**Application Checklist**

**Listed below are the required documents for a complete application package, in the order that they should be submitted. Use this checklist to ensure that your application submission is complete and in compliance with application instructions.**

|  |  |  |
| --- | --- | --- |
| **Required Documents** | **Checked-Applicant** | **Checked –SED**  |
| Application Cover Page with original signature of Chief Administrative Officer of Fiscal Agent School District | [ ]  | [ ]  |
| Application Checklist (Attachment 1) | [ ]  | [ ]  |
| Proposal Narrative | [ ]  | [ ]  |
| Projected Enrollment Plan (Attachment 2) | [ ]  | [ ]  |
| [FS-10 Budget](http://www.oms.nysed.gov/cafe) Form with original signature | [ ]  | [ ]  |
| Multi-Year Budget Summary (Attachment 3)  | [ ]  | [ ]  |
| Overall Resource and Expenditure Plan (Attachment 4) | [ ]  | [ ]  |
| Budget Narrative | [ ]  | [ ]  |
| Signed MOU between all Partners (Attachment 5) | [ ]  | [ ]  |
| **M/WBE Documents Package (original signatures required)**[ ]  Full Participation [ ]  Request Partial Waiver [ ]  Request Total Waiver |
| Type of Form | Full Participation | Request Partial Waiver | Request Total Waiver |
| Calculation of M/WBE Goal Amount | [ ]  | [ ]  | [ ]  |
| M/WBE Cover Letter | [ ]  | [ ]  | [ ]  |
| M/WBE 100 Utilization Plan | [ ]  | [ ]  | N/A |
| M/WBE 102 Notice of Intent to Participate | [ ]  | [ ]  | N/A |
| M/WBE 105 Contractor’s Good Faith Efforts | N/A | [ ]  | [ ]  |
| M/WBE 101 Request for Waiver Form and Instructions | N/A | [ ]  | [ ]  |
| EEO 100 Staffing Plan and Instructions | [ ]  | [ ]  | [ ]  |
|  |  |  |  |
| **SED Comments:**Has the applicant complied with the application instructions? [ ]  Yes [ ]  NoSED Reviewer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |