**Attachment 1: Refugee Community Services Project Proposal Cover Sheet and Checklist**

# *{Please complete this form and attach to the front of each Project Proposal}*

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| **Date Received by the Agency:** |

Ryan M. Roovaart, Issuing Officer

Department of Human Services  
Lucas State Office Building, 6th Fl.

321 E. 12th St.

Des Moines, IA 50319  
Phone: 515-310-1129

Email: [rroovaart@dhs.state.ia.us](mailto:rroovaart@dhs.state.ia.us)

|  |  |
| --- | --- |
| **Bidder Information** | |
| **Bidder Name:** |  |
| **Primary Contact Name:** |  |
| **Address:** |  |
| **Telephone:** |  |
| **E-mail:** |  |

*Instructions: Complete the checklist and ensure all documents for each Proposal are in the following order.*

|  |  |
| --- | --- |
| **Complete the following checklist ensuring proposal documents are in the order listed below.** | *State Use* |
| **Project Proposal** - includes documents #1 through #12 below.   * Submit 1 original hard copy of the Refugee Community Services Project Proposal Application (Attachment 2).   + The original hard copy must contain original signatures where indicated. * Submit 1 original hard copy of the Refugee Community Services Project Proposal Budget. (Attachment 3). * Submit 1 flashdrive with a copy of the Refugee Community Services Project Proposal Application (Attachment 2) identical to the content of the original hard copy. * Submit 1 flashdrive with a copy of the Refugee Community Services Project Proposal Budget. (Attachment 3) identical to the content of the original hard copy. |  |
| * 1. **Attachment 1**: **Refugee Community Services Project Proposal Cover Sheet and Checklist** * Attachment 1 is completed and attached * Includes an original signature(s) |  |
| * 1. **Attachment 2: Refugee Community Services Project Proposal Application Form** * Attachment 2 is completed and attached * Does not exceed the **limit of 12 pages**. |  |
| * 1. **Letter of Support:** Bidder shall include a minimum of one (1) letter of support from a partner agency within the designated service area (i.e. Resettlement organization, civic leadership organization, local governmental board, etc.) |  |
| * 1. **Attachment 3: Refugee Community Services Project Proposal Budget** * Attachment 3 is complete and attached. (This includes all data on workbook Tab 1 Budget Summary, Tab 2 SFY ’24, and Tab 3 SFY ’25. * The proposed budget does not exceed the maximum allowable award of $125,000 per state fiscal year. * The proposed budget does not exceed the maximum allowable indirect costs of 15% * If applicable, incentives do not exceed 5% of the total direct costs. |  |
| * 1. **Attachment 4: Refugee Community Services Start-up Funding Request Form *(IF APPLICABLE)*** * Attachment 4 is completed and attached * Does not exceed the **limit of 4 pages**. * Attachment 4 is not applicable to this proposal and is not included. |  |
| * 1. **Attachment 5: Refugee Community Services Start-up Funding Request Budget Form**   ***(IF APPLICABLE)***   * Attachment 5 is complete and attached * The proposed budget does not exceed the maximum allowable award of $75,000.00 * Attachment 5 is not applicable to this proposal and is not included. |  |
| * 1. **Attachment A: Release of Information** * Attachment A is completed and attached * One with original signatures(s) |  |
| * 1. **Attachment B: Primary Bidder Detail Form and Certification** * Attachment B is completed and attached with original signature(s) |  |
| * 1. **Attachment C:** **Subcontractor Disclosure Form(s)** * One Attachment C form is completed and attached for ***each*** proposed Subcontractor with original signature of Subcontractor OR * This form is not completed or returned because no Subcontractor(s) are used |  |
| * 1. **Attachment E**: **Certification and Disclosure Regarding Lobbying** * Read and select appropriate box regarding disclosures. * Attachment E is completed and attached   One with original signature(s) |  |
| * 1. **Attachment F: Minority Impact Statement** * Attachment F is completed and attached   One with original signature(s) |  |
| **12. Mandatory Requirements as stated in 2.13.1 are met**   1. Proposal has been received by Issuing Officer prior to the due date and time 2. Bidder is not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from receiving federal funding by any federal department or agency 3. Bidder’s Cost Proposal adheres to any pricing restrictions regarding the project budget or administrative costs |  |

\*\* RFP Attachment D: Additional Certifications and RFP Attachment G: Sample Contract Form ***DO NOT*** need to be included in the bid proposal submission packet. \*\*