**Appendix D**

**Minimum Criteria for Submission Checklist**

**Learning for Careers**

Proposer Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Submission: [ ]  Phase I or [ ]  Phase II

To aid the proposer and staff the following is a checklist of items that should be contained in the submitted proposal in order to the proposal to be considered accepted:

|  |  |  |
| --- | --- | --- |
| **Item** |  | **Completed/Submitted** |
| Proposal submitted by deadline |  |  |
| Proposal submitted is completed on Template Provided including budget and ***live signature*** |  |  |
| Attachment 1 – Non Collusion Statement |  |  |
| Attachment 2 – Exception Form |  |  |
| Attachment 3 – Confidential Information Form |  |  |
| Attachment 4 – Business Reference Form |  |  |
| Attachment 5 – Subcontractor Information Form (if applicable)-lack of this will not disqualify proposal. |  |  |
| Lead Entity Copy Of Business License/ Proof of Non-Profit Status (Non-public entities only) |  |  |
| Phase I Proposal meets the definition of Phase I Applicant Group and Lead Provider |  |  |
| Phase I and II-LFCP targets in demand occupation(s) and/or (DOE) Program of Study  |  |  |

DOL Reviewer 1: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Print Name

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature

DOL Reviewer 2: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Print Name

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Signature