

# El Paso County

## ARPA Proposal Submission Checklist

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| In a single pdf: <ul style="list-style-type: none"><li>• Coversheet</li><li>• Ten-page maximum proposal narrative</li><li>• Letters of support and collaboration</li><li>• Proposed and categorized budget using provided template</li><li>• Organization information form</li></ul> |
| In separate pdfs   |
| Self-Assessment Survey   |
| Subrecipient Information Form  |
| Corporate filing documentation evidencing not-for-profit charitable or government status with legal entity's name  |
| A list of the board of directors or other governing body   |
| Copy of or, if only electronic, link to the organization's annual report   |
| Copy of to the organization's strategic plan   |
| The organization's tax return if gross receipts are greater than \$25,000.00 per year  |
| Most recent financial audit and any management letter  |

**For questions about the electronic submission process, contact:**

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