

## N-S EMA Ryan White RFP FY23-25

Attachment Naming Guidelines- For all attachments and required documents please use the following naming guideline:

**Attachment #, Agency Name, Priority Area Acronym, Attachment Name**

Attachment #	Attachment Type	Example	Notes
1	Cover Page	#1-UWLI MNT Cover Page	PDF
2	Agency Information	#2-UWLI MCM Agency Information Sheet	PDF
3	Estimated Clients to be Served from High Need Areas	#3- UWLI MT Est. Clients from High Need Areas	PDF
4	Table of Service Linkages and MOAs	#4- UWLI MNT Linkage Agreements	PDF
5	Budget	#5-UWLI EIS Budget	<i>Excel Spreadsheet (do not PDF)</i>
6	Letter of Commitment from the Executive Director or CEO	#6- UWLI MCM ED Letter	PDF
6.a	Letter of Commitment from the Board of Directors	#6.a- UWLI MH Board Letter	PDF
7	Agency Organizational Chart (must show agency and RW program lines)	#7- UWLI OPS-Legal Org Chart	PDF
8	Proof of 501 (c)(3) Status	#8- UWLI EFA Proof of 501c3 status	PDF
9	Most recent Audited Financial Statements	#9- UWLI EIS Financial Statements	PDF
10	Bi Directional Agreements	#10- UWLI MT Linkage Agreements	PDF agreements into <b>one document</b>
11	Job Descriptions for Proposed RW funded staff	#11- UWLI OH Job Descriptions	PDF all job descriptions into <b>one document</b>

Please note that if your agency is selected for funded through this competitive bidding process that SAM.gov registration, most recent IRS 990, single audit (if applicable), a work plan and revised budget (if needed) will be required for contracting.