**2022 RFP Completeness Checklist – Tier III**

***Note: Optional appendices are indicated with an asterisk.***

| **Note: Optional appendices are indicated with an asterisk**  **Application Component** | | **Applicant Check** | **Reviewer Check** |
| --- | --- | --- | --- |
| **Tier III Narrative** | | □ | □ |
| **Domain 1: Community Engagement and Support** | | | |
| **Application Component** | | **Applicant Check** | **Reviewer Check** |
| Section 1.5: Ongoing Community Outreach and Engagement | Appendix 1.5 Evidence of having notified residents of the proposed school including an approximate estimate of the number of individuals notified via each method of outreach. (such as petitions signed by parents and community members (redacted and unredacted)) | □ | □ |
| Appendix 1.5 Copies of presentations and sign-in sheets from community meetings hosted by the applicant | □ | □ |
| Appendix 1.5 Detailed record of community meetings attended. Include agendas, notes, and correspondence | □ | □ |
| Appendix 1.5 Detailed record of one-on-one meetings. Include agendas, notes, and correspondence | □ | □ |
| Appendix 1.5 Examples of flyers and outreach materials | □ | □ |
| Appendix 1.5\* Updated Community Engagement Plan | □ | □ |
| Section 1.6: Community and Family Support | Appendix 1.6 Intent to Enroll Forms (redacted and unredacted) | □ | □ |
| Appendix 1.6 Personalized letters from parents of age-eligible children (redacted and unredacted) | □ | □ |
| Appendix 1.6 Copies of communication to elected officials and letters of support | □ | □ |
| Appendix 1.6 Letters of support from parents, community members, organizations, and stakeholders in the community (redacted and unredacted, as applicable) | □ | □ |
| Appendix 1.6 Copies of any articles on the proposed new school, if any | □ | □ |
| Appendix 1.6 Letters of support from potential partners (MOU required for community-based partnerships) | □ | □ |
| **Application Component** | | **Applicant Check** | **Reviewer Check** |
| Section 1.7: Updated Facilities | Appendix 1.7 Detailed space requirements for the proposed school(s) (e.g. square footage, number and type of classrooms, amenities, etc.), including any special features required to properly implement the proposed model | □ | □ |
| Appendix 1.7 ADA Compliance Report for each proposed facility site | □ | □ |
| Appendix 1.7 Inspecting Architect’s Report for each proposed facility site | □ | □ |
| Appendix 1.7 Letter of Intent or Memorandum of Understanding (if available) | □ | □ |
| Appendix 1.7 Rehabilitation/Construction Plan (including scope of work and timeline) | □ | □ |
| Appendix 1.7 Sources and Uses of Funds Report | □ | □ |
| Appendix 1.7 Proposed timeline for securing a viable facility and completing necessary renovations to make the facility suitable for school by the proposed opening date | □ | □ |

**Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**