

(Attach. 5) 2018 NSLPE APPLICATION CHECKLIST FOR SFA

Check if Completed	SFAs: PLEASE USE THIS CHECKLIST TO ENSURE THAT YOUR APPLICATION PACKET IS FULLY COMPLETED BEFORE SUBMITTING TO HCNP
	I HAVE GONE THROUGH THE APPLICATION AND HAVE NO QUESTIONS, OR I HAVE GOTTEN MY QUESTIONS ANSWERED BY HCNP. (IF NOT, CONTACT AL TACHIBANA AT (808) 587-3600.)
	I HAVE COMPLETED THE APPLICATION FORM; IF I FILLED ADDITIONAL SHEETS FOR THE APPLICATION I HAVE INCLUDED THE ____ (#) ADDITIONAL SHEETS.
	I HAVE ACQUIRED 3 BIDS FROM DIFFERENT VENDORS FOR EACH UNIT OF EQUIPMENT (Required for each request for equipment award) AND each bid amount meets the \$1,000 minimum per bid allowed for the 2018 grant (or meets a different SFA-documented capitalization threshold).
	I HAVE SUBMITTED ALL BID SHEETS/VENDOR QUOTES IN THE PACKET
	ALL QUESTIONS/ITEMS IN THE APPLICATION FORM WITH THE RED ASTERISKS (*) HAVE BEEN ANSWERED (Unfilled boxes could result in incomplete applications that can be disqualified)
	IF HCNP HAD CONTACTED ME AND MADE THE REQUEST FOR MY SFA PROCUREMENT GUIDELINES, SY17-18 FINANCIAL STATEMENT, CURRENT OPERATING BUDGET/ STATEMENTS OR OTHER DOCUMENTS, I HAVE PROVIDED THEM IN MY PACKET.
	ASSURANCE OF COMPLIANCE HAS BEEN READ, AND THE LAST PAGE HAS BEEN FILLED, SIGNED, AND INCLUDED IN MY PACKET.
	I WILL BE ABLE TO EMAIL, HAVE POSTMARKED, OR DELIVER ALL PACKET DOCUMENTS TO HCNP BEFORE 4:30pm Friday December 7, 2018
	AND AFTER SUBMITTING MY APPLICATION, I HAVE CONFIRMED WITH HCNP OR HAVE RECEIVED CONFIRMATION THAT MY APPLICATION PACKET HAS BEEN RECEIVED ON TIME AND ACCEPTED BY _____ (name of staff) ON _____ (DATE).
	CONGRATULATIONS! YOU HAVE SUCCESSFULLY SUBMITTED YOUR APPLICATION PACKET FOR THE 2018 NSLP EQUIPMENT ASSISTANCE GRANT! GOOD LUCK! Remember, the equipment cannot be purchased until AFTER an award has been issued and accepted by the SFA.

CONTACT INFORMATION FOR QUESTIONS OR TO SUBMIT NSLPE APPLICATION PACKET:

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