

## (Attach. 5) 2019 NSLPE APPLICATION CHECKLIST FOR SFA

<b>Check if Completed</b>	<b>SFAs: PLEASE USE THIS CHECKLIST TO ENSURE THAT YOUR APPLICATION PACKET IS FULLY COMPLETED AND PROPERLY SUBMITTED TO HCNP</b>
	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 IN MY PACKET.
	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 2019 grant (or meets a different SFA-documented capitalization threshold).
	I HAVE SUBMITTED ALL BID SHEETS/VENDOR QUOTES IN THE PACKET
	I HAVE ANSWERED ALL PERTINENT QUESTIONS/ITEMS IN THE APPLICATION FORM (Unfilled boxes could mean a lower score for your proposal OR could result in an incomplete application that could be rejected.)
	IF HCNP HAD CONTACTED ME AND REQUESTED MY SFA'S PROCUREMENT GUIDELINES, SY18-19 FINANCIAL STATEMENT, CURRENT OPERATING BUDGET/ STATEMENTS OR OTHER DOCUMENTS, I HAVE PROVIDED THEM IN MY PACKET OR EARLIER TO HCNP.
	THE ASSURANCE OF COMPLIANCE HAS BEEN READ AND THE LAST PAGE FOR CERTIFICATION HAS BEEN FILLED, SIGNED, BY THE SFA DIRECTOR OR REPRESENTATIVE AUTHORIZED BY THE DIRECTOR AND INCLUDED IN MY PACKET.
	ALL PACKET DOCUMENTS EMAILED, POSTMARKED, OR DELIVERED TO HCNP BEFORE 4:30pm <b>FRIDAY January 31, 2020</b>
	I WAS ABLE TO CONFIRM WITH HCNP BY PHONE OR EMAIL THAT MY APPLICATION PACKET HAS BEEN RECEIVED ON TIME AND ACCEPTED. If by Phone: Name of Staff _____ Date _____
	CONGRATULATIONS! YOU HAVE SUCCESSFULLY SUBMITTED YOUR APPLICATION PACKET FOR THE 2019 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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