

## FY17 ICCB Adult Education Continuation Plan Checklist

The various attachments of the FY17 Continuation Plan hard copy should be submitted in the following order:

1. Excel Attachment Workbook
  - a. Agency Information
  - b. Professional Development
  - c. Fiscal Resources
  - d. Cost Allocation
  - e. Service Ratio and Org Charts
    - i. Institution Organizational Chart with Adult Ed identified
    - ii. Adult Education Organizational Chart
  - f. Proposed Subcontractors
  - g. Integrated Education and Training; Bridge, i-Pathways, STAR and ICAPS
  - h. NRS Data
2. Word Narratives
3. Budget Workbook
4. IRS Not-for-Profit status certification (if applicable)
5. List of current board members including name, address, telephone numbers, and e-mail addresses
6. Must submit a most recent A-133 audit summary or an independent program audit *with the original hard copy application only* (if applicable)
7. Proof of adequate liability insurance