**NEGLECTED CEMETERY RFA CHECKLIST**

***This checklist MUST be submitted when submitting your response to the RFA.***

Town/City Name: **Type Town Name**

[ ]  I have noted our town’s name and included “Neglected Cemetery Grant Application” in the subject line of the email being sent to OPM.

[ ]  I have included a completed and signed application.

[ ]  I have included a certified copy (with embossed seal darkened, if applicable) of the minutes of the meeting of its Board of Selectmen, Town or City Council (or equivalent body) which:

* + identifies the Chief Elected Official by name and title, and states:
		1. that the Chief Elected Official is authorized to apply for and accept, on behalf of the town, a grant from the Neglected Cemetery account, and
		2. that said official is authorized to enter into and execute any and all agreements, contracts and documents necessary to obtain said grant should the town be selected for a grant award.

[ ]  I have included a completed and signed [Municipal Certification of Eligibility for Discretionary State Funding](http://www.ct.gov/opmathome/lib/opmathome/forms/municipal_certification_of_eligibility_for_discretionary_state_funding.docx) form form (including a copy of any associated attachments as noted on form, if applicable).

[ ]  I have included a completed and signed [OPM Vendor/Bidder/Applicant Profile Sheet – Form OPM-A-15](http://www.ct.gov/opmathome/lib/opmathome/forms/vendor_bidder_applicant_profile_sheet_form_opm-a-15.doc#48002)

[ ]  I am including a completed copy of the “Neglected Cemetery RFA Checklist”

Completed by: **Type Name** E-Mail Address: **enter e-mail address**

Date: **Click here to enter a date.**