

## New Capacity for High Needs Areas Application Checklist

*This page is for Applicant use only. Please DO NOT submit with application.*

- All lines are filled in on the front page of the application.
- The appropriate boxes are marked on the front page of the application.
- Both signature lines are completed and dated by the appropriate people.
- Question #1 is answered completely in the space provided.
- Question #2 is answered completely in the space provided.
- Question #3a is answered completely in the space provided.
- Question #3b should have the appropriate zip code(s) checked or check none.
- Question #4a is answered completely in the space provided.
- Question #4b is answered completely in the space provided.
- Question #5 is answered in the space provided.
- Question # 6a is answered in the Budget Form (Tab A, Budget).
- Question # 6b is answered in the Budget Form (Tab B, Budget Narrative).
- All applicable attachments are enclosed with the application: Site Evaluation Plan if applicable, any current Child Care Center license(s) if applicable, proof of control of site (ownership/deed of trust or 5 year lease with owner written approval), proof of a waiting list if applicable , list of equipment requested for move-in costs if applicable, and program brochure if available. All attachments must be readable or application will not be processed.