

Proposal Application **SAMPLE**- Table of Contents

I.	Program Overview	1
II.	Qualifications	1
	A. Experience.....	2
	B. Organization.....	4
	C. Personnel.....	5
	D. Facilities.....	6
III.	Financial	7
	See Attachments for Cost Proposal	
VI.	Other	8
	A. Litigation.....	9
VII	Attachments	
	A. Quality Assurance and Evaluation (if any)	
	B. Letters of Support, MOA/MOUs (if any)	
	C. Job Descriptions and Resumes	
	D. Training Plan (if any)	
	E. Cost Proposal (if applicable)	
	SPO-H-205 Proposal Budget	
	SPO-H-206A Personnel – Salaries & Wages	
	SPO-H-206B Personnel – Payroll Taxes and Fringe Benefits	
	SPO-H-206C Travel – Inter-Island	
	SPO-H-206D Travel – Out-of-State	
	SPO-H-206E Contractual Services-Administration	
	SPO-H-206F Contractual Services-Subcontracts	
	SPO-H-206G Depreciation	
	SPO-H-206H Program Activities	
	SPO-H-206I Equipment Purchases	
	F. Other Financial Related Materials	
	Financial Audit (most recent)	
	Provider Compliance (Hawaii Compliance Express)	
	G. Other: Specify	