APPLICATION CHECKLIST/FORMAT

1. **Technical Application**

   ____ Technical Application Cover Page
   ____ Eligible Applicant Certification
   ____ Multiple Provider/Participant Consent Form
   ____ SEQR - Short Environmental Assessment Form
   ____ Table of Contents
   ____ Executive Summary
   ____ Eligible Applicant
   ____ Project Description
   ____ Project Monitoring Plan

2. **Financial Application**

   ____ Financial Application Cover Page
   ____ Multiple Provider/Participant Consent Form
   ____ Table of Contents
   ____ Executive Summary
   ____ Project Budget
        ____ Certification of Financial Distress (if applicable)
        ____ Project Expenses and Justification
   ____ Project Fund Sources
   ____ Cost Effectiveness
   ____ Project Financial Viability
   ____ Improvement to Financial Viability of Financially Distressed Entity (if applicable)
   ____ Eligible Applicant Financial Stability
   ____ General Corporate Information

3. **Packaging the Application**

   ____ Ensure no cost information is included in the Technical Application.
   ____ The package contains:
        ____ Two original, signed, Technical Applications
        ____ Eleven copies of the Technical Application
        ____ Two original, signed, Financial Applications
        ____ Six copies of the Financial Application
   ____ Application is scheduled to be delivered by 4PM on the due date
   ____ Application package is labeled:
        HEAL NY Phase 2: Capital Restructuring Initiatives
        RGA #0604261035