

## **Attachment B – Proposal Introduction and Solution / Approach**

### **A. NOFA Introduction:**

In your introduction, please include, at a minimum, the following information and/or documentation:

- A statement to the effect that your proposal is in response to this NOFA;
- A brief description of your organization;
- A commitment to perform the requested work in accordance with the requirements outlined in this NOFA;
- Evidence of any licenses or registrations required to provide the services under this contract.

### **B. Approach to Preparation of Tasks:**

Applicants should describe their proposed approach to administering their proposed applicable activities. If you have established a partnership with an organization, you should include a description of the role of each collaborative partnership organization. The approach should also identify the specific individuals that will be assigned to this work and their roles in completing the following tasks.

1. Describe how your organization proposes to work with collaborative partnership organizations as outlined in the NOFA.
2. Describe how your agency proposes to work with the fiduciary in administering the activity.

### **C. Timeline for Completion of Tasks**

The applicant should provide a timeline with milestones for the completion of all Tasks.