



November 5, 2020

Dear Colleague:

Re: 2020/2021 MAP Annual Completeness Package

The Human Services Advisory Council (HSAC) and The Community Planning & Advocacy Council's (CPAC) Board of Trustees approved a Planning Committee recommendation to reduce the amount of paperwork MAP (Management Assistance Program) compliant agencies submitted with Request for Proposal (RFP) applications. These documents are submitted annually and are known as the *MAP Annual Completeness Package (ACP)*.

The 2020/2021 MAP Annual Completeness Package and payment must be submitted to CPAC by November 16, 2020.

The Completeness Package includes:

- Your agency's most recent Annual Audit (cannot date back more than 2 years.)
- Documentation of Incorporation and/or IRS 501 (C) (3) Status
- Affirmative Action Questionnaire
- Debarment Certification Form
- Agreement to Indemnification
- Current Board Member Roster
- Current Agency Consolidated Budget
- \$250 ACP Review Payment to C P A C

This is an open enrollment process; however, all documents need to be updated annually. **Completeness Packages will be effective from November 1, 2020 until October 31, 2021.** CPAC will not disassemble your proposal packages to create an *MAP Annual Completeness Package*.

Please scan and e-mail your *Annual RFP Completeness Package* documents to me by November 16, 2020. Payments should be mailed payable to CPAC and sent to my attention.

Thank you in advance for your cooperation and attention to this matter.

Sincerely,

Hilary

Hilary Dugger Colbert, MPA
Director of Grants Management

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