

Application Checklist

Applicants may use this checklist to ensure the application contains all required documents and submission requirements. All applicants must review DMHA RFF-2023-006 prior to using this checklist. Please ensure all items listed below have been submitted via email with your grant application to the special purpose Behavioral Health Recruitment and Retention Innovation email account (WFIInnovation@fssa.IN.gov) as specified. This checklist is a resource for you and does not need to be submitted with your application.

Application Component	ITEM	√
Technical Proposal	Submit completed Technical Proposal (Attachment C), including responses to all Technical Proposal questions (including all Applicant Information, Point of Contact and the Signature of Authorized Representative) **Must be submitted in the original template document provided (Attachment C) and adhere to the word count limit**	
	Submit completed Community Partner Form (Attachment A) **Must be submitted in the original Excel sheet provided (Attachment A)**	
	Submit completed W-9 Form (Attachment H) and Direct Deposit Form (Attachment I) **Must be submitted in the original template documents provided**	
Grant Budget Proposal	Submit Grant Budget Proposal (Attachment D) **Must be submitted in the original Excel sheet provided (Attachment D)**	
	Submit completed Grant Budget Narrative (Attachment E) **Must be submitted in the original template document provided (Attachment E) and adhere to word count limit**	
Priority Points	Ensure you have addressed relevant Priority Points in your Technical Proposal, if applicable	