## Appendix G: Proposal Checklist

**Expansion and Enhancement of**

**Medication-Assisted Treatment for Opioid Use Disorder in Chicago**

**PROPOSAL CHECK LIST**

The proposal checklist can be used to ensure that the proposal is complete. If is provided for your convenience and should not be submitted.

Proposals that do not contain each of the items below will be considered incomplete and will not be reviewed.

**Narrative (max 10 pages), includes the following sections:**

[ ] Appendix B: Title Page (does not count in page limit)

[ ] Table of Contents (does not count in page limit)

[ ] Organization Overview and Experience

[ ] Problem Statement

[ ] Project Description

[ ] Coordination and Collaboration

[ ] Organizational Capacity

[ ] Organizational Fiscal Capacity

[ ] Sustainability

**Appendices (no page limits)**

[ ] Appendix C: Project Work Plan

[ ] Appendix D: Staffing Plan

[ ] Appendix E: Budget Forms

[ ] Appendix F: Other Substance Use Disorder Funding Sources

**Required Supporting Documentation**

[ ] Internal Revenue Service 50l(c) 3 tax exempt determination letter.

[ ] Copy of applicant's Articles of Incorporation.

[ ] Copy of the applicant's most recent Audit. If no audit is required for the applicant organization, please provide the applicant’s Financial Statement.

[ ] List of Board of Directors including the place of employment for each member.

[ ] Resumes and relevant certifications for existing staff and job descriptions for positions to be hired included in the agency staffing plan detailed in the application.

[ ] Organizational certifications and licenses relevant to the service provision proposed in the application.

[ ] 2-3 Letters of Support.

[ ] If linkage and/or collaboration with outside agencies is a key component of the proposal’s goals and activities, applicants must provide MOUs or contracts with partner agencies to show evidence of established relationships or intent to collaborate.