

Trauma Informed Behavioral Health Services Application Checklist

Preapplication:

- Applicant is registered in the GATA Grantee Portal
- Applicant is GATA prequalified

Application:

The application package **MUST** include:

- Uniform Application for State Grant Assistance (Refer to **Appendix B**)
- Proposal Narrative
 - Executive Summary (**Appendix D**)
 - Capacity - Agency Qualifications/Organizational Capacity
 - Need - Description of Need
 - Equity and Racial Justice
 - Quality - Description of Program Design and Services
 - Budget Narrative (Narrative should cover the entire 19-month grant award period, December 1, 2022 to June 30, 2024)

Attachments to Your Application

- Attachment 1 Application Checklist (**Appendix F**) (*this form*)
- Attachment 2 Contact Information Forms (**Appendix G**; complete one for applicant organization and one for each subgrantee as appropriate.)
- Attachment 3 Job Description/Resume
- Attachment 4 Implementation Timeline
- Attachment 5 Applicant Uniform Grant Budget (19-month budget) (**Appendix E**)
- Attachment 5a Applicant Uniform Grant Budget (7-month budget)
- Attachment 6 Applicant NICRA
- Attachment 7 Applicant Federal Form W9
- Attachment 8 Sub-recipient Agreement and Budget
- Attachment 9 Sub-recipient Agency Federal Form W9
- Attachment 10 Sub-recipient Agency approved NICRA
- Attachment 11 Additional Subrecipient Information (**Appendix H**)

Uniform Grant Budget – The FY23 (seven-month, December through June 2023) proposed budget must be entered, signed, and submitted in CSA and is required for the application to be considered complete. A hard copy of this signed and submitted budget must be included with the application as **Attachment 5a** (see list of attachments above.)