Application Checklist

The Statewide Infrastructure Share (Infrastructure Share) Application consists of the following components, which should be submitted and labeled in the order listed below. This checklist is provided to help ensure a complete application. It does not need to be submitted with the application.

Required Materials

☐ Section I: Executive Summary (150-word limit)

☐ Section II: Application Questionnaire (use template provided)

☐ Section III: Narrative

☐ Section IV: Budget and Work Plan (use template provided)

- Administrative Costs shall not exceed 10% of the total budget proposal. See Appendix A: Glossary of Terms on the COAC webpage (opens webpage) for more information.

- *Please note: The Budget and Workplan are housed within the same Excel document but are separated by two different tabs.*

☐ Section V(a). Organization List of Names and Qualifications of Key Staff

Section V (b). Optional Attachments

- Letter of Acknowledgment from the Regional Opioid Abatement Council(s) affected by the project/program (suggested)
  - See the Opioid Settlement Dashboard for a map of the 19 Regions
  - See the List of Primary Contacts to contact the various Regional councils

- Additional Letters of Support (optional)

- Organization Evaluation Results (optional)

- Complete Project/Program Budget (optional) – *Separate from the required Section IV. Budget and Workplan, Applicants may consider submitting a complete budget for the entire project/program detailing all program costs and associated funding sources, including funds received from other sources.*