

2022 Agency Submission Checklist for ECDMH Contract Coordinators

PLEASE DO A FINAL REVIEW, COMPLETE THE CHECKLIST BELOW AND SUBMIT THIS TO YOUR CONTACT COORDINATOR WITH THE FOLLOWING COMPLETED AND/OR SIGNED:

On each of the Program Scope of Service (SoS):

Be sure to use "Track Changes" in Microsoft Word when updating and submit to your Contract Coordinator in .DOCX (Word).

- Site Address** is the correct Program location or fill in if blank;
- Hours of Operation** (including days) for Program are correct;
- Be sure you have entered:
 - **Operating Capacity** Number,
 - **Actual Number** served in 2020,
 - **Annualized Number** to be served in 2021, and
 - **Projected Number** to be served for 2022.
- Review **Service Description** and edit/add text accordingly;
- Review **Target Population** and edit/add text accordingly;
- Review **Special Population** and edit/add text accordingly;
- Add **Notes** where applicable; and
- The **Agency Preparer** typed in the requested information on the last page.

Other documents to be submitted:

- 2022 Corporate Compliance Plan Certification
- 2022 Disaster Preparedness and D-COOP

Signature of Person Preparing Submission Packet

Date

Print Name: _____

Title: _____

Agency Name: _____