

## 2022 Agency Submission Checklist with Federal Certifications for ECDMH Contract Coordinators

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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 Assurances Non-Construction Program Form
- ☐ 2022 Federal Funds Certificate Form
- ☐ 2022 Corporate Compliance Plan Certification
- ☐ 2022 Disaster Preparedness and D-COOP

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**Signature of Person Preparing Submission Packet**

**Print Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Agency Name:** \_\_\_\_\_

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**Date**