

## Application Checklist

Applicants may use this checklist to ensure your application contains all required documents and submission requirements. All applicants must review HCBS RFF 22-018 prior to using this checklist. Please ensure all items listed below have been submitted via email with your grant application to the HCBS Spend Plan Inbox email account ([hcbs.spendplan@fssa.in.gov](mailto:hcbs.spendplan@fssa.in.gov)) as specified. This checklist is a resource for you and does not need to be submitted with your application.

Application Component	ITEM	√
<b>Technical Proposal</b>	Submit completed Technical Proposal including responses to all 4 Technical Proposal sections (including all Applicant Information including Point of Contact and Signature of Authorized Representative) <b>**Should be submitted in PDF format</b>	
<b>Grant Budget Proposal</b>	Submit Grant Budget Proposal (Attachment B) <b>**Must be completed in PDF format; supplemental documentation will be accepted</b>	
	Submit completed Grant Budget Narrative <b>**Should be submitted in PDF format and adhere to word count limits</b>	
<b>Priority Points</b>	Ensure you have addressed relevant Priority Points in your Technical Proposal (as applicable)	