

## Checklist of Attachments Uploaded

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- ☐ **Party Details Tab Completed/Uploaded**
- ☐ **Addresses Tab Completed/Uploaded**
- ☐ **Contacts Tab Completed/Uploaded**
- ☐ **All Documents Uploaded to Documents Tab**
  - ☐ **Insurance Requirements Worksheet**
  - ☐ **Contracting Provider Financial Risk Assessment**
    - ☐ Most recent financial audit
    - ☐ Current organizational chart
  - ☐ **Proof of Active UEI**
  - ☐ **Clients Rights and Grievance Worksheet**
    - ☐ Most Recent Client Rights/Grievance Policy/Procedure
    - ☐ Most Recent Seclusion, Restraint, and Time-Out Policy/Procedure (if applicable)
  - ☐ **Most Recent Consumer Satisfaction**
  - ☐ **Funding Request Worksheet**
    - ☐ *Completed Grant-Funded Position Form* (if applicable)
- ☐ **All Documents Uploaded to Licenses Tab**
  - ☐ National Accreditation certification (if applicable)
  - ☐ Ohio Department of Behavioral Health certification (if applicable)
  - ☐ Ohio Recovery Housing certification (if applicable)
- ☐ **All Documents Uploaded to Insurances Tab**
  - ☐ General Liability Insurance
  - ☐ Certificate of Professional Liability Insurance
  - ☐ Certificate of Employers' Liability Insurance
  - ☐ Certificate of Automobile Insurance
  - ☐ Verification of OBWC Certificate of Premium Payment
  - ☐ Certificate of Employee Dishonesty Insurance Coverage
  - ☐ Certificate of Directors and Officers Insurance
  - ☐ Claims-Made Insurance Policy (if applicable)
- ☐ **Completed Questionnaires Tab** (if applicable)
 

NOTE: Should funding be awarded, the following will require completion and submission (due in late June):

  - FY27 OMHAS Agreement and Assurances Attachment 4 - Standard Affirmation and Disclosure Executive Order 2011-12K
  - Any additional attachments to the FY27 OMHAS Agreement and Assurances requiring provider completion and submission.

## Certification

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I hereby attest that this submission is a true and complete reflection of our organization and the services/project(s) being proposed for funding.

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Organization

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Signatory Name

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Title

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Signature

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Date