Georgia Opioid Crisis Abatement Trust

2026 Application Checklist

Organization Details

- ☐ Sustainable point of contact information entered into the "Organization Profile" section
  - ✓ The email of one individual listed in the applicant's profile will receive all direct communication concerning the application. The email listed in this section should be an individual who will consistently monitor communications and can sign corresponding documentation or can forward communications involving signature requests to the appropriate individual.
  - ✓ All other individuals who work within the portal should be added to the "Organization Management" section.
- ☐ Confirm IRS-recognized organizational status
- ☐ Tax Identification Number (TIN): The unique number the IRS uses to identify an organization for all tax-related purposes. For non-profits and businesses, this is usually the Employer Identification Number (EIN). Organizations can find their TIN/EIN on official IRS documents such as their IRS EIN confirmation letter, Form W-9, previous tax filings, or internal business records.
  - ✓ *NOTE: While this is not required to apply for grant funds, a TIN is required in order to be able to request reimbursement under the terms of a Trust contract.*

Application Information

- ☐ County of Organization: Select the county in which your organization is located
  - ✓ If your organization does not have a presence in Georgia, select "Out of State"
  - ✓ *NOTE: This selection is made at the start of the application process and cannot be changed. If the selection is made in error, the applicant must start a new application.*
- ☐ Application Name: Please create a title that is not an individual's name.
- ☐ Requested Funding Type
  - ✓ If you are submitting an application to implement a project within a single county or across multiple counties <u>within one region</u>, please select "Regional"
  - ✓ If you are submitting an application to implement a project within multiple counties in <u>two or more regions</u> (including QBGs), please select "State"
  - ✓ *NOTE: If you select a QBG county as the County of Organization and "Regional" as the funding type, you will not be allowed to proceed further and must contact that QBG to request regional funding.*
- ☐ Counties Served by This Project
  - ✓ If you are implementing in only one county, please select that county

- ✓ If your project will serve multiple counties, select each county
- ✓ If your project will be implemented statewide, select "All"
- ✓ If your organization is located in a Qualifying Block Grantee (QBG) county (Cobb, DeKalb, Fulton, or Gwinnett), you must select one county your project will serve, in addition to the QBG county

Core Strategy

- ☐ Select a Project Category and Project Subcategory
  - ✓ Descriptions of each category and subcategory can be found in Attachment A to the Notice of Funding Opportunity

Project Approach Components

- ☐ Executive Summary (character limit: 1,500): Provide a brief, high-level overview of all aspects of the proposed project
- ☐ Proposed Approach (character limit: 6,000)
  - ✓ Concise description of the problem being addressed (local need, data)
  - ✓ Description of the intervention with clear, evidence-based rationale
  - ✓ Target population: demographics, risk factors, and numbers to be served, etc.
  - ✓ Geographic coverage aligned with regions/QBG requirements
  - ✓ Implementation plan: activities, timelines, responsible staff, etc.
  - ✓ Community partnerships and referral pathways
  - ✓ How the project aligns with approved Project Category/Subcategory (Attachment A to the Notice of Funding Opportunity)
  - ✓ How the project addresses equity, access, and underserved populations
- ☐ Demonstrated Need (character limit: 6,000)
  - ✓ Local data showing opioid-related trends (overdose rates, treatment gaps, etc.)
  - ✓ Specific unmet needs in the proposed region(s) or subpopulation(s)
  - ✓ Reference to state, regional, or county-level reports when possible
  - ✓ Clear explanation of why existing services are insufficient
  - ✓ Connection between identified need and proposed project's purpose
- ☐ Collaboration (character limit: 6,000)
  - ✓ List all collaborating organizations and the nature of your existing relationship with each
  - ✓ Describe how long you have worked together and in what capacity (referrals, joint programs, shared clients, etc.)
  - ✓ Explain the specific role each collaborator will play in the proposed project
  - ✓ Highlight how partners reflect or serve the community you are targeting

- ✓ Note any existing communication structures, standing meetings, or coordination processes already in place, if applicable
- ✓ Note any formal agreements or commitments, such as letters of support or MOUs
- ✓ Emphasize how these relationships strengthen your ability to deliver meaningful, community-based impact

- [ ] Subcontactors
  - ✓ If the proposal includes subcontracts or subawards, provide the names of the subcontractors and/or an explanation of the role of the subcontractors or subawards.
- [ ] Project Timeline: Select the start and end dates of the proposed project
  - ✓ Projects should begin on January 1, 2027 and may last up to 2 years (December 31, 2028).
- [ ] Workplan and Deliverables (character limit: 2,000)
  - ✓ Quarterly milestones
  - ✓ Specific deliverables tied to project activities
- [ ] Construction/Renovations
  - ✓ If the application includes any request for funds for the construction or renovation of any facility, the applicant must answer "Yes" to the Construction question and upload the required document(s) in the Supporting Documents tab. Construction and/or renovations costs will not be considered without the necessary documentation. See below for more information on the types of acceptable construction/renovation documentation.

Organizational Background Components

- [ ] Organizational Mission & Background (character limit: 6,000)
  - ✓ Clear mission statement and relevance to opioid abatement work
  - ✓ Brief organizational history, including years of operation
  - ✓ Description of current programs and population(s) served
  - ✓ Staff and leadership expertise relevant to proposed project
  - ✓ Demonstrated capacity to manage grants of similar size/scope
  - ✓ Evidence of organizational stability (awards, partnerships, outcomes, etc.)
- [ ] Confirm if professional licenses/certifications/accreditations are required for any clinical services and/or Medications for Opioid Use Disorder (MOUD) proposed in your applications
  - ✓ If the application includes implementation of any clinical services or medications for opioid use disorder (MOUD), or the application includes reference to treatment in conjunction with other services, the applicant must answer "Yes" to this question and submit the following in the Supporting Documents tab:
    - ▪ the appropriate license(s), certification(s), and/or accreditation documentation;

- documentation explaining that the organization/individual(s) will obtain the required license, certification, and/or accreditation; or
- an explanation as to why the proposed project does not require such licensure/certification/accreditation.

If these clinical and/or MOUD services will be provided through a subcontractor, this must be stated expressly in the application. Failure to do either will result in the application being marked incomplete. The Trust will review any explanation and determine, in its sole discretion, if it is appropriate/sufficient.

Potential Impact Components

- ☐ Goals and Objectives (character limit: 850)
  - ✓ Clear, measurable outcomes
  - ✓ Projected number of individuals to be served
  - ✓ Anticipated long-term impact on opioid-related harm reduction or recovery outcomes
  - ✓ Potential system impact (cross-system collaboration, capacity building)
  - ✓ Sustainability plan beyond grant funding (optional)
  - ✓ Evaluation plan detailing metrics, data collection, and reporting methods (optional)

Budget Components

- ☐ The description of each Budget Category is limited to 2,000 characters
- ☐ Complete, realistic budget that includes amounts for each year of the proposal in each line item
  - ✓ New in 2026: The application now requires applicants to choose first year or second year funding for each line item.
- ☐ Alignment between Proposed Approach, Workplan and Deliverables, and the budget proposal
  - ✓ Cost-effectiveness relative to numbers served and impact
  - ✓ A general indirect rate is limited to 10% of the total project budget
- ☐ Budget narrative describing and justifying each line item
  - ✓ Numeric quantities of each item that will be purchased at the individual price per unit
    - Example 1: 75 units of Naloxone at $35/unit
    - Example 2: Rent at $1,000 per month
  - ✓ Job titles, total salaries, fringe percentage/amount, and amount of time allocated to the project for any staff
    - Example 1: Program Coordinator (TBD), 1 FTE, $50,000 annual salary plus 31% fringe
    - Example 2: John Smith, Case Manager, 0.5 FTE, $70,000 annual salary plus 31% fringe

- ☐ Financial Calculator and Risk Assessment, if applying for $500,000.00 or more
  - ✓ State of Georgia agencies should enter "$0" in each of the required fields of the Financials Calculator. Cities, counties, and other government entities must complete this section in its entirety.
  - ✓ All government entities must fill out the Risk Assessment if applying for $500,000.00 or more.

Disclosures

- ☐ If the applicant is a current DBHDD provider
- ☐ If the applicant has any pending applications for other funds to support the proposed project
- ☐ Verify the organization is not on any debarment/excluded provider list
- ☐ Prior or current opioid settlement funds
- ☐ Any Corrective Action Plan for opioid funds
- ☐ Any conflicts of interest
  - ✓ For the purposes of this application, a conflict of interest includes the existence of any business or personal relationship between the applicant, the applicant's officers, directors, owners, and/or key personnel and any of the settling companies that would compromise or create the risk of compromising the individual's or the applicant's professional judgment with respect to the application or the settling company. Financial conflicts of interest occur when the applicant's or applicant's key personnel's direct or indirect financial interests compromise or influence the services proposed by the application. A conflict of interest could be created by close family members of the key personnel of the applicant.

Supporting Documentation

NOTE: All supporting documents must match the name of the applicant organization. If it does not, an explanation of the difference must be provided.

- ☐ Audited Financials, Profit and Loss (P&L) Statement, or Business Plan. Following are acceptable forms of audited financial statements for established organizations. Only one of the following must be provided:

  NOTE 1: State of Georgia agencies are exempt from this requirement. However, they must submit a document stating that they are exempt from this requirement.

  NOTE 2: The name of the applicant/applying organization must match the name of the organization on the audited financials, P&L, or business plan, as well as the name on the organization incorporation documents. The Trust will not accept applications submitted by one organization on behalf of a different/separate organization unless the two organizations have an agreement that one will serve as the fiscal agent of the other. A letter on letterhead of the fiscal agent acknowledging an agreement to serve as the fiscal agent of the applicant is required. The audited financials or P&L should be the most recent year available.

  - ✓ Independent Auditor's Report + Audited Financial Statements
    - ▪ Auditor's opinion letter

        - Balance Sheet (Statement of Financial Position)
        - Income Statement (Statement of Activities)
        - Cash Flow Statement
        - Statement of Functional Expenses (non-profits)
        - Notes to the Financial Statements
    - ✓ Reviewed Financial Statements
        - CPA review report
        - Reviewed financial statements
    - ✓ Compiled Financial Statements
    - ✓ CPA compilation report
    - ✓ OR acceptable types of Profit & Loss (P&L) documents
        - A profit and loss (P&L) statement is a financial report that shows an organization's revenues, expenses, and net income over a specific period, revealing whether it made or lost money.
        - One year's worth of P&L showing revenue from services, payroll costs, and resulting net profit
        - A non-profit P&L outlining grant income, donations, program expenses, and administrative overhead
        - A small business P&L detailing sales, cost of goods sold, operating expenses, and net income
    - ✓ OR a business plan that includes:

      NOTE: This is only applicable to start-ups in existence for 18 months or less at time of the application.
        - Organizational Overview
        - Products, Programs, or Services
        - Market and Community Analysis
        - Operational Plan
        - Financial Plan

- ☐ Key Personnel and Qualifications

  NOTE: Both of these documents are required.
    - ✓ Organizational chart that includes the names and titles of at least the individual(s) who will be participating in the grant activities
    - ✓ Key staff descriptions and their qualifications

☐ Organization Incorporation Documents

NOTE 1: State of Georgia agencies and city and county governments are exempt, but any other government entity is not. State agencies and city and county governments must still submit a document in this category noting that they are exempt.

NOTE 2: The name of the applicant/applying organization must match the name of the organization on the audited financials, P&L, or business plan, as well as the name on the organization incorporation documents. The Trust will not accept applications submitted by one organization on behalf of a different/separate organization unless the two organizations have an agreement that one will serve as the fiscal agent of the other. A letter on letterhead of the fiscal agent acknowledging an agreement to serve as the fiscal agent of the applicant is required. The audited financials or P&L should be the most recent year available.

Select one of the following to submit with the application:

- ✓ Articles of Incorporation
  - Filed with the Georgia Secretary of State or the state in which the organization is incorporated
  - Includes legal name, entity type, formation date, registered agent
- ✓ Articles of Organization for LLCs
  - Georgia Secretary of State filing establishing the LLC, or the state in which the organization is organized
- ✓ Certificate of Existence / Certificate of Good Standing
  - Issued by the Georgia Secretary of State or the state in which the organization is registered/organized
  - Confirms active status and compliance
- ✓ Annual Registration
  - Received from Georgia Secretary of State or the state in which the organization is registered
- ✓ IRS 501(c)(3) Determination Letter (if non-profit)
- ✓ Other legal documentation that proves the organization is incorporated or formed into a limited liability company
- ✓ Documentation that will not be accepted includes, but is not limited to, the following:
  - Bylaws
  - Electronic Notice (E-Postcard) for Tax-Exempt Organizations not Required to File Form 990 or 990-EZ
  - EIN confirmation letter
  - Internal policies or handbooks
  - Board meeting minutes

- Typed statements claiming formation

☐ Organization Licenses/Certifications/Accreditation Documentation (if applicable)

- ✓ If the application includes implementation of any clinical services or MOUD, or the application includes reference to treatment in conjunction with other services, the following document(s) must be submitted:
  - the appropriate license(s), certification(s), and/or accreditation documentation;
  - documentation explaining that the organization/individual(s) will obtain the required license, certification, and/or accreditation; or
  - an explanation as to why the proposed project does not require such licensure/certification/accreditation.

  If these clinical and/or MOUD services will be provided through a subcontractor, this must be stated expressly in the application. Failure to do either will result in the application being marked incomplete. The Trust will review any explanation and determine, in its sole discretion, if it is appropriate/sufficient.

NOTE: If the applicant organization is awarded a grant, all appropriate licenses/certifications/accreditation documentation must be provided.

- ✓ Acceptable types of licenses/certifications/accreditation documentation include, but are not limited to:
  - Commission on Accreditation of Rehabilitation Facilities (CARF)
  - The Joint Commission [formerly Joint Commission on Accreditation of Healthcare Organizations (JCAHO)] or any other state-approved accrediting body
  - Narcotic Treatment Program (NTP) license
  - Drug Abuse Treatment Education Program (DATEP) license plus physician's DEA license number, if applicable

☐ Letters of Support: The applicant may provide letters of support from any partners, community stakeholders, or experts endorsing the proposal.

☐ Construction/Renovation Documentation

- ✓ Detailed cost estimate prepared by a certified construction professional AND one of the following:
  - Stamped architectural drawings
  - Stamped engineering drawings (structural, civil, mechanical, electrical)
  - Site plans or floor plans produced by a licensed architect or engineer
  - Building renderings with professional verification
  - Letters or certifications from architects or engineers confirming design viability
  - Construction readiness verification from a third-party firm

- Structural analysis document from a third party

Attestation

- [ ] Attestation is the final confirmation step of the application. By completing the attestation, the applicant affirms that all information provided in the grant application is accurate, complete, and submitted in good faith, and acknowledges responsibility for complying with all program requirements. Failure to sign and submit the attestation will result in the application being marked incomplete and removed from funding consideration.

Application-Specific Requirements

- [ ] All application fields completed
- [ ] All supporting documents clearly labeled
- [ ] Submitted before deadline. **NO EXCEPTIONS**.
- [ ] Ensure the email address of the individual listed in the applicant's profile section who can accept an award on behalf of organization is correctly entered in profile