



ILLINOIS PUBLIC HEALTH ASSOCIATION

SFY27 HIV Prevention RIG Application Submission Checklist

The **SFY27 HIV Prevention RIG Application Submission Checklist** is a practical tool designed to help applicants prepare and submit a complete, accurate, and timely grant application. The checklist guides applicants through required application components, supporting documentation, and submission requirements, helping ensure all necessary materials are included before submission.

PLEASE NOTE: Any item below marked with an asterisk "*" indicates an item that may not pertain to your agency.

- ☐ Completed Application
- ☐ Completed Budget
- ☐ Completed Scopes Request Form
- ☐ Certificate of Good Standing from <https://www.ilsos.gov/departments/business-services/business-searches.html>
- ☐ W-9 signed in the last 12 months
- ☐ *Documentation of Negotiated Indirect Cost Rate Agreement (NICRA), if agency has a higher Indirect Cost Rate than 15%, upload documentation of the negotiated rate and its effective dates.
- ☐ Job Description(s) for Counselor and Supervisor of HIV Prevention RIG grant
- ☐ Organizational Chart
- ☐ *Training Certificates including but not limited to:
 - IDPH Risk-based HIV Testing training
 - IDPH HIV Navigation Services training
 - IDPH Surveillance Based Services training
 - Harm Reduction 101 Counseling Training, 3-part series from [The Harm Reduction Coalition](#)
 - Phlebotomy training certificate (for non-licensure staff performing blood draws for confirmatory HIV testing). *This is not required for nurses, Nurse Practitioners, or MD/PA as this is in their scope of practice per their licensure.*
 - Any other training certificates related to HIV Prevention and/or Service Delivery
- ☐ Current CLIA or CLIA-waiver certificate
- ☐ List of Board of Directors (or Board of Health) for your agency
- ☐ Documentation of 501c3 or Articles of Incorporation
- ☐ Most recent financial audit (if not linked directly in the application)
 - **If agency is not required to participate in an independent audit submit a) verification of exclusion, and b) the cover sheet and table of contents for your agency's fiscal policy manual.*
- ☐ *Written agreement between fiscal agent and program monitoring agency, if applicable.