



APPENDIX D:

Final Checklist

- Applicant is eligible to apply (local public health agency, multi-jurisdictional health agency, or federally recognized Tribe)
 - Topic chosen from Wisconsin Tracking data (for additional information, see *Recommended Data Topics* section in Appendix A: Environmental Topic Choices)
 - Funding is not intended to simply continue a previous project; applicant is proposing a new, innovative, enhanced, or expanded project. Funding will not be used for mitigation efforts.
 - Application Form is completed, including all pertinent sections
 - Application content and effort are commensurate with point values for each section of the application
 - Objectives are SMART and at least two performance measures for each objective are included
 - Detail on how performance measures will be tracked (i.e., gathering of data and information) is included in the Project Work Plan and Performance Measurement portion of the Application Form
 - Complete application form is no longer than eight pages. Applications that exceed eight pages will not be reviewed beyond the eight pages. For example, if the application is nine pages long and the ninth page is the budget, the budget would not be reviewed and would receive zero points.
 - Letters of support from collaborating partners are included. Letters of support should specifically indicate the role(s) and buy-in of partners involved in the project.
 - Optional: Any other appendices are included; appendices do not include primary components of the application form
 - Optional: Consider having a colleague score your application using the scoring rubric (Appendix C)
 - Application Form and all appendices in PDF format
 - All application documents included in one email; email subject line references application
 - Application materials submitted to DHSTracking@wi.gov by Wednesday, June 24, 2026, at 3:30 pm CDT
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