

FY 2020 Enhanced Collaborative Model Task Force to Combat Human Trafficking

Application Checklist

This application checklist has been created to assist you in reviewing your proposal package before you submit your application. Please also refer to the official checklist in the Appendix of the applicable solicitation before you submit.

What an Application Should Include:

The following items are critical application elements required to pass basic minimum requirements review. An application that OJP determines does not include the application elements that must be included in the application submission in order for the application to meet the basic minimum requirements will neither proceed to peer review nor receive further consideration.

- Identical Project Abstracts
 - Identical Program Narrative
 - Identical Training Plans
 - Identical Time-Task Plans
 - Individualized, separate Budget Detail Worksheet and Budget Narrative
 - Identical Letter(s) of Intent
 - Identical Task Force MOUs
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- Application for Federal Assistance (SF-424)
 - Indirect Cost Rate Agreement (if applicable)
 - Tribal Authorizing Resolution (if applicable)*
 - Financial Management and System of Internal Controls Questionnaire
 - Disclosure of Lobbying Activities (SF-LLL)
 - Applicant Disclosure of Pending Applications
 - Applicant Disclosure and Justification – DOJ High-Risk Grantees (if applicable)
 - Research and Evaluation Independence and Integrity
 - Disclosure of Process Related to Executive Compensation

Additional Attachments:

- Request and Justification for Employee Compensation; Waiver (if applicable)
- Task Force Memorandum of Understanding/Agreement*
- Subaward MOUs and/or Letter of Intent*
- Position Descriptions and Resumes
- Project Time-Task Plan*
- Plan for Conducting Proactive Trafficking Investigations and Prosecutions*
- Plan for Ongoing Assessment of Task Force Operations
- Subrecipients and Procurement Contract Disclosures (if applicable)

*Asterisked items will be identical for the victim service provider and law enforcement agency applicants.