FY 2020 Services for Victims of 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.

- ☐ Program Narrative
- ☐ Budget Detail Worksheet and Budget Narrative

- ☐ Application for Federal Assistance (SF-424)
- ☐ Project Abstract
- ☐ 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)
- ☐ Disclosure of Process Related to Executive Compensation

Additional Attachments:

- ☐ Request and Justification for Employee Compensation; Waiver (if applicable)
- ☐ Service Partners MOUs, Letters of Intent, and Subcontracts/Subgrants
- ☐ Position Descriptions and Resumes
- ☐ Project Time-Task Plan
- ☐ Training Plan
- ☐ Letter of Support from Law Enforcement and/or Prosecutorial Agencies
- ☐ Documentation of Rural Challenges (if applicable)
- ☐ Documentation of High-Poverty Areas or Persistent-Poverty Counties (if applicable)
- ☐ Documentation of Enhanced Public Safety in Federally Designated Qualified Opportunity Zones