

# FY 2020 Family Drug Court Program

## *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
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- Application for Federal Assistance
  - Project Abstract
  - Program Narrative
  - Budget Detail Worksheet (including Narrative)
  - Indirect Cost Rate Agreement (if applicable)
  - Tribal Authorizing Resolution (if applicable)
  - Financial Management and System of Internal Controls Questionnaire
  - Applicant Disclosure of Pending Applications
  - Applicant Disclosure and Justification – DOJ High-Risk Grantees (if applicable)
  - Research and Evaluation Independence and Integrity

### **Additional Attachments**

- Request and Justification for Employee Compensation; Waiver (if applicable)
- Documentation of rural challenges (if applicable)
- Documentation of anticipated benefit to federally designated qualified opportunity zones (if applicable)
- Timeline or milestone chart
- Résumés of all key personnel
- Job descriptions outlining roles and responsibilities for all key positions
- Letters of support and/or memoranda of understanding. Under Category 3, applicants are required to partner with the state or county child welfare agency and state or county substance use treatment agency, and must include with the application, letters of intent formalizing these partnerships.