

# BJA FY 21 Smart Probation: Innovations in Supervision Initiative

## Application Checklist

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.*

- Project Abstract
- Program Narrative
- Budget Worksheet and Budget Narrative (Web-based Form)
- Letter of Support from Community Corrections Agency (if not lead applicant)
- Mandatory Chief Executive Assurance to Collect and Report Recidivism Indicator Data

### Budget and Associated Documentation

- Budget Worksheet and Budget Narrative (web-based form)
- Indirect Cost Rate Agreement (if applicable) ([see OJP Grant Application Resource Guide](#))
- Financial Management and System of Internal Controls Questionnaire ([see OJP Grant Application Resource Guide](#))
- Disclosure of Process related to Executive Compensation [insert if applicable, consult with OGC]

### Additional Application Components

- Tribal Authorizing Resolution (if applicable) [insert if applicable] ([see OJP Grant Application Resource Guide](#))
- Research and Evaluation Independence and Integrity ([see OJP Grant Application Resource Guide](#))
- 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 (if applicable)
- Certification Regarding Enhancing Criminal Justice and Public Safety through Cooperation with Federal Law Enforcement (if applicable)
- Timeline/Project Plan
- Letter of Support from Community Supervision Agency
- Letter of Support from Key Partners
- Documentation of Proposed Subrecipients
- Assurance to Collect and Submit Recidivism Indicator Data

## Disclosures and Assurances

- Disclosure of Lobbying Activities (SF-LLL) ([see OJP Grant Application Resource Guide](#))
- Applicant Disclosure of Duplication in Cost Items (Pending Applications) ([see OJP Grant Application Resource Guide](#))
- DOJ Certified Standard Assurance ([see OJP Grant Application Resource Guide](#))
- DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements ([see OJP Grant Application Resource Guide](#))
- Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable) ([see OJP Grant Application Resource Guide](#))