

# OJJDP FY 2021 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 applicable solicitation before you submit.

- Standard Applicant Information (SF-424 info from Grants.gov)
- Proposal Abstract
- Program Narrative
- Budget and Associated Documentation
  - Budget Worksheet and Budget Narrative (Web-based form)
  - Indirect Cost Rate Agreement (if applicable)
  - Financial Management and System of Internal Controls Questionnaire
  - Disclosure of Process related to Executive Compensation (if applicable)
- Additional Application Components
  - Tribal Authorizing Resolution (if applicable)
  - Research and Evaluation Independence and Integrity
- 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)
- Timeline or milestone chart
- Résumés of all key personnel
- Job descriptions outlining roles and responsibilities for all key positions
- Category 4 applicants--Letters of support and/or memoranda of understanding
- 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](#))
- Submit Application