

OJJDP FY21 Juvenile Drug Treatment Court Program

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 Detail Worksheet
- Category 1 Applicant Letters of Commitment
- Information to Complete the Application for Federal Assistance (SF-424) in Grants.gov
- Standard Applicant Information (SF-424 info from Grants.gov)
- Proposal Abstract
- Program Narrative
- Budget and Associated Documentation
 - o Budget Worksheet and Budget Narrative (web-based form)
 - o Indirect Cost Rate Agreement (if applicable) ([see OJP Grant Application Resource Guide](#))
 - o Financial Management and System of Internal Controls Questionnaire ([see OJP Grant Application Resource Guide](#))
- 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)
- 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](#))