FY2020 Juvenile Justice Youth Serving Programs
Appendix 5- Application Checklist

**ALL Applications MUST include the following mandatory forms/attachments in the order identified below.**

[ ] Uniform State Grant Application

[ ] A screenshot or statement indicating the applicants has completed Pre-Qualification steps and is currently Pre-Qualified

[ ] Statement indicating the ICQ & PRA have been completed

[ ] Application Checklist **(See Appendix 5: Application Checklist)**

[ ] Proposal Narrative

[ ] Executive Summary

[ ] Council Qualifications

[ ] Quality - Description of Program/Services

[ ] Racial and Ethnic Disparities

[ ] Budget Narrative (if not completed on Uniform Budget Template)

**Attachments to Your Application**

[ ] Attachment 1 - CCBYS/JJS Collaboration

[ ] Attachment 2 – Documentation of Trauma-Informed Organization

[ ] Attachment 3 – Job Description

[ ] Attachment 4 - Implementation Timeline

[ ] Attachment 5 - Copy of Applicant Budget entered in CSA\*

[ ] Attachment 6 - Copy of Applicant Agency Federal Form W9

[ ] Attachment 7 - Copy of currently approved NICRA if indirect costs are included and Applicant Agency has a current approved Federal or State NICRA.

If Subcontractors will be used, also include the following:

[ ] Attachment 8 - Subcontractor Agreement

[ ] Attachment 9 - Subcontractor Budget

[ ] Attachment 10 - Copy of Federal Form W9 for the Subcontractor Agency

[ ] Attachment 11 - Copy of approved NICRA for Subcontractor Agency if indirect costs are [ ] included and Subcontractor Agency has a current approved Federal or State NICRA

[ ] \*Uniform Grant Budget: The proposed budget been entered, signed and submitted in CSA and is required for the application to be considered complete. A copy of this signed and submitted budget must be included with the application as Attachment 5 – Copy of Applicant Budget.