FY2020 Juvenile Justice Councils  
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 *(****This Form)***

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: Juvenile Justice Council Roster.

Attachment 2: JJC Meeting Minutes. (Existing Councils only)

Attachment 3: Juvenile Justice Council Coordinator Resume/Job Description

Attachment 4: Analysis of Juvenile Delinquency Problems and Needs

Attachment 5: Timeline to Access and Report Data.

Attachment 6: Local Council System Map.

Attachment 7: County Juvenile Justice Plan.

Attachment 8: Racial and Ethnic Disparity Reduction Plan.

Attachment 9: Applicant Budget.

Attachment 10: Applicant Federal Form W9.

Attachment 11: Applicant NICRA (If applicable)

If Subcontractors will be used to deliver proposed activities, include:

Attachment 12: Subcontractor Agreement

Attachment 13: Subcontractor Budget and Narrative

Attachment 14: Subcontractor Federal Form W9

Attachment 15: Subcontractor NICRA (If applicable)

\*Uniform Grant Budget: The proposed budget had been entered, signed and submitted in CSA and is required for the application to be considered complete. A hard copy of this signed and submitted budget must be included with the application as Attachment 9.