

Appendix 5

Juvenile Justice Councils

Application Checklist

ALL Applications MUST include the following mandatory forms/attachments in the order identified below (unless indicated as “Existing Councils Only”):

1. Uniform State Grant Application

2. Proposal Narrative

- Executive Summary
- Council Qualifications
- Quality - Description of Program/Services
- Evaluation
- Budget Narrative
- Attachments to Your Application
 - Attachment A – Council Membership
 - Attachment A1-Juvenile Justice Council Minutes (Existing Councils Only)
 - Attachment B – Coordinator’s Job Description/Resume
 - Attachment C-FY16 Data Report (Existing Councils Only)
 - Attachment D1-Timeline to Access and Report Data.
 - Attachment D2-Timeline to Analyze Data.
 - Attachment D3-Timeline for System Map.
 - Attachment D4-Timeline for County Juvenile Justice Plan
(Attachments D1-D4 can be combined into one document)
 - Attachment E: Local Council System Map (Existing Councils Only)
 - Attachment F: County Juvenile Justice Plan (Existing Councils Only)
 - Attachment G1 – Uniform Budget Template & Worksheet
 - Attachment G2 – Copy of Federal Form W9 for the Applicant Agency
 - Attachment G3 – Copy of currently approved NICRA if indirect costs are included

If Subcontractors will be used, also include the following:

- Attachment C-Subcontractor Agreement
- Attachment C1-Subcontractor Uniform Budget Template and Worksheet
- Attachment C2-Copy of Federal Form W9 for the Subcontractor Agency
- Attachment C3-Copy of approved NICRA for Subcontractor Agency if indirect costs are included