APPENDIX A

The Application Checklist is a guide to submit a completed application.
- Return one (1) complete application to vawa@njoag.gov.
- The below items must be submitted with the application.
- Only complete applications will be considered.

**Application Content and Forms to be Completed and Returned:**

- **Application Overview – Form Provided**
- **Project Proposal**
  - *Agency Background, Mission, Experience and Capability* – Provided by Applicant
  - *Problem Statement/Needs Assessment* – Provided by Applicant
  - *Project Description, including Goals, Objectives, and Work Plan (Action Strategy)* – Provided by Applicant
  - *Partnership, Collaboration or Coordination of Services* – Provided by Applicant
  - *Project Management and Staff* – Provided by Applicant
    - Job Descriptions (for any position to be funded under this budget)
    - Current Resumes (staff currently employed and funded under this budget)
  - *Data Collection/Performance Measures/Evaluation* – Provided by Applicant
- **Project Work Plan – Form Provided**
- **Budget Detail Worksheet – Form Provided**
- **Application Authorization – Form Provided**
- **Federal Single Audit Requirements Certifications – Forms Provided**
- **Directions How to Submit Proof of Compliance with Federal Single Audit Requirements – Form Provided (for informational purposes only)**
- **Proof of Compliance Federal Single Audit Requirements – Provided by Applicant**
- **State Single Audit Requirements Certifications – Forms Provided**
- **Indirect Cost Rate Fact Sheet - Form Included (for informational purposes only)**
- **Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters and Drug-Free Workplace Requirements – Form Provided**
- **Department of Law & Public Safety Debarment and Suspension Certification – Form Provided**
- **Proof of UEI – Provided by Applicant**
- **Certified Standard Assurances – Form Provided**