APPLICATION CHECK LIST

Instructions:

The Application Check List is a guide to submit a completed application.
- Return one (1) application.
- Submit the below documents with the application.
- In completing the Project Application, please only use the available space provided within the text boxes.
- Email application documents to voca@njoag.gov

Application Content and Forms to be Completed and Returned:

- Project Information – Form Included
  - Agency-Specific Information
  - Agency Contact Information
  - Project-Specific Information
    - A Description of your Project
    - Description of your Agency Background, Mission, Experience and Capability
    - Core Services to be Provided
    - Problem Statement/Needs Assessment
    - Goal, Objectives and Implementation (including Project Work Plan)
    - A List of Key Project Staff
    - Data Collection/Performance Measures/Evaluation
    - Additional Information
- Application Authorization
- Project Work Plan
- Budget Detail and Narrative -Form Included - provide an itemized list of costs and a narrative explanation as to why those costs are necessary to the success of the project
- Sources of Funds – Form Included
- Match Waiver Request Justification Letter – Provided by Applicant, if applicable
- Federal Single Audit Requirements Certification – Form Included
- Proof of Compliance Federal Single Audit Requirements – Provided by Applicant
- Certified Standard Assurances- Form Included
- Indirect Cost Rate Fact Sheet - for informational purposes only
- Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters and Drug-Free Workplace Requirements – Form Included
- Department of Law & Public Safety Debarment and Suspension Certification – Form Included
- Proof of UEI Registration – Provided by Applicant

Additional forms provided by nonprofit applicants:
- Proof of Nonprofit status
- New Jersey Charitable Registration (if applicable)
- Applicable Licenses, Certifications and Permits