

Application Checklist

From FY 24. There may be updates in the FY 25 NOFO.

1. Standard Applicant Information (SF-424 from Grants.gov)
2. Proposal Abstract

The Proposal Abstract should be written in 400 words or less, in plain language, avoiding acronyms, and include: the purpose of the proposed project; project activities to be performed; expected outcomes, deliverables, or milestones of the proposed project; service area; intended beneficiary(ies) of the proposed project; and subrecipient activities (if known, list entities and project activities).

The abstract should be in paragraph form without bullets or tables, written in the third person, and exclude personally identifiable information. Abstracts will be made publicly available on the OJP and USASpending.gov websites if the project is awarded.

3. Narrative
4. Application Goals, Objectives, Deliverables and Timeline (web-based form)
- 5a. Budget Detail Worksheet (web-based form)
- 5b. Budget Narrative
- 5c. Financial Management and System of Internal Controls Questionnaire (web-based form)
- 5d. Indirect Cost Rate Agreement
- 6a. Research and Evaluation Independence and Integrity
- 6b. Human Subjects Protection
- 6c. Privacy Certificate
- 6d. Resumes of Key Personnel
- 6e. List of Procurement Contracts
- 6f. Organizational Chart
- 7a. Disclosure of Lobbying Activities (SF-LLL from Grants.gov)
- 7b. Applicant Disclosure of Duplication in Cost items
- 7c. DOJ Certified Standard Assurances (web-based form)
- 7d. DOJ Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters; Drug Free Workplace Requirements; Law Enforcement and Community Policing (web-based form)
- 7e. Applicant Disclosure and Justification – DOJ High-Risk Grantees