

## APPLICATION CHECKLIST

Please use the checklists below to indicate submission of each of the required documents by placing a √ in the Applicant column below. This checklist is to be signed by the agency authorized official and submitted with the application.

### Implementing agencies

Applicant	Required Documents	ICJIA
<input type="checkbox"/>	Completed Uniform Application for State Grant Assistance	
<input type="checkbox"/>	Completed application narrative file in Word that meets program requirements outlined in Section A of the NOFO. Applicant's narrative must be submitted in Word and follow format in the posted Program Narrative. 30 pages maximum; Times New Roman, 12 point font, double-spaced. Please number pages.	
<input type="checkbox"/>	Completed Budget and Budget Narrative using the Uniform Budget Template	
<b><i>The following documents are required to facilitate efficient grant processing but will not be used in determining eligibility.</i></b>		
<input type="checkbox"/>	Eligibility Requirement Certification Form	
<input type="checkbox"/>	Completed and signed VOCA SAR	
<input type="checkbox"/>	Completed and signed Self-Certification	
<input type="checkbox"/>	Completed Fiscal Information Sheet-leave award amount and agreement number blank	
<input type="checkbox"/>	Completed and signed Audit Information Sheet-leave award amount and agreement number blank	
<input type="checkbox"/>	Completed Certification of Drug Free Workplace Act and Federal Lobbying/Debarment Certification	
<input type="checkbox"/>	Federal Certification of Equal Employment Opportunity Plan (EEOP) Requirements	
<input type="checkbox"/>	Completed Federal Civil Rights Certification	
<input type="checkbox"/>	Completed and signed Programmatic Risk Assessment ( in PDF format)	
<input type="checkbox"/>	Non-supplanting Certification	

**Program agencies**

*The following documents are required to facilitate efficient grant processing but will not be used in determining eligibility.*

<b>Applicant</b>	<b>Required Documents</b>	<b>AUTHORITY</b>
<input type="checkbox"/>	Federal Certification of Equal Employment Opportunity Plan (EEOP) Requirements	
<input type="checkbox"/>	Completed Federal Civil Rights Certification	

**Additional requirements for not-for-profit agencies**

*Non-profit agencies must submit these documents in order for the application to be reviewed.*

<b>Applicant</b>	<b>Required Documents</b>	<b>AUTHORITY</b>
<input type="checkbox"/>	Letter of determination of not-for-profit status from the United States Internal Revenue Service 501 (c)(3)	
<input type="checkbox"/>	Completed Self Report Statement of Faith-Based Organization	
<input type="checkbox"/>	Proof of Good Standing from the Illinois Secretary of State	

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Name of agency authorized official

Signature

Date