

**ATTACHMENT A
APPLICATION FORM
PROPOSAL 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.

Applying Agency – Select agency type

- Law Enforcement: local and tribal law enforcement, and state agencies performing criminal justice nexus**
- Prosecution: prosecution entities**
- Courts/Probation: state and tribal**
- Victim Services: non-profits, public, and/or private nongovernmental agencies**

Applicant	Required materials	AGENCY USE ONLY
<input type="checkbox"/>	Completed uniform application	
<input type="checkbox"/>	Completed proposal narrative file	
<input type="checkbox"/>	Completed proposal budget	
<input type="checkbox"/>	Negotiated indirect cost rate approval letter (NICRA) from state cognizant agency, if applicable	
<input type="checkbox"/>	DUNS number (listed on grey cover page)	
<input type="checkbox"/>	SAM registration expiration date (listed on grey cover page)	
<input type="checkbox"/>	501(c)(3) tax letter	

Partner Agencies – Select agency types

- Law Enforcement: local and tribal law enforcement, and state agencies performing criminal justice nexus**
- Prosecution: prosecution entities**
- Courts/Probation: state and tribal**
- Victim Services: non-profits, public, and/or private nongovernmental agencies**

EACH partner agency should submit the following:

Applicant	Required materials	ICJIA	
<input type="checkbox"/>	Completed uniform applications		
<input type="checkbox"/>	Completed proposal budgets		

<input type="checkbox"/>	Negotiated indirect cost rate approval letter (NICRA) from state cognizant agency, if applicable		
<input type="checkbox"/>	DUNS numbers (listed on grey cover page)		
<input type="checkbox"/>	SAM registration expiration dates (listed on grey cover page)		
<input type="checkbox"/>	501(c)(3) letter (if applicable)		

ICJIA Use Only:

Scoring Criteria	Possible Points	Points Awarded
Summary of the Program: provides a clear, concise summary of the proposal. States problems or needs, objectives and outcomes to be gained.	25	
Statement of the Problem: clearly established need and explains the problem. Includes relevant facts, statistics, or other measures of the problem/need. Clearly describes and uses date specific to the target population affected.	15	
Goals/Objectives/Performance Indicators: Performance measures are realistic and aimed at reaching the stated goals.	20	
Program Strategies: Clearly describes how project success will be measured; includes who, how and when data will be collected.	20	
Adequacy of Cost Estimates		
Budget: Is complete, allowable and cost-effective in relations to the proposed activities.	10	
Budget Narrative: clearly details how the applicant arrived at and calculated the budget amounts, including match if applicable.	10	
Total Score (out of possible 100)	100	