

ATTACHMENT 2

APPLICATION CHECKLIST

Name of Applicant Agency/Project:

Please review this checklist to ensure that your application is complete. Enclose this checklist with your application. Applications, which do not contain a copy of each of the items below, will be considered incomplete and may not be reviewed.

1. Application Cover Sheet (Attachment 1)	
2. Application Checklist (Attachment 2)	
3. Certification of Consistency (Attachment 3)	
4. Project Abstract/Capability of Applicant (two page)	
5. Program Narrative	
a) Target Population (one page)	
b) Identified Service Needs (one page)	
c) Objectives (one page)	
d) Program Approach and Methodology (three pages)	
e) Collaboration and Coordination (two page)	
f) Monitoring and Evaluation (one page)	
6. Prior Performance Data (three pages)	
7. Program Work Plan (three pages)	
8. Financial Information	
a) Line-Item Budget	
b) Detailed Budget Justification (two pages)	
c) Internal Revenue Service Verification	
d) Agency Budget (five pages)	
e) Outside Funding (one page)	
f) Debt Resolution where applicable (no page limit)	
g) Financial Statement (no page limit)	
h) Non-Competitive Bid Form	
9. Request for Extended Funding (if applicable)	
10. Supporting Documentation	
a) Letters of Intent to Collaborate and	
b) Existing Linkage Agreements	
c) Program Descriptions (where warranted)	
d) For Category 1 applicants Appendix B	

For agencies applying for funds under CATEGORY I, II, or III, ALL requirements of APPENDIX B, C AND D respectively, MUST be included in the application.

