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# Checklist for OJJDP Applications

This checklist is provided to assist you in preparing and compiling your application package for OJJDP funding. Attach a copy of this checklist to your application to ensure compliance with the application process and to assist in the review process. **Note:** *Program announcements may contain an additional checklist of items related to specific funding opportunities; if so, this checklist also should be attached to your application.*

- Table of Contents.

## **Forms and Privacy Certificate (signed and dated, original in blue ink)**

- Standard Form 424.
- OJP Form 4000/3 (Assurances).
- OJP Form 4061/6 (Certifications).
- Standard Form LLL (Disclosure of Lobbying Activities), if applicable.
- Privacy Certificate (Face Sheet and Attachment), if applicable.

## **Project Specifications**

- Project abstract.
- Budget Detail Worksheet/budget narrative.
- Program narrative.

## **Appendix**

- Timeline of major milestones.
- Résumés of all personnel.
- Five additional copies of the application package.