

**New Jersey Locally Empowered, Accountable and Determined (NJLEAD)
Content of Subgrant Application Checklist**

Name of Applicant's Municipality or Organization: _____

MANDATORY DOCUMENTS - CATEGORY A		Included	N/A
	One original subgrant application		
1.	Reintegration Service Coordination in Urban Communities - Title Page		
2.	Proposal		
I.	The Municipality		
II.	Program Approach		
III.	Reporting		
IV.	Budget Narrative on Letterhead		
V.	Budget Worksheet and Supporting Documents		
3.	Proof of Compliance with Single Audit		
4.	Audited Financial Statement for the Most Recent Calendar Year		
5.	Required Fiscal Documents		
I.	NJSTART Vendor ID Number		
II.	New Jersey Business Registration		
III.	Proof of 501©3 status		
IV.	Certificate of Incorporation		
V.	Certified Audit Report		
VI.	New Jersey Affirmative Action Certificate		
MANDATORY DOCUMENTS - CATEGORY B		Included	N/A
	One original subgrant application		
1.	Reentry Supportive Services – Title Page		
2.	Proposal		

I.	Applicant Organization		
II.	Program Approach		
III.	Reporting		
IV.	Budget Narrative on Letterhead		
V.	Budget Worksheet and Supporting Documents		
VI.	Miscellaneous - Letters of Recommendation (minimum of 2)		
3.	Certificate of Incorporation - if applicant is a nonprofit organization or association		
4.	Proof of Compliance with Single Audit		
5.	Audited Financial Statement for the Most Recent Calendar Year		
6.	Required Fiscal Documents		
I.	Resume of Fiscal Agent		
II.	NJSTART Vendor ID Number		
III.	New Jersey Business Registration		
IV.	Proof of 501©3 status		
V.	Certified Audit Report		
VI.	New Jersey Affirmative Action Certificate		

MANDATORY DOCUMENTS - CATEGORY C		Included	N/A
	One original subgrant application		
1.	Innovative Reentry Cooperative Economic Empowerment - Title Page		
2.	Proposal		
I.	Applicant Organization		
II.	Program Approach		
III.	Reporting		
IV.	Budget Narrative on Letterhead		
V.	Budget Worksheet and Supporting Documents		
VI.	Miscellaneous - Letters of Recommendation (minimum of 1)		

3	Certificate of Incorporation - if applicant is a nonprofit organization or association		
4	Proof of Compliance with Single Audit		
5	Audited Financial Statement for the Most Recent Calendar Year		
6	Required Fiscal Documents		
I.	Resume of Fiscal Agent		
II.	NJSTART Vendor ID Number		
III.	New Jersey Business Registration		
IV.	Proof of 501©3 status		
V.	Certified Audit Report		
VI.	New Jersey Affirmative Action Certificate		
MANDATORY DOCUMENTS - CATEGORY D		Included	N/A
	One original subgrant application		
1.	Innovative Supplemental Prerlease Reentry Preparation Services - Title Page		
2.	Proposal		
I.	Applicant Organization		
II.	Program Approach		
III.	Reporting		
IV.	Budget Narrative on Letterhead		
V.	Budget Worksheet and Supporting Documents		
VI.	Miscellaneous - Letters of Recommendation (minimum of 1)		
3.	Certificate of Incorporation - if applicant is a nonprofit organization or association; For-profit filing status (if applicable)		
4.	Proof of Compliance with Single Audit		
5.	Audited Financial Statement for the Most Recent Calendar Year		
6.	Required Fiscal Documents		
I.	Resume of Fiscal Agent		
II.	NJSTART Vendor ID Number		
III.	New Jersey Business Registration		
IV.	Proof of 501©3 status		

V.	Certified Audit Report		
VI.	New Jersey Affirmative Action Certificate		

I hereby certify that the information requirements have been provided and have only been omitted if non-applicable, as indicated above.

Name of Applicant's Municipality or Organization

Signature of Individual Authorized to Submit Subgrant Application

Date