

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

**Name of Bidder's Municipality or Organization:** \_\_\_\_\_

The following items are critical application elements required for subgrant applications. Bidders are required to complete the checklist to ensure applications are materially responsive for evaluation by a review panel.

<b>MANDATORY DOCUMENTS - CATEGORY A</b>		<b>Included</b>	<b>N/A</b>
	One original subgrant application and four copies		
1	Reintegration Service Coordination in Urban Communities in New Jersey - Title Page		
2	Proposal		
a	Applicant Organization		
b	Program Approach		
c	Reporting		
d	Budget and Budget Narrative		
3	Proof of Compliance with Single Audit		
4	Audited Financial Statement for the Most Recent Calendar Year		
<b>MANDATORY DOCUMENTS - CATEGORY B</b>		<b>Included</b>	<b>N/A</b>
	One original subgrant application and four copies		
1	Reentry Supportive Services in New Jersey - Title Page		
2	Proposal		
a	Applicant Organization		
b	Program Approach		
c	Reporting		
d	Budget and Budget Narrative		

e	Letters of Support (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		
<b>MANDATORY DOCUMENTS - CATEGORY C</b>		<b>Included</b>	<b>N/A</b>
	One original subgrant application and four copies		
1	Innovative Reentry Career and Entrepreneurial Initiatives for New Jersey - Title Page		
2	Proposal		
a	Applicant Organization		
b	Program Approach		
c	Reporting		
d	Budget and Budget Narrative		
e	Letters of Support (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		

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

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Name of Bidder's Municipality or Organization

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Signature of Individual Authorized to Submit Subgrant Application

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Date