

**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.

MANDATORY DOCUMENTS - CATEGORY A		Included	N/A
	One original subgrant application		
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		
MANDATORY DOCUMENTS - CATEGORY B		Included	N/A
	One original subgrant application		
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		
6	Required Fiscal Documents		
MANDATORY DOCUMENTS - CATEGORY C		Included	N/A
	One original subgrant application		
1	Innovative Reentry Career and Entrepreneurial Initiatives - 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		
6	Required Fiscal Documents		
MANDATORY DOCUMENTS - CATEGORY D		Included	N/A
	One original subgrant application		
1	Innovative Supplemental Prerelease Reentry Preparation Services and Vocational Training and Certification - 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; 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 hereby certify that the information requirements have been provided and have only been omitted if non-applicable, as indicated above.

Name of Bidder's Municipality or Organization

Signature of Individual Authorized to Submit Subgrant Application

Date