

Appendix A

Application Checklist

WV Community Corrections Grant Program FY 2016

State of West Virginia



West Virginia Community Corrections Application Checklist

Applicant: _____

Amount
Requested: _____

- General Administrative Information – Page 1
 - Applicant Information Complete
 - Type of Agency is Marked
 - Type of Application is Marked
 - Project Director Information Complete
 - Fiscal Officer Information Complete
 - Amount Requested is Complete
 - Local Funds Committed
 - Number of Years Previously Funded is Provided
 - Estimated Number of Offenders to be Served is Provided
 - Geographic Area to be Served is Provided
 - Total Population for Geographic Area Provided
 - Project Title is Provided
 - Project Description is Provided
 - Authorized Official Information is Complete – with ORIGINAL Signature

- Budget Information – Pages 2 - 4
 - Budget Summary (Complete with Applicant Name and FEIN Number)
 - Funding Strategy Complete
 - Budget Detail Provided (including proper match detail)
 - Budget Justification Provided (Detailed w/match included & labeled)

- Project Narrative – Page 5

Narrative addresses all minimum information contained within the grant application instructions section – including, but not limited to (and in this order):

 - ☞ Problem Statement
 - ☞ Program Description and/or Solution to the Problem
 - ☞ Program Assessment/Evaluation
 - ☞ Strategic Plan for Local Community Criminal Justice Board
 - ☞ Plan of Sustainability
 - ☞ Graduated Sanctions, Incentives, and Client Feedback Plan

- Goals and Objectives – Page 6

At least **two** goals and at least one objective for each goal are required for each discipline requesting funding. An activity, an outcome measure, and an implementation schedule are required for each objective.

- Community Corrections Board Members – Page 7
 - List of Members Provided
 - Membership acceptable by WV Code, Program Guidelines, and Applicant Working Agreement standards

- Organizational Charts – Page 8
Included both an organizational chart for program requesting funding and an organizational chart of the apply agency. The chart also includes:
 - ☞ Staff members
 - ☞ Titles
 - ☞ Salaries

- Attachments A through E
 - Operational Budget and 3-year Plan
 - Commitment Letters from all LCCJ Board Members (or MOU)
 - Memorandum of Understanding between LCCJ and County Commission
 - Other Required Program Information
 - Standard and Special Conditions – ORIGINAL signature of the Authorized Official MUST be provided.