This checklist is offered as a tool for agencies who intend to submit an application; and should not be submitted with the application package.

**APPLICATION DEADLINE: August 17, 2022**

Applications MUST be received by the deadline (no exceptions).

### COVER SHEET

- Contact information for authorized individual
- Secondary contact information for authorized individual

### SIGNATURE PAGE

- Signatures of authorized individuals, names, titles, dates

### SUMMARY

- Description narrative
- Funding Requested
- Funding Duration
- Summary of Goals and Objectives

### PROBLEM STATEMENT

- Geographic Area to be Served narrative
- Tobacco Rates and Patterns narrative
- Other Known Factors narrative

### PROJECT DESCRIPTION

- Goals
- Measurable Outcomes
- Timelines
- Narrative Descriptions
- Letter(s) of Intent from partnering agencies

### PROJECT PERSONNEL

- Personnel narratives
DOJ-PROP56-2022-23-1

APPLICATION CHECKLIST

BUDGET

<table>
<thead>
<tr>
<th>Item</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Detail Template (Excel)</td>
<td></td>
</tr>
<tr>
<td>Budget Narrative</td>
<td></td>
</tr>
<tr>
<td>Travel costs are within State rates, rules, and regulations</td>
<td></td>
</tr>
<tr>
<td>Restricted items/unallowable expenses are removed from application</td>
<td></td>
</tr>
<tr>
<td>Certification of non-supplanting (checkbox)</td>
<td></td>
</tr>
<tr>
<td>Other Funding Sources narrative</td>
<td></td>
</tr>
<tr>
<td>Previous Award(s) Accomplishments narrative</td>
<td></td>
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<tr>
<td>Previous Award(s) Comparison narrative</td>
<td></td>
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</tbody>
</table>