

FY 2018 Project Safe Neighborhoods Summary of Competition Checklist

Note: Submissions of grant policies, procedures, or manuals are not sufficient. Your Summary of Competition should meet the following requirements outlined below. Any submission that does not address each section outlined below will be returned to the fiscal agent for further revision.

Assessment Criteria Checklist

No.	Question	Yes	No
1.	Does your sub-award announcement identify and describe the following details? <ul style="list-style-type: none"> • Summary of proposed project scope and goals. • Who is eligible? • How to apply? • Identify submission documents required. 		
2.	Does your Summary of Competition outline the process for releasing the announcement and provide a clear timeline of the review process? <ul style="list-style-type: none"> • Where the announcement is posted? When the announcement is posted? • States the submission deadline to apply. 		
3.	Does your Summary of Competition explain how you will receive and process the proposals? <ul style="list-style-type: none"> • Outlines the process for receipt and tracking of proposals (e.g. identify any person(s) involved in the receipt process). 		
4.	Does your Summary of Competition describe the sub-recipient selection process? <ul style="list-style-type: none"> • Outlines scoring and criteria system. • Describes person(s) or committee involved in the selection process (e.g. who is on the Selection Committee). • Ensures the person(s) serving in the selection process has no conflict of interest. 		
5.	Does your Summary of Competition outline post-award procedures? <ul style="list-style-type: none"> • Describes the notification process for approved and denied applicants. • Describes the notification process to BJA of planned sub-awards for approval. 		

Name: _____

Signature: _____