



Florida Department of Law Enforcement Office of Criminal Justice Grants

Post Office Box 1489 Tallahassee, Florida 32302-1489 (850) 617-1250

Federal Fiscal Year 2019 Project Safe Neighborhoods (PSN) Grant United States Attorney's Office, Middle District of Florida Subrecipient Solicitation

Application Deadline: December 18, 2020

FDLE's Office of Criminal Justice Grants (OCJG) is seeking subrecipient applications for the Project Safe Neighborhoods (PSN) grant program. This program furthers the DOJ mission and violent crime reduction strategy by providing support to state, local, and tribal efforts to reduce violent crime, including but not limited to, felonious firearm crimes and criminal gang violence.

Eligibility Overview

Eligible applicants are limited to: (1) entities who are located within a county identified Appendix A; entities who are proposing activities that will occur in the targeted enforcement areas (TEAs) identified in this solicitation; or (3) a research partner proposing collection and analysis of data in identified areas.

Eligible applicants must use at least 30% of their funding to support gang task forces in regions experiencing a significant or increased presence of criminal or transnational organizations engaging in high levels of violent crime, firearm offenses, human trafficking, and drug trafficking.

Each PSN applicant must document compliance with the following requirements:

- [2 C.F.R. Part 25](#) - *Universal Identifier and System for Award Management (SAM) Requirements*
- [28 C.F.R. Part 42](#) - *Nondiscrimination; Equal Employment Opportunity; Policies and Procedures*
- [2 C.F.R. §200.300-309](#) - *Standards for Financial and Program Management*
- [2 C.F.R. §200.318-326](#) - *Federal Procurement Standards*

Additional information regarding eligibility is provided in the solicitation.

Contact Information

The Office of Criminal Justice Grants (OCJG) main line is (850) 617-1250. For questions regarding this solicitation, ask to speak to CPR Unit Supervisor Tennille Robinette. For technical assistance with the Subgrant Information Management Online (SIMON) system or for issues creating and submitting an application in SIMON, ask for the SIMON Help Desk

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Program Description

The Florida Department of Law Enforcement (FDLE) received an award from the United States Department of Justice (DOJ) for \$555,639 in Project Safe Neighborhoods (PSN) funding. This award is to be used by the United States Attorney's Office (USAO), Middle District of Florida, which includes all counties listed in Appendix A of this solicitation.

The PSN program is designed to create and foster safer neighborhoods through a sustained reduction in violent crime, including but not limited to, addressing criminal gangs and the felonious possession and use of firearms. The program's effectiveness depends on the coordination, cooperation, and partnerships of local, state, tribal and federal law enforcement agencies, and the communities they serve, engaged in a unified approach led by the USAO Middle District of Florida.

Program Objectives

The PSN program objectives are to:

- Implement effective programs and strategies enabling PSN task forces to prevent, respond to, and reduce violent crime;
- Effectively use intelligence and data to identify high crime areas and prolific violent offenders;
- Foster effective collaboration with effective communities; and
- Create and maintain ongoing coordination among federal, state, local, and tribal law enforcement officials.

Program Strategy and Purpose

The USAO is responsible for establishing a collaborative team ("PSN task force") of federal, state, local, and tribal (where applicable) law enforcement and community partners to implement a USAO Grant Action Plan (GAP) for investigating, prosecuting, and preventing violent crime. Through this PSN task force, each district will implement the five PSN design features of leadership, partnership, targeted and prioritized enforcement, prevention, and accountability to address violent crime in their respective TEAs¹.

The PSN program also encourages the development of practitioner-researcher partnerships using data, evidence, and innovation to create strategies and interventions that effectively make communities safer. This data driven approach enables jurisdictions to understand the full nature and extent of the crime challenges they are facing and to direct resources to the highest priorities.

Evidenced-Based Programs or Practices

The DOJ Office of Justice Programs (OJP) strongly emphasizes the use of data and evidence in policy making and program development. OJP considers programs/practices to be evidence-based when their effectiveness has been demonstrated by causal evidence, generally obtained through one or more outcome evaluations. Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or intervention. Causal evidence uses scientific methods to rule out, to the extent possible, alternative explanations for the documented change.

The OJP CrimeSolutions.gov website at <https://www.crimesolutions.gov/> is one resource that applicants may use to find information about evidence-based programs.

Information Regarding Potential Evaluation of Programs and Activities

Applicants should note OJP may conduct, or support, an evaluation of the programs and activities funded under this solicitation. Subrecipients (at any tier) will be expected to cooperate with program-related

¹ <https://bja.ojp.gov/sites/g/files/xyckuh186/files/media/document/BJA-2019-15125.PDF>

assessments or evaluation efforts, including the collection and provision of information or data requested by OJP (or its designee) for the assessment or evaluation of any activities funded under this solicitation.

USAO - Grant Action Plan

Targeted Enforcement Areas

The USAO, Middle District of Florida has identified the cities of Fort Myers, Tampa, and Jacksonville as their targeted enforcement areas.

Middle District Goals

The USAO, Middle District of Florida has established the following goals for the federal fiscal year 2019 PSN program:

- Reduce violent crime throughout the middle district; and
- Utilize partnerships between federal and local law enforcement to investigate and prosecute violent offenders within the existing three jurisdictions.

Eligible Activities

The USAO, Middle District of Florida has identified the following elements/activities to be supported with federal fiscal year 2019 program funding:

- Equipment, services, and technology for law enforcement;
- Overtime for law enforcement;
- Analyst/data support to assist with data collection and analysis;
- Special Assistant U.S. Attorneys (SAUSAs) and/or other activities for non-federal prosecutors;
- Youth-serving organizations supporting prevention programming, including critical thinking classes, mentoring initiatives, and/or other programs aimed at promoting protective factors and positive youth development;
- Mental health/social services assistance;
- Reentry programming support;
- Academic/research partner services to assist with relevant project/program assessments and evaluations; and/or
- Public awareness and/or multi-media projects/campaigns.

Additional Eligibility Requirements

PSN applicants must comply with all terms and standard conditions of the federal award and subaward, including those incorporated by reference. In addition to the eligibility requirements on the cover of this solicitation, each PSN applicant must be able to document compliance with the following requirements:

- [2 C.F.R. Part 25](#)—*Universal Identifier and System for Award Management (SAM) Requirements*
- [8 U.S.C §1373](#)—*Communication Between Governments and the Immigration and Naturalization Service*
- [28 C.F.R. Part 42](#)—*Nondiscrimination; Equal Employment Opportunity; Policies and Procedures*
- [2 C.F.R Part 200.300-309](#)—*Standards for Financial and Program Management*
- [2 C.F.R. §200.318-326](#)—*Federal Procurement Standards*

DUNS and SAM Registration

To apply for PSN funds an organization must have a DUNS number. A DUNS number may be obtained by calling (866) 705-5711 or by visiting the [Dun & Bradstreet website](#). A DUNS number is usually received within one to two business days.

The organization must also be registered with the U.S. Federal Government's System for Award Management (SAM) (2 C.F.R. Part 25). To create or update your SAM registration, go to www.SAM.gov. The SAM registration process may take up to ten business days.

Compliance with Applicable Federal Laws

At the time of application, potential subrecipients are required to certify compliance with all applicable federal laws. If FDLE, or OJP, receives information indicating an applicant may be in violation of any applicable federal laws, the applicant may be referred to the DOJ Office of Inspector General (OIG) for investigation. If the applicant is found to be in violation of an applicable federal law by the OIG, the applicant may be subject to criminal and civil penalties in addition to relevant OJP programmatic penalties which include suspension or termination of funds, inclusion on the high risk list, repayment of expended funds, and/or suspension and debarment proceedings.

Civil Rights Requirements

Federal laws prohibit subrecipients of financial assistance from discriminating on the basis of race, color, national origin, religion, sex, disability, or age in funded programs or activities. All subrecipients, implementing agencies, contractors and vendors must comply with all statutorily imposed nondiscrimination requirements, including but not limited to:

- **Title VI of the Civil Rights Act of 1964:** Applicants must comply with all applicable requirements of 28 C.F.R. Part 42, including any pertinent requirements in Subpart E relating to equal employment opportunity (EEO) programs. Applicants are advised to use the Office for Civil Rights [EEO Reporting Tool](#) to complete the required certification and any applicable EEO program reports.
- **Limited English Proficiency (LEP):** Applicants receiving federal financial assistance must take steps to provide meaningful access to programs and activities for persons with LEP. FDLE strongly advises applicants have a written LEP Language Access Plan. For more information visit <https://www.lep.gov/>.
- **Equal Treatment for Faith Based Organizations:** Applicants must comply with all applicable requirements of 28 C.F.R. Part 38, "Equal Treatment for Faith Based Organizations".
- **Americans with Disabilities Act (ADA):** Applicants must comply with the requirements of the ADA, Public Law 101-336, which prohibits discrimination on the basis of disability, including provisions to provide reasonable accommodations.

Filing Discrimination Complaints

If the applicant, or any of its employees, contractors, vendors, or program beneficiaries, has a discrimination complaint, they may file a complaint with the Office for Civil Rights, Office of Justice Programs, U.S. Department of Justice; 810 7th Street, Northwest, Washington, D.C. 20531; or by phone at (202) 307-0690.

Discrimination complaints may also be submitted to FDLE's Office of the Inspector General, Post Office Box 1489, Tallahassee, Florida 32302-1489, or online at info@fdle.state.fl.us. Any discrimination complaints filed with FDLE's Inspector General are referred to the Office for Civil Rights, the Florida Commission on Human Relations, or the Equal Employment Opportunity Commission, based on the nature of the complaint.

Intergovernmental Review

Federal fiscal year 2019 PSN program is subject to Executive Order 12372, "Intergovernmental Review of Federal Programs." As a result, FDLE may provide information regarding subrecipient applications to the state single point of contact to satisfy this requirement.

Communication Between Government Agencies and the Immigration and Naturalization Service (INS)

Notwithstanding any other provision or federal, state, or local law, a federal, state, or local government entity, or official, may not prohibit, or in any way restrict, any government entity or official from sending to, or receiving from the INS, information regarding the citizenship or immigration status, lawful or unlawful, of any individual.

Notwithstanding any other provision or federal, state, or local law, no person or agency may prohibit, or restrict in any way, a federal, state, or local government entity from doing any of the following with respect to information regarding the immigration status, lawful or unlawful, of any individual:

- Sending such information to, or requesting/receiving such information from the INS;
- Maintaining such information; and/or
- Exchanging such information with any other federal, state, or local government entity.

The INS shall respond to an inquiry by a federal, state, or local government entity seeking to verify, or ascertain, the citizenship or immigration status of any individual within the jurisdiction of the agency for any purpose authorized by law, by providing the requested verification or status information.

Information regarding Communication with the Department of Homeland Security (DHS) and/or Immigration and Customs Enforcement (ICE)

Responses to the questions below must be provided by the applicant as part of the PSN application. The requirement to provide this information applies to subawards (at any tier) made to state or local government entities, including public institutions of higher education.

- 1) Does your jurisdiction have any laws, policies, or practices related to whether, when, or how employees may communicate with DHS or ICE?
- 2) Is your jurisdiction subject to any laws from a superior political entity (e.g. a state law that binds a city) that meet the description in question 1? **Note:** In accordance with [Chapter 908, Florida Statutes](#), state or local governments and public college/university applicants should answer “yes” to this question. Applicants DO NOT need to provide a copy of the statute.
- 3) If yes to either:
 - Please provide a copy of each law or policy.
 - Please describe each practice.
 - Please explain how the law, policy, or practice complies with 8 U.S.C. §1373.

Match

This program does not require a match. However, if an application proposes a voluntary match amount, and FDLE/DOJ approves the budget, the total match amount incorporated into the approved budget becomes mandatory and subject to audit.

Prohibited Uses

Administrative costs/fees for applicants/subrecipients are not allowable on PSN subawards.

PSN funds may not be used to supplant state or local funds. Funds must only be used to increase the amount of funds that would, in the absence of federal funds, be made available for the given activities. For more information on supplanting, see [Section 2.3 of the DOJ Grants Financial Guide](#).

Costs Requiring Pre-Approval

Conference/Meeting/Training Costs

OJP policy and guidance encourages minimization of conference, meeting, and training costs; sets cost limits including a general prohibition of all food and beverage costs; and requires prior written approval of most conference, meeting, and training costs. Subawards requesting grant funds for meetings, trainings, or conferences may be required to complete and submit an OJP event submission form upon request from FDLE and/or OJP.

Sole Source Justification

If any proposed costs will be procured via a noncompetitive procurement method, a Sole Source Justification form (<http://www.fdle.state.fl.us/Grants/Resources-Forms>) must be submitted to FDLE for approval prior to obligation of funds. For sole source procurement over the federal Standard Acquisition Threshold (SAT) of \$250,000, written pre-approval must be obtained from both FDLE and DOJ. Sole source approval applies to the amount of the total procurement, regardless of the amount of federal investment in the purchase. Subrecipients should submit the completed Sole Source Justification form at the time of application, or as soon as the procurement method is known. Sole source approval applies to the amount of the total procurement, regardless of the amount of federal investment in the purchase.

National Environmental Policy Act (NEPA)

Any improvement, building enhancement, or construction project will require pre-approval to ensure compliance with NEPA. This may include relatively minor activities such as installing fence posts, security or surveillance cameras, or anchoring any item to the ground. If the grant will fund any activities that may fall under this requirement, review the subaward standard condition related to NEPA and the section of the DOJ/BJA website related to NEPA compliance and contact FDLE's grant's office for assistance.

Publications and Other Media

All media created, published, and/or altered using federal grant funds must be reviewed and approved by FDLE and/or BJA prior to release or distribution. This includes any curricula, training materials, brochures, or other written materials that will be published, including web-based materials and web site content, as well as all audio or video materials, including Public Service Announcements. Subrecipients must submit a draft of each proposed item to OCJG **no later than thirty (30) days prior** to the targeted dissemination date. For items containing videos, a transcript may be provided with screenshots or a description of the visual portion.

All materials publicizing or resulting from award activities shall contain the following statements:

"This project was supported by Award No. 2019-GP-BX-0022 awarded by the Bureau of Justice Assistance, Office of Justice Programs. The opinions, findings, and conclusions or recommendations expressed in this publication/program/exhibition are those of the authors and do not necessarily reflect the views of the Department of Justice."

This requirement does not apply to the purchase or reproduction of existing materials or items created by other agencies or vendors, unless the subrecipient alters the item in any way. Neither does this requirement apply to items serving only to advertise an event or the availability of services. Please contact your OCJG grant manager at 850-617-1250 with questions or to clarify pre-approval requirements.

Additional Requirements

PSN applicants will be required to complete the following documents at the time of application; failure to do so may result in the withholding of funds until items are received.

Subaward Management Capabilities and Compliance Questionnaire (SMQ)

All applicants are required to complete the [Subaward Management Capabilities and Compliance Questionnaire](#). FDLE will use this form to validate eligibility to apply for, receive, and maintain the PSN subaward. Additionally, this validation will allow FDLE to expedite the monitoring process and ensure all subrecipients are in compliance with program requirements. Applicants must submit a Subaward Management Capabilities and Compliance Questionnaire (SMQ) to FDLE with their application.

Certification Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug Free Workplace Requirements

Subrecipients are not permitted to use federal funds, directly or indirectly, in support of any lobbying activity. A subrecipient receiving or requesting an award exceeding \$100,000 must certify compliance with this requirement.

Additionally, a person/agency that is debarred, suspended, declared ineligible or is voluntarily excluded is prohibited from receiving federal funds under this grant program. All subrecipients must certify the subgrantee organization, and any vendor or lower tiered subrecipient, is eligible to receive these funds.

State agencies applying for federal grant funding under this program must certify compliance with the Drug-Free Workplace Act of 1988, including establishing and maintaining a drug-free work environment.

Failure to submit the [“Certification Regarding Lobbying, Debarment, Suspension, and Other Responsibility Matters; and Drug Free Workplace”](#) to FDLE may result in a withholding of funds condition on the subaward until this requirement is satisfied.

Contractual Services Subrecipient vs. Contractor Determination

Subrecipients utilizing funds in the Contractual Services budget category must adhere to the subcontracting requirements below. All subrecipients should review the [“OJP Subaward vs. Procurement Toolkit”](#) for information regarding the two types of subcontracting.

Any applicant using grant funds in the Contractual Services budget category must complete and submit the [“Subrecipient vs. Contractor Determination Checklist”](#) for each contracted services item listed on the budget, to FDLE along with the application.

State and Federal Transparency

Subaward agreements and information supplied to FDLE for grant management and payment purposes will be used to report to the following mandatory state and federal transparency systems:

Federal Funding Accountability and Transparency Act (FFATA)

The Federal Funding Accountability and Transparency Act (FFATA) was signed on September 26, 2006, with the intent to empower every American with the ability to hold the government accountable for each spending decision. The end result is to reduce wasteful spending in the government. The FFATA legislation requires information on federal awards (federal financial assistance and expenditures) be made available to the public via a single, searchable website, usaspending.gov. FDLE is also required to report subaward data to FFATA.

Florida Accountability and Contract Tracking System (FACTS)

The grant agreement and all corresponding information/documentation is provided to [FACTS](#) in accordance with Chapter 2013-54 and 2013-154, Laws of Florida.

Exemption from FACTS

The SIMON grant management system allows for partial or complete exemption from FACTS for those agreements containing information exempt from public records. Please be aware, in the event that your agency's application submission contains confidential and/or exempt information prohibited from public dissemination under Florida's Public Records Law, Chapter 119, Florida Statutes; the PSN subrecipient bears the responsibility for applying proper redactions. Otherwise, any and all records submitted may be released without redactions.

How to Apply

Failure to follow application instructions may result in the incursion of a special condition at the time of award or exclusion of the application from consideration by the competitive panel.

A completed [subgrant application questionnaire](#) and [budget detail worksheet](#) must be submitted to tennillerobinette@fdle.state.fl.us. OCJG grant managers will use the information provided to prepare an application in the FDLE [Subgrant Information Management Online \(SIMON\)](#) grant system. The applicant will be notified when a draft of the application is ready to be reviewed and submitted in SIMON.

Please note: Once an application is approved, the SIMON system will be used for subgrant management activities including required monthly/quarterly financial and performance reporting.

Application Deadline

An [application questionnaire](#), [budget detail worksheet](#), and any additional required documents should be submitted via email to tennillerobinette@fdle.state.fl.us by no later than 5:00 P.M. on **Friday, December 18, 2020**. Applications will **not** be accepted after the deadline.

Please see **Appendix B** for other important dates.

Application Review Process

Subgrants will be awarded based on a competitive process. Applications received by the deadline above will be reviewed by a selection committee panel will review each application based on the criteria provided in **Appendix C**. After committee review, FDLE will submit all recommended applications to DOJ for final approval.

Standard Conditions

Subaward agreements for applications recommended by the selection committee, and approved by DOJ, will be provided the approved subrecipient. This agreement will include standard conditions which detail compliance requirements for subrecipients. It is imperative for all persons involved with this subaward to read the standard conditions. Failure to comply with the provisions outlined in the standard conditions may result in project costs being disallowed, or other remedies for noncompliance identified in [2 CFR §200.338](#).

Length of Award

Fiscal year 2019 PSN subawards may elect to have a project period between 12 and 24 months beginning October 1, 2020. The final length of the grant period will be determined by the selection committee in conjunction with federal award dates. The federal award period ends September 30, 2022. No projects will extend past this date.

Distribution of Funds

Grant funds are distributed on a cost reimbursement or advance basis for satisfactory performance of activities set forth in the subaward agreement. Requests for reimbursement can be submitted on a monthly or quarterly calendar basis and should include total expenditures paid for during the reporting period. Reimbursements will be processed in conjunction with the receipt and review of programmatic performance reports and supporting documentation to determine successful completion of deliverables as specified in the subgrant agreement.

Appendix A: FY19 USAO County Listing for the Middle District of Florida

Eligible entities within the following counties are able to submit applications under this Solicitation. If your county does not appear on this list, please check for other PSN solicitations within your USAO District posted on the OCJG website at <http://www.fdle.state.fl.us/Grants/Current-Funding-Opportunities>.

Note: Applicants are reminded to review the GAP goals and TEAs outlined on page three and four of this solicitation.

Baker County
Bradford County
Brevard County
Charlotte County
Citrus County
Clay County
Collier County
Columbia County
Desoto County
Duval County
Flagler County
Glades County
Hamilton County
Hardee County
Hendry County
Hernando County
Hillsborough County
Lake County
Lee County
Manatee County
Marion County
Nassau County
Orange County
Osceola County
Pasco County
Pinellas County
Polk County
Putnam County
Sarasota County
Seminole County
St. Johns County
Sumter County
Suwanee County
Union County
Volusia County

Appendix B: Application Timeline

April 23, 2019	Florida received notice of final state PSNM appropriation from U.S. Department of Justice
June 25, 2019	FDLE Office of Criminal Justice Grants (OCJG) submitted the State of Florida application for FY 2019 PSNM funding.
October 21, 2019	Florida accepted the state's FY 2019 federal PSNM award.
March 2020	PSNM Grant Action Plan approved by DOJ.
November 6, 2020	OCJG released PSNM subgrant solicitation on the department's website; Notification emails sent to chief officials.
December 18, 2020	Deadline to submit applications to OCJG.
January, 2020	Competitive selection process and subaward recommendations provided to DOJ.

Appendix C: Application Scoring Tool

General Application (A “no” response, places application in rejection pool.)	Points
Applicant is located in, or will be serving, a targeted enforcement area identified in the solicitation	1
Applicant has an active SAM.gov registration	1
Application packet and budget detail worksheet were received	1
All required forms are included (SMQ, Lobbying, and EEO Certification)	1
All optional forms are included as they apply to the proposed project	1
TOTAL	5
Overview	Points
A subrecipient agency name is provided	1
The project period begins on or after 10/1/2020	1
The project period ends on or before 9/30/2022	1
The amount requested is consistent with the total on the budget detail worksheet	1
A DUNS number and FEID are provided	1
TOTAL	5
Problem Identification	Points
Clearly describes how the PSN program services a targeted enforcement area	5
Clearly describes how the PSN program addresses the USAO goals identified	5
Clearly describes the violent crime problem to be addressed	5
Provides data to support the violent crime problem identified	5
Proposes to use evidence-based practices and describes the practices to be used	5
TOTAL	25
Scope of Work	Points
Clearly describes key partners and their responsibilities as it relates the applicant's PSN program	5
Includes an amount allocated for each funding category selected in question 2	5
Clearly describes how each selected funding category correlates to the grant action plan goals and activities	5
Provides a clear timeline of activities and is consistent with the proposed project period	5
TOTAL	20
Performance	Points
Applicant acknowledged the performance requirements	5
TOTAL	5
Additional Information	Points
Applicant provided an operating capital outlay threshold	5
Applicant selected a performance/financial reporting frequency	5
Applicant described the methods of procurement to be used, if applicable	5
Applicant provided a response to questions 4, 5, and 6 as appropriate	5
TOTAL	20
Grant Contacts and Officials	Points
Contact information for Subgrant Chief Official, Subgrant Chief Financial Officer, Project Director, and Application Manager is provided	5
If an implementing agency was identified in the overview section, contact information for the Implementing Agency Chief Official is provided	5
TOTAL	10
Budget Detail Worksheet	Points
Applicant information is correctly filled out and consistent with the information in the application narrative	5
All budget line items clearly to eligible activities provided in the solicitation	5
TOTAL	10