

**Task Type:** Application Review  
**Review Description:** Application Review Process

Category	Question Description	Response	Conditions
Grant Administration	Does the paper copy match the SIMON application?	<input type="text" value="Y"/> ▼	<a href="#">Add New</a>
Grant Administration	Is the application complete with all section and performance questions answered?	<input type="text" value="Y"/> ▼	<a href="#">Add New</a>
Grant Administration	Is there a 51% letter on file for this application signed by the appropriate individual or designee?	<input type="text" value="Y"/> ▼	<a href="#">Add New</a>
Grant Administration	Are the subrecipient and implementing agencies eligible to receive grant funds?	<input type="text" value="Y"/> ▼	<a href="#">Add New</a>
Grant Administration	Is the subrecipient chief official current and are they the head of the unit of government?	<input type="text" value="Y"/> ▼	<a href="#">Add New</a>
Grant Administration	Is the project director an employee of the subrecipient or implementing agency?	<input type="text" value="Y"/> ▼	<a href="#">Add New</a>
Grant Administration	Do both the subrecipient and implementing agency have their own unique active DUNS number?	<input type="text" value="Y"/> ▼	<a href="#">Add New</a>
Grant Administration	Is the DUNS number correct in SIMON for each subrecipient and implementing agency?	<input type="text" value="Y"/> ▼	<a href="#">Add New</a>
Grant Administration	Is the subrecipient's SAM.gov registration active and has the grant manager recorded the expiration date?	<input type="text" value="Y"/> ▼	<a href="#">Add New</a>
Grant Administration	Is the subrecipient's congressional district correct?	<input type="text" value="Y"/> ▼	<a href="#">Add New</a>
Grant Administration	Has the grant manager reviewed past awards for compliance issues, outstanding reports, conditions, etc.; noted on risk assessment; and discussed potential impact on award with supervisor?	<input type="text" value="Y"/> ▼	<a href="#">Add New</a>
Grant Administration	Has the subgrantee correctly indicated the population of the jurisdiction served?	<input type="text" value="Y"/> ▼	<a href="#">Add New</a>
Project Overview	Is the project period 10/1/16 through 9/30/17?	<input type="text" value="N"/> ▼	<a href="#">P37171</a> ✓
Project Overview	Has the continuation subgrant number been verified, if a continuation project?	<input type="text" value="N/A"/> ▼	<a href="#">Add New</a>
Project Overview	Does the Problem ID clearly describe a problem, need or issue?	<input type="text" value="N"/> ▼	<a href="#">P37172</a> ✓
Project Overview	If this grant is a continuation, is the previous grant specifically mentioned in the problem ID?	<input type="text" value="N/A"/> ▼	<a href="#">Add New</a>
Project Overview	Does the Scope of Work describe how the program will address the problem and what will be accomplished?	<input type="text" value="N"/> ▼	<a href="#">P37173</a> ✓
Project Overview	Does the Scope of Work contain all required statutory elements to meet F.S. 215.971?	<input type="text" value="N"/> ▼	<a href="#">P37174</a> ✓
Project Overview	Does the application correctly indicate whether or not the proposed activities will result in any type of Project Generated Income?	<input type="text" value="Y"/> ▼	<a href="#">Add New</a>

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Project Overview	Does the Scope of Work contain all required statutory elements to meet F.S. 215.971?	<input type="text" value="N"/>	<a href="#">P37174</a> ✓
Project Overview	Does the application correctly indicate whether or not the proposed activities will result in any type of Project Generated Income?	<input type="text" value="Y"/>	<a href="#">Add New</a>
Project Overview	Are the project overview section questions answered correctly?	<input type="text" value="N"/>	<a href="#">P37175</a> ✓
Performance	Does the application contain only one federal purpose area?	<input type="text" value="Y"/>	<a href="#">Add New</a>
Performance	Is the General Questions State Purpose Area included and completed?	<input type="text" value="N"/>	<a href="#">P37176</a> ✓
Performance	Do the answers in the performance section match the information in the scope of work and project budget?	<input type="text" value="Y"/>	<a href="#">Add New</a>
Performance	Is the federal purpose area selected appropriate for the proposed activities?	<input type="text" value="Y"/>	<a href="#">Add New</a>
Performance	Are the state purpose areas selected appropriate for the proposed activities?	<input type="text" value="Y"/>	<a href="#">Add New</a>
Performance	Have all appropriate state purpose areas been selected?	<input type="text" value="Y"/>	<a href="#">Add New</a>
Performance	Are the appropriate Objectives and Measures selected and answered?	<input type="text" value="Y"/>	<a href="#">Add New</a>
Performance	Has the grant manager contacted the Application Manager and/or Project Director to explain the correlation for payments tied to performance.	<input type="text" value="Y"/>	<a href="#">Add New</a>
Financial	If the budget contains Salaries & Benefits (S&B) and/or overtime, are the total number of hours, weeks, etc. to be paid by the grant provided?	<input type="text" value="Y"/>	<a href="#">Add New</a>
Financial	If the budget contains S&B, is estimated number of hours with rate of pay provided?	<input type="text" value="N"/>	<a href="#">Add New</a>
Financial	If the budget contains S&B, are benefits clearly defined and do they include rate, cost or percentage?	<input type="text" value="Y"/>	<a href="#">Add New</a>
Financial	If the budget contains S&B, is the full salary for each position provided, including the percentage of time to be spent on the grant project and the percent charged to the grant for each expenditure?	<input type="text" value="N"/>	<a href="#">P37711</a> ✓
Financial	If the budget contains S&B, is the percentage of the position's salary to be funded less than or equal to the percentage paid with previous year funding?	<input type="text" value="N/A"/>	<a href="#">Add New</a>
Financial	If the S&B included, is there a net personnel increase? If no, has documentation of scheduled layoffs been submitted?	<input type="text" value="Y"/>	<a href="#">S37810</a>
Financial	If the budget contains S&B and is a continuation grant, has the grant manager placed a copy of the previous year's net personnel increase documentation in the file?	<input type="text" value="N/A"/>	<a href="#">Add New</a>
Financial	If the budget contains Contracted Services (C/S), are activities clearly described for what each party is contracted to perform ?	<input type="text" value="Y"/>	<a href="#">Add New</a>

Financial	If the budget contains C/S, does the budget identify costs per service?	<input type="text" value="Y"/>	<a href="#">Add New</a>
Financial	Are any unit costs in the budget clearly defined with supporting information in the financial section questions?	<input type="text" value="N"/>	<a href="#">P37177</a> ✓
Financial	If the budget contains C/S, does the Budget Narrative or SOW identify deliverables and documentation required to initiate payment to the vendor?	<input type="text" value="Y"/>	<a href="#">Add New</a>
Financial	If the budget contains consultant rates in excess of \$650 per day, has the subrecipient submitted a written request for approval of those rates?	<input type="text" value="N/A"/>	<a href="#">Add New</a>
Financial	Has the subrecipient indicated the exact procurement method being used for each type of procurement on the subaward?	<input type="text" value="Y"/>	<a href="#">Add New</a>
Financial	Are all expense items in the budget listed by individual price?	<input type="text" value="N/A"/>	<a href="#">Add New</a>
Financial	If the Budget Narrative contains bundled or packaged items, does it list what is included in the package? (e.g. computer or laptop, peripherals, etc.)	<input type="text" value="N/A"/>	<a href="#">Add New</a>
Financial	If the budget contains travel expenses, does it contain sufficient detail and are costs appropriate for project goals?	<input type="text" value="N/A"/>	<a href="#">Add New</a>
Financial	Are expense and OCO items in the correct categories based on the subrecipient's OCO threshold?	<input type="text" value="N/A"/>	<a href="#">Add New</a>
Financial	Are all OCO items in the budget listed individually with price for each?	<input type="text" value="N/A"/>	<a href="#">Add New</a>
Financial	If the budget contains warranties or service contracts, are the costs reflective or prorated for services received only during the grant period?	<input type="text" value="Y"/>	<a href="#">Add New</a>
Financial	Does budget contain items or activities that require prior approval from BJA? If yes, does the grant file contain a copy of the BJA approval?	<input type="text" value="N/A"/>	<a href="#">Add New</a>
Financial	If the budget includes bulletproof vests, does the subrecipient affirm compliance with National Institute of Justice Standards American-Made standards?	<input type="text" value="N/A"/>	<a href="#">Add New</a>
Financial	If the budget contains indirect costs, has an appropriate approved indirect cost plan, negotiated or de minimus rate been identified and documented?	<input type="text" value="N/A"/>	<a href="#">Add New</a>
Financial	Will the proposed indirect cost rate be applied only to allowable costs incurred directly by the subrecipient or implementing agency?	<input type="text" value="N/A"/>	<a href="#">Add New</a>

Certifications	Have the subrecipient and implementing agency both submitted all required EEO documentation?	N	<a href="#">P37180</a> ✓
Certifications	If the budget contains funding for information and/or communication systems, or the creation of software, has a properly executed ADP form been submitted?	N/A	<a href="#">Add New</a>
Certifications	If procurement is identified as sole source and the purchase exceeds \$150,000 did the subrecipient complete and submit a sole source justification form?	N/A	<a href="#">Add New</a>
Certifications	If the subrecipient is a state agency and a sole source purchase is over \$150,000, has an approved copy of the DMS Exceptional Purchase Request been submitted with the application?	N/A	<a href="#">Add New</a>
Certifications	If the project budget contains confidential funds, has the Certification of Confidential Funds been signed by the appropriate official and submitted with application?	N/A	<a href="#">Add New</a>
Certifications	If the project budget contains bulletproof vests, has the Bulletproof Vest Mandatory Wear Certification Form been signed by the appropriate official and submitted with the application?	N/A	<a href="#">Add New</a>
Certifications	If the budget contains funding for body worn cameras, is the application special conditioned for obtaining a copy of the subrecipient's policy and approval of the policy and subaward by the state IT Point of Contact?	N/A	<a href="#">Add New</a>
Signature Pages	Did the subrecipient chief official or a documented designee sign the application on the correct line?	Y	<a href="#">Add New</a>
Signature Pages	Did the implementing agency chief official or a documented designee sign the application on the correct line?	Y	<a href="#">Add New</a>
Signature Pages	Does the application include two signed original signature pages? If not, has the grant manager confirmed they will accept a copy?	N	<a href="#">P37181</a> ✓
Other	If this is a task force project, is the subrecipient's task force agreement on file and does it meet all requirements?	N/A	<a href="#">Add New</a>
Other	Has the subgrantee provided a letter stating all required task force personnel have completed required training? Is the letter signed by the chief official of the lead task force agency or task force commander?	N/A	<a href="#">Add New</a>
Other	Is the recipient aware that any reports or publications resulting from this project will require prior approval?	N/A	<a href="#">Add New</a>
Other	Has the grant manager verified that all subrecipients or contractors included in the application are not excluded parties in sam.gov?	Y	<a href="#">Add New</a>
Other	Do the financial and performance reporting frequencies match?	Y	<a href="#">Add New</a>
Other	Has the Grant Manager completed a Risk Assessment on the Subgrantee and/or Implementing Agency as required?	Y	<a href="#">Add New</a>
Other	Do all other items in the application and documentation comply with JAG, state and federal requirements?	Y	<a href="#">Add New</a>