

How to develop a solicitation: A Checklist

These are the major tasks in developing a solicitation. They're arranged in rough chronological order, but the order may vary depending on your project.

<p>Assess</p>	<ul style="list-style-type: none"> _____ Determine legislative requirements _____ Clarify intended purpose of federal monies _____ Articulate purpose and structure of CCI Project <ul style="list-style-type: none"> _____ Broadly determine the need, type, and scope of the problem _____ Draft preliminary goals _____ Solicit and recruit federal partners Learn More _____ Assess problem area and past efforts to address it _____ Conduct listening sessions with the field (if feasible) _____ Discuss the respective roles/responsibilities of federal partners _____ Contract with a facilitator to guide planning _____ Create a federal-partner planning team
<p>Plan</p>	<ul style="list-style-type: none"> _____ Create a logic model for the CCI Project _____ Refine long-term goals _____ Determine the funding vehicle (grant? cooperative agreement? contract?) _____ Determine funding levels based on intended federal role, (Will you fund just the start-up of collaboration, or all the way through the implementation of systems change? Time and investment will differ considerably.) _____ Structure a draft budget for the CCI Project, (including TTA and evaluation) <ul style="list-style-type: none"> Learn More: Funding #1, Funding #2, Budget Checklist Determine: <ul style="list-style-type: none"> _____ # of grantees _____ amount per grantee _____ duration of funding _____ Decide how federal partners will manage and fund the project Learn More _____ Develop MOUs / IAAs for the partnership _____ Determine criteria for who can apply. (Consider whether you want to require a minimum level of readiness for collaboration) Learn more _____ Determine the grantee selection process

Write	<ul style="list-style-type: none">_____ Draft the solicitation for the CCI Project (Be sure to follow any requirements set by the agency that will administer the funds. State clearly the characteristics and capabilities you're looking for in applicants.) See example_____ Draft a solicitation for TA_____ Draft a solicitation for Evaluation_____ Customize the process for application-review and selection_____ Draft reviewer rating forms See example
Finalize	<ul style="list-style-type: none">_____ Review the draft solicitation with all federal partners_____ Test the understandability of the draft solicitation with a group of possible (but not eligible) applicants_____ Obtain final approval from agency leadership