**Website Checklist**

This checklist aims to outline the pertinent information, documents and resources that State Administering Agencies (SAAs) should have accessible on their agency websites. The checklist is divided into two sections: essentials and next steps.

As most SAAs are in larger agencies with varying responsibilities, make sure it’s clear from your website’s homepage where current and potential subgrantees and stakeholders should go to find out some basic information such as who you are as the SAA and what you do, funding opportunities, and available support and how to access it.

Think carefully about how you label documents, pages and tabs on your website. Generally, opt for the most accessible language possible. For example, consider labelling a page on your website *funding opportunities* rather than *solicitations/requests for proposals/notification of availability of funds.*

**Website Checklist: Essentials**

* **About Us/Who are We?:** What is an SAA? Who are you as an agency? What are your values and mission? What do you do? You can pull information from the SAA Organizational Fact Sheet.
* **Funding Opportunities:** Include all funds administered, including both federal and state opportunities. For each opportunity, link to more information such as: a description of the funding source, whether it’s a discretionary or formula grant (and what is the difference for an applicant?), the types of projects that can be funded, eligibility requirements, information about how award decisions are made (is there a board? Are applications peer reviewed, and if so, by whom?), and the typical time the funding opportunity will be available for applications. Consider sorting grants by type (what can this be used for?) rather than title of grant. If there is an open funding opportunity, make sure the funding announcement is available, along with the application and instructions. It’s recommended to make the application and instructions one document. Include links to any guidance, webinars or resources to assist applicants in the process.
* **Available Training, Technical Assistance and Support:** Although it’s recommended to plug any TTA or support you provide, where relevant, it would be helpful to have a section of your website devoted to an entire catalogue of the kinds of support, training and technical assistance provided, who this TTA is available for, and how to request help. Included in this section, you should include some important links and resources for subgrantees, such as:
  + - How to submit a GAM/GAN and the applicable form or template.
    - Reporting: guidelines for financial and programmatic reports/[PMT](https://ojpsso.ojp.gov/)/any other systems and reports; links to the applicable systems for reporting; templates/reporting forms.
    - Link to the [DOJ Financial Guide](https://www.ojp.gov/funding/financialguidedoj/overview), [information about the 2CFR Part 200](https://www.ojp.gov/funding/part200uniformrequirements), and a link to [read Part 200](https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200?toc=1) in its entirety.
    - Link to your agency’s grants administration guide.
* **Staying In Touch:**
  + - **Contact Us:** Make sure your organization’s contact information is easy to find, ideally in your website’s footer or clearly labeled on a page of its own.
    - **Staff Listing:** Although it’s not required to have a complete staff directory, it can be helpful to ensure there is some staff information about grant monitors/managers. What grants do they manage? How can people reach them?
    - **Additional Opportunities to Engage:** If your agency has active social media accounts or other ways for people to stay engaged, such as podcasts, newsletters or other special offerings, make sure you advertise those and include links to view and subscribe. Plug what your agency offers, and make sure it’s easy to find!

**Website Checklist: Next Steps**

* **Priority Identification:** How does your agency identify priorities for funding? Are there priorities for each stream of funding or overall administrative priorities? Who is part of this priority identification process? What are the priorities?
* **Links to Active Strategic Plans.**
* **Calendar of Events:** Having a calendar of events on your website, specifically on the front page, can improve agency visibility and improve buy-in from stakeholders. Include upcoming board/advisory committee meetings and denote whether they are subject to your state/territory’s Open Meetings Act, and list upcoming trainings, webinars and pertinent dates such as when particular subgrant applications close.
* **Additional Resources for Subgrants:**
  + - Allowable and unallowable grant expenses/do’s and don’ts for spending federal and/or state funds.
    - A document outlining expectations for subgrants, which could include pertinent dates, reporting and monitoring requirements, and information on helping subgrantees remain in compliance.
    - A document outlining what to expect from a monitoring visit and/or desk review.
    - A document explaining how to be in compliance with federal civil rights requirements.
    - Example Policies: Include here any example policies that are relevant to keeping subgrantees in compliance with their federal grants. This could include policies for the following: filing discrimination complaints, a [Limited English Proficient (LEP)](https://www.ojp.gov/program/civil-rights-office/limited-english-proficient-lep) policy, [determination of suitability to interact with participating minors](https://www.ojp.gov/funding/explore/interact-minors) policy, breach of personally identifiable information policy and reporting form, etc. The best practice here would be to explain the importance of the policy and also include a template.
    - [Equal Employment Opportunity Plan (EEOP):](https://www.ojp.gov/program/civil-rights-office/equal-employment-opportunity-plans) EEOP [FAQs](https://www.ojp.gov/program/civil-rights/eeop/faqs) and the link to complete the [questionnaire](https://eeop.ocr.ojp.gov/certsub/homepage).

\*This list is not intended to be exhaustive. Add in additional documents and resources as needed. If you find out subgrantees are consistently struggling with something, such as reporting project income, that might indicate a resource may need to be created.

**Example SAA Websites:**

The following SAA websites may be useful to you as you reorient or add to your own agency’s website. Although these websites may not include everything listed above, consider checking out the following:

* [The California Board of State and Community Corrections](https://www.bscc.ca.gov/)
* [Colorado Department of Public Safety, Division of Criminal Justice](https://dcj.colorado.gov/)
* [Illinois Criminal Justice Information Authority](https://icjia.illinois.gov/)
* [New Mexico Department of Public Safety](https://www.dps.nm.gov/)

**Website Do’s and Don’ts**

**Do’s**

* Do make your contact information easy to find! Make it clear how to get in contact with you, and if possible, put it in your footer so it appears on every page.
* Do keep your website up-to-date! Make sure all listings on your site, such as a staff directory or funding library, are kept current, and out-of-date figures are replaced with current numbers wherever possible, for example.
* Do make sure you are complying with all accessibility and transparency laws in your state or territory.
* If you need to put disclaimers on your page about Sunshine laws or Freedom of Information Act (FOIA) requests, make sure you do so!
* Make sure you comply with all applicable accessibility standards that govern web and digital resources in your state and territory, including color contrast, picture captioning, and video and audio transcription!

**Don’ts**

* Don’t bury important information in subpages of subpages! Try not to have anything more than two clicks from a main title page.
* Don’t fill your site with alphabet soup. Make sure to clearly define all acronyms the first time they appear on each separate page of the site.
* Don’t use highly technical language or jargon. Your site should be easily understandable by both laypeople, new grantees, and experienced grant recipients.