**Section 577.170 Grant Application Evaluation Process**

Upon receipt of a grant application, the Department will conduct the following:

a) The Department will determine whether the applicant is eligible to apply under the requirements of the Act and Section 577.100. If the applicant is ineligible to apply, the Department will contact the applicant in writing (via certified mail) with the determination.

b) If the applicant is eligible to apply, the Department will determine whether the application is complete. A review will determine whether all applicable criteria have been addressed and whether all required materials and documentation have been submitted.

1) If the application is deemed complete, the Department will proceed with the application evaluation process in accordance with this Section.

2) If the application is deemed incomplete, the Department will notify the applicant via certified mail. An applicant has 30 calendar days from the date of receipt of the certified letter to address the issues the Department identified and submit a revised application. If the applicant does not respond to the Department's determination within the prescribed time frame or if a revised application fails to address the issues the Department identified, the application will be deemed null and void.

c) Once the Department determines that applications are complete, grant proposals will be reviewed and evaluated based on the selection criteria (see Section 577.160).

d) Applicants shall be allowed to amend the application or provide additional supporting documentation during the Department's grant review process.

e) Upon completion of the Department's evaluation, the Department will award grants to the applicants that meet all of the applicable requirements of the Act and this Part.