Frequently Asked Questions

OJJDP FY 2021 Title II Formula Grants Program

Solicitation-Specific FAQs

1. What is the deadline for this solicitation?

Grants.gov Deadline: **June 29, 2021 at 11:59 PM ET**

JustGrants and OJJDP Compliance Monitor Tool Deadline: **July 13, 2021 at 11:59 PM ET.**

2. Who is eligible to apply?
Only the agency that the chief executive (e.g., the Governor) of each state designates is eligible to apply for these funds. Applicants that do not meet this criterion are ineligible to apply under this solicitation.

3. Is there a match requirement?
Pursuant to the Juvenile Justice and Delinquency Prevention (JJDP) Act at 34 U.S.C. § 11132(c), states may use no more than 10 percent of their total Formula Grants annual allocation for planning and administration. States that choose to use funds in this manner must indicate that choice in their state plans and attached budgets. States and units of local government must match, on an equal basis, any amount of federal funds that they expend or obligate for such purposes.

4. Is there a minimum or maximum funding amount that I can apply for?

FY 2021 state allocations will be posted online here when available.

5. What is the CFDA number?

The CFDA number is 16.540.

6. How many applications were received last year and how many awards were made?

Applications were received from all eligible states and territories participating in the JJDP Act.

7. Is there a list of awardees from prior years?

OJJDP posts the prior year's awards on its website.

8. What date should I list as the start date on the SF-424 form?

Applicants should begin their proposed project dates on October 1, 2021.

General FAQs

9. **How do I apply for this funding opportunity?**

   Applicants will submit an SF-424 and an SF-LLL in Grants.gov at
   https://www.grants.gov/web/grants/register.html. Applicants will submit the full application,
   including attachments, in JustGrants at https://justgrants.usdoj.gov/. For additional
   information, see the "How to Apply" section in the OJP Grant Application Resource Guide.

10. **Who do I contact for help with Grants.gov?**

    If the applicant experiences technical difficulties during this process, call the Grants.gov
    Customer Support Hotline at 800–518–4726, 606–545–5035, at Grants.gov customer
    support webpage, or email at support@grants.gov regarding technical difficulties (see
    OJP Grant Application Resource Guide)

11. **Who do I contact for help with JustGrants?**

    For technical assistance with submitting the full application in DOJ's Justice Grants
    System (JustGrants), contact the JustGrants Service Desk at 833–872–5175,
    JustGrants.Support@usdoj.gov.. The JustGrants Service Desk operates 5 a.m. to 9.p.m.
    eastern time (ET) Monday to Friday, and 9 a.m. to 5 p.m. on Saturday, Sunday, and
    federal holidays.

12. **What is a DUNS number and how do I get one?**

    A DUNS number is a unique nine-digit identification number provided by the commercial
    company Dun and Bradstreet. This unique entity identifier is used for tracking purposes, and
    to validate address and point of contact information for applicants, recipients, and
    subrecipients. It will be used throughout the life cycle of an OJP award. Obtaining a DUNS
    number is a free, one-time activity. Call Dun and Bradstreet at 866–705–5711 to obtain a
    DUNS number or apply online at www.dnb.com. A DUNS number is usually received within
    1–2 business days.

13. **What is the System for Award Management (SAM), and how do I register?**

    The System for Award Management replaces the Central Contractor Registration (CCR)
    database as the repository for standard information about federal financial assistance
    applicants, recipients, and subrecipients. OJP requires all applicants (other than individuals)
    for federal financial assistance to maintain current registrations in the SAM database.
    (Previously, organizations that had submitted applications via Grants.gov were registered
    with CCR, as it was a requirement for Grants.gov registration. SAM registration replaces
    CCR as a prerequisite forGrants.gov registration.) Applicants must update or renew their
    SAM registration annually to maintain an active status.

    Applicants that were previously registered in the CCR database must, at a minimum:

    • Create a SAM account; and

    • Log into SAM and migrate permissions to the SAM account (all the entity registrations
      and records should already have been migrated).

Applicants that were not previously registered in the CCR database must register in SAM prior to registering in Grants.gov. Information about SAM registration procedures can be accessed at https://www.sam.gov/SAM/ .

14. What information is included in the page limit?

The proposal narrative should be submitted as an attachment in JustGrants. The attached document should be double-spaced, using a standard 12-point Times New Roman font; have no less than 1-inch margins; and should not exceed 30 pages. Pages should be numbered and submitted as an attachment. If the proposal narrative fails to comply with these length restrictions, OJJDP may negatively consider such noncompliance in peer review and in final award decisions.

15. Is there a budget format or sample that is available?

A Budget Detail Worksheet form is available here.

16. In my application, do I need to address all performance measures listed in this specific solicitation?

A link to the specific performance measures that OJJDP will use to measure grantee performance is under the section within the solicitation titled "Performance Measures." Applicants should include a brief narrative discussion in their application that indicates their understanding of the performance measures for this solicitation and how they intend to provide the required data to OJJDP.

17. Can I submit a paper version via U.S. mail instead of an electronic application through the JustGrants system?

No. Applicants must submit their applications electronically. OJJDP will not accept paper submissions.

18. How will I be notified if my agency is selected to receive an award?

Both the point of contact and the authorizing official listed on the grant application will receive an email award notification, which will provide further information on procedures for receiving funds. Applicants receiving an award will be notified on or around September 30, 2021.

19. How will I be notified if my agency is not selected to receive an award?

If applicable, OJJDP will send a letter notifying the applicant of ineligibility for award.

20. I am experiencing technical difficulties submitting my applications to JustGrants. Is there an alternate way to submit my application?

See 10 and 11 above for technical assistance with both Grants.gov and JustGrants. An applicant that experiences unforeseen Grants.gov or JustGrants technical issues beyond its control that prevent it from submitting its application by the deadline must email their OJJDP State Program Manager, Marisa Harris (Marisa.O.Harris@usdoj.gov), or Nicole McCrae (Nicole.McCrae@ojp.usdoj.gov), Title II Formula Grants Program leads, **within 24 hours after the application deadline** in order to request approval to submit its application

after the deadline.

The email must describe the technical difficulties and include a timeline of the applicant's submission efforts, the complete grant application, the applicant's DUNS number, and any JustGrants Help Desk or SAM tracking number(s). **Note: OJJDP *does not* automatically approve requests*.* After the program office reviews the submission, and contacts the JustGrants or SAM Help Desk to validate the reported technical issues, OJP will inform the applicant whether the request to submit a late application has been approved or denied. If OJP determines that the applicant failed to follow all required procedures, which resulted in an untimely application submission, OJP will deny the applicant's request to submit their application.

The following conditions are generally insufficient to justify late submissions:

- Failure to register in Grants.gov in sufficient time. (SAM registration and renewal can take as long as 10 business days to complete.)

- Failure to follow JustGrants instructions on how to apply as posted on its website.

- Failure to follow each instruction in the OJP solicitation.

- Technical issues with the applicant's computer or information technology environment, such as issues with firewalls or browser incompatibility.