Frequently Asked Questions

OJJDP FY 2020 Title II Formula Grants Program

Solicitation-Specific FAQs

1. What is the deadline for this solicitation?

Deadline to Register in GMS: February 5, 2020
Category 1: Eligibility Submissions Due: February 14, 2020
Category 2: State Plan, Compliance Submissions and Application Requirements Due: March 30, 2020

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 2020 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 made to 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, 2020.

General FAQs

9. How do I apply for this funding opportunity?

Applicants will submit their applications through OJP's Grant Management System (GMS) at https://grants.ojp.usdoj.gov. Applicants must first register in GMS. Registration may be done at any time after the solicitation is posted and must be completed no later than 8 p.m. eastern time on February 5, 2020.

10. Who do I contact for help with GMS?

If the applicant experiences technical difficulties during this process, call the GMS Support Hotline at 888–549–9901, option 3, 24 hours a day, 7 days a week, including on federal holidays.

11. 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.

12. 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. Applicants must register in SAM to successfully register in GMS. (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 for Grants.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/
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13. What information is included in the page limit?

The program narrative should be double-spaced with 1-inch margins, not exceeding 30 pages of 8½ by 11 inches, and use a standard 12-point font, preferably Times New Roman. Pages should be numbered "1 of 30," etc. Tables, charts, pictures, etc., including all captions, legends, keys, subtext, etc., may be single-spaced, and will not count in the 30-page limit. Material provided under the "Project Abstract," "Budget and Budget Narrative," and "Other Attachments" sections, and in the Appendices, will also not count toward the program narrative page count. In addition, applicants may provide bibliographical references as a separate attachment that will not count toward the 30-page program narrative limit.

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

A Budget Detail Worksheet form is available here.

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

A summary of 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.

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

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

17. 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, 2020.

18. 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.

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

Applicants that experience unforeseen GMS technical issues beyond their control that prevent them from submitting their application by the deadline must contact the GMS Help Desk or the SAM Help Desk (Federal Service Desk) at https://www.fsd.gov/fsd-gov/home.do to report the technical issue and receive a tracking number. The applicant must email the OJJDP contact identified in the Contact Information section on the title page **within 24 hours after the application deadline** and request approval to submit their application. 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 GMS Help Desk or SAM tracking number(s). **Note: OJJDP *does not* automatically approve requests.** After the program office reviews the submission, and contacts the GMS 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 SAM or GMS in sufficient time. (SAM registration and renewal can take as long as 10 business days to complete. The information transfer from SAM to GMS can take up to 48 hours.)

- Failure to follow GMS instructions on how to register and 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.