

Addendum to Frequently Asked Questions

FY 2018 Title II Formula Grants Program

March 29, 2018

1. Is evaluation considered research?

Please refer to page 15, as well as pages 22-24 to determine if your planned activities meet the OJJDP definition of research. Additional guidance for grantees regarding OJJDP's requirements related to research can be found here:

<https://www.ojjdp.gov/research/research-grantee.html>

2. If we include a flow chart for the System Description section, does that count toward the 2-page limit for that section?

As noted on page 12, if your situation warrants, you may submit an expanded description (which could include a flow chart) as an appendix to your submission.

3. In what format should the budget be submitted, using the Excel spreadsheet referenced on page 15 or the sample in Appendix F?

Your budget should follow the format of the example in Appendix F, including the specific breakdown of Planning and Administrative vs. Program Contracts and Subawards. Do not use the Excel spreadsheet referenced in the link on page 15.

4. For the SAG roster, should we use the format and lettering of the SAG roster in Appendix D, or the roman numerals associated with the SAG membership categories in Appendix I?

Please follow the format of Appendix D for your SAG roster, clearly identifying how your SAG meets the various membership requirements.

5. Is it true that we would be out of compliance if the Vice Chair is a full-time state or local government employee?

Applicants must have a SAG that complies with all membership requirements to be eligible for Title II Formula Grant funds. The Vice Chair cannot be a full-time state, local, or federal government employee. This is because the Vice Chair can be called upon to act in the role of Chair, and the Chair can not be a full-time government employee. There is a special condition on Title II awards indicating that this applies to the Chair or an Acting Chair.

6. Can the Chair of a SAG subcommittee be a full-time government employee?

Yes. The restriction on specific positions applies only to the Chair and Vice Chair.

7. If a youth SAG member works for the government, does it count when figuring out whether a majority of members are not full-time government employees?

A youth SAG member would be counted the same as any other SAG member. You need to ensure that a majority of SAG members are not full-time government employees.

8. For Appendix J, are we required to have a JABG Coordinator?

This is not a required position. If your JABG program has ended, leave that field blank.

9. How do we know if our GMS registration was approved?

GMS does not send you a notification when your registration is approved. When you initiate your application, the GMS system will only let you proceed a few steps before approval. Once it is approved, you're able to proceed with completing and submitting your application. OJJDP is keeping track of which applications have been approved already. If you need to check whether your application has been approved, please contact your Program Manager or Kathy Manning.

10. Please explain the requirements for the crime analysis section.

A crime analysis is required as part of your 3-year plan and application; however, there are not firm requirements for which exactly data points must be included in your crime analysis. Page 12 provides a broad overview of what your crime analysis should include, and Appendix N provides sample data points. It is not required that you provide every data point listed in Appendix N in your analysis.

11. Do charts, tables, etc. that are part of the crime data analysis count toward the 40-page limit?

Charts and other documents supporting your crime analysis do not count toward the 40-page limit. You should clearly address the solicitation requirements within the 40-page limit for the program narrative, based on guidance for each section throughout the solicitation. The project abstract, budget, Appendix I and other supporting materials do not count toward the limit.

12. Should the jail removal 'note' on page 49 reference appendix M? It currently says N.

Yes, this is a typo and has been corrected in the revised version of the solicitation. It now correctly reads Appendix "M."

13. Who can sign the compliance certification forms?

The signatory can be the head of the designated state agency (DSA) or their official designee. An appropriate designee would be the deputy, or second in command. It is not acceptable for the Juvenile Justice Specialist to sign official certification forms.

14. So, Appendix M is submitted in lieu of the compliance plan if you were in compliance last fiscal year, but Appendix K is required regardless. And these certification forms can be signed by our Corrections Secretary or the Deputy Secretary correct?

Appendix M (Certification of Adequate Plans and Resources to Maintain Compliance) is submitted in lieu of a state's plans for DSO, separation and/or jail removal, depending on with which of these the state was in compliance for FY16. Appendix M may not be submitted in lieu of the plan for compliance monitoring, which every state must submit, regardless of last year's compliance status. Appendix K (Certification of State Policy Requiring Training and Certification to Work with Juveniles) is also required and can be signed by the designated state agency head or his/her deputy (second in command).

15. Have compliance standards been released yet?

No. OJJDP expects to release the current year's standards very soon

16. Is there a separate link for Appendix G?

Appendix G is the section of the Title II solicitation that describes requirements for the compliance and DMC plans. There is not a separate link just for appendix G. Instead please use the link for the Title II solicitation as a whole (<https://www.ojjdp.gov/grants/solicitations/FY2018/TitleII.pdf>) and scroll to p. 47, where you will see Appendix G.

17. Is Appendix G a fillable form?

Appendix G is not a form. It is the solicitation section that describes requirements for the compliance and DMC plans. The required certification forms in Appendices K, L and M have been converted to fillable format in the revised solicitation. These certification forms are also available in a non-fillable format under the "Help" tab of the online compliance tool. Non-fillable versions can be printed and completed by hand.

18. The citation for separation in Appendix M appears to be incorrect. Currently it reads 34 U.S.C. § 111333(a) (12), but should be 11133(a) (12). Is this a typo?

Yes, this is a typo and has been corrected in the revised version of the solicitation.

19. Must states continue to report on the same local DMC jurisdictions as in the past, or can these jurisdictions be changed?

Target jurisdictions can be changed. Your DMC plan must identify your jurisdictions of focus.

20. How should we address certification for training staff who work with juveniles and adults when our state does not use detention staff to work with both populations? For example, if we do not have collocated facilities, would we need to certify in Appendix K?

The separation requirement describes the need for a policy that requires individuals who work with both juveniles and adult inmates, “including in collocated facilities” to have been trained to work with juveniles. The jail removal requirement provides that such a policy must be in effect “in collocated facilities.” Because a single certification form (Appendix K) is used to address both of these provisions, states must certify that the policy is in effect in all facilities in which individuals work with juveniles and adults. Included are those adult facilities that hold juveniles pursuant to the rural, travel, safety conditions, and 6-hour hold exceptions.

21. Does the authorized signer sign one form (Appendix M pg. 77) which is uploaded in 4 different sections or does the signer sign 4 separate forms for each section?

A single Appendix M (Certification of Adequate Plans and Resources to Maintain Compliance) can be applied for all three requirements (DSO, separation and/or jail removal). Appendix M does not apply to DMC, and states must submit a DMC plan regardless of prior year’s compliance status. The completed certification form (with the applicable core requirements checked) is uploaded once, to the “Monitoring Plan” tab of the online compliance tool.

22. Can the JJ Specialist be the state official designed and sign compliance certification forms?

No. The form must be signed by the designated state agency head or his/her deputy (second in command).

23. Is Appendix M supposed to be submitted as part of the Title II application or online through the compliance tool?

Appendix M (Certification of Adequate Plans and Resources to Maintain Compliance) is submitted in conjunction with the state’s annual compliance monitoring report, due to OJJDP by April 2. The signed form should be uploaded to the online compliance tool under the “Monitoring Plan” tab.