

Frequently Asked Questions

OJJDP FY 2012 Court-Appointed Special Advocates Membership and Accreditation Program

Solicitation Specific FAQs

1. What is the deadline for this solicitation?

All applications are due by 11:59 p.m., Eastern Time on May 14, 2012.

2. Who is eligible to apply?

As required by 42 U.S.C. Section 13013(b)(1), the successful applicant: (A) shall be a national organization that has broad membership among court-appointed special advocates and has demonstrated experience in grant administration of court-appointed special advocate programs and in providing training and technical assistance to court-appointed special advocate programs or (B) may be a local public or not-for-profit agency that has demonstrated the willingness to initiate, sustain, and expand a court-appointed special advocate program.

3. Is there a match requirement?

This solicitation does not require a match.

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

Applicants must submit applications in the amount of \$1,778,395.

5. What is the CFDA Number?

The CFDA number for this funding opportunity is 16.756.

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

OJJDP posts the prior year's awards on its Web site at www.ojjdp.gov/funding/funding.html#2.

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

Applicants may begin their proposed project dates on or after October 1, 2012.

General FAQs

8. How do I apply for this funding opportunity?

Applicants must submit their applications through Grants.gov, a "one-stop storefront" to find federal funding opportunities and apply for funding. Complete instructions on how to register and submit an application can be found at www.Grants.gov

9. Who do I contact for help with Grants.gov?

Applicants who experience technical difficulties during this process should call the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, or via e-mail to support@grants.gov, 24 hours a day, 7 days a week, except federal holidays.

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

The Office of Management and Budget requires that all agencies, businesses and nonprofit applicants for federal funds include a DUNS (Data Universal Numeric System) number in their application for a new award or renewal of an award. Applications without a DUNS number are incomplete. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and tracking entities receiving federal funds. The identifier is used to validate address and point of contact information. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Call 1-866-705-5711 or apply online at www.dunandbradstreet.com to obtain one. Individuals are exempt from this requirement.

11. What is CCR and how do I register?

OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the Central Contractor Registration (CCR) database. An applicant must be registered in the CCR to successfully register in Grants.gov. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR. However, applicants must update or renew their CCR registration annually to maintain an active status. Access information about CCR registration procedures at www.ccr.gov.

12. 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. The project abstract, tables, charts, pictures, etc., including all captions, legends, keys, subtext, etc., may be single-spaced, and will count in the 30-page limit. Material required under the Budget and Budget Narrative and Additional Attachments sections will not count toward the program narrative page count. Applicants may provide bibliographical references as a separate attachment that will not count toward the 30 page program narrative limit. If the program narrative fails to comply with these length-related restrictions, noncompliance may be considered in peer review and in final award decisions.

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

Applicants must provide a budget that is allowable and reasonable. Applicants must submit a budget detail worksheet and budget narrative. A budget detail worksheet form is available on OJP's Web site at www.ojp.usdoj.gov/funding/forms/budget_detail.pdf. When using this form, you must also include a budget narrative, in MS Word or PDF format, as a separate attachment.

14. 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.

15. Can I submit a paper version via U.S. mail instead of an electronic application through the Grants.govsystem?

No. All applications must be submitted electronically. OJJDP will not accept paper submissions.

16. How does the review and awarding process work? How can I track the status of my application?

The Office of the Chief Financial Officer, in consultation with OJJDP, reviews applications for potential discretionary awards to evaluate the fiscal integrity and financial capability of applicants; examines proposed costs to determine if the budget detail worksheet and budget narrative accurately explain project costs; and determines whether costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations. During that time, you may be asked additional questions about your application for clarification purposes.

Absent explicit statutory authorization or written delegation of authority to the contrary, the Assistant Attorney General, who also may consider other factors, including, but not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding, will make all final award decisions.

To prevent compromising the integrity of the competitive review process, OJJDP will not discuss details regarding the status of your applications until all awards have been made to grant recipients. It is anticipated that awards will be made no later than September 30, 2011.

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 e-mail award notification, that will provide further information on procedures for receiving funds.

18. I am experiencing technical difficulties submitting my applications to Grants.gov. Is there an alternate way to submit my application?

Applicants who experience Grants.gov technical issues that prevent them from submitting their applications by the deadline must e-mail the Justice Information Center (see Page 1 for contact information) **within 24 hours after the application deadline** and request approval to submit their applications. The e-mail must include a description of the technical difficulties, a timeline of their submission efforts, their complete grant application, their DUNS number, and Grants.gov Help Desk tracking number(s) that they have received. **OJJDP does not automatically approve all requests.** After OJJDP reviews the information and contacts the

Grants.gov Help Desk to validate the technical issues reported, OJP will contact the applicant to inform them whether their request has been approved. If the help desk cannot validate the technical issues, the application will be rejected as untimely.

To ensure a fair competition for limited discretionary funds, the following conditions are not valid reasons to permit late submissions: (1) failure to register in sufficient time, (2) failure to follow Grants.gov instructions on how to register and apply as posted on its Web site, (3) failure to follow all of the instructions in the OJP solicitation, and (4) technical issues experienced with the applicant's computer or information technology environment, including firewalls.

Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of the OJP funding Web page at www.ojp.usdoj.gov/funding/solicitations.htm