

# Frequently Asked Questions

## OJJDP FY 12 Family Drug Court Program

### Solicitation Specific FAQs

#### 1. What is the deadline for this solicitation?

All applications are due by 11:59 p.m., Eastern Time on April 23, 2012.

#### 2. Who is eligible to apply?

Applicants are limited to states, state and local courts, units of local government, and federally recognized tribal governments (as determined by the Secretary of the Interior) acting together or through agreements with other public and private entities. Faith- and community-based, nonprofit, and for-profit organizations are ineligible as applicants, but OJJDP encourages them to partner with eligible applicants as a community provider of services, if applicable and appropriate.

OJJDP welcomes joint applications from two or more eligible applicants; however, one applicant must be clearly indicated as the primary applicant (for correspondence, award, and management purposes) and the others indicated as co-applicants.

An eligible applicant may designate a subunit of government (for example, county probation department, district attorney's office, or pretrial services agency) as the authorized representative. For example, the county executive may designate the county probation or county district attorney's office as its representative when applying for this grant. In such cases, the applicant must submit an authorization letter from the eligible agency or organization.

Eligible applicants must provide direct services to youth who are younger than 18 years of age and their parents.

#### 3. Is there a match requirement?

Yes, a match is required. Federal funds awarded under both categories in this program may not cover more than 75 percent of the total costs of the project being funded. Applicants must identify the source of the 25 percent non-federal portion of the total project costs and how they will use match funds. (Match is restricted to the same uses of funds as allowed for the federal funds.) An in-kind contribution may constitute a portion of the match requirement. The formula for calculating the match is:

$$\frac{\text{Federal Award Amount}}{\text{Federal Share Percentage}} = \text{Adjusted (Total) Project Costs}$$

$$\text{Required Recipient's Share Percentage} \times \text{Adjusted Project Cost} = \text{Required Match}$$

Example: Calculate a 75%/25% match for a federal award amount of \$350,000 as follows:

$\frac{\$350,000}{75\%} = \$466,667$        $25\% \times \$466,667 = \$116,667$  match

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

Yes.

**Category 1: Implementation Grants.** OJJDP will make awards of as much as \$650,000 per award for as long as 3 years. The award will cover the entire requested project period.

**Category 2: Enhancement Grants.** OJJDP will make awards of as much as \$550,000 per award for as long as 3 years. The award will cover the entire requested project period.

#### 5. What is the CFDA number?

The Catalog of Federal Domestic Assistance number for this solicitation is 16.585, titled “Drug Court Discretionary Grant Program,”

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

OJJDP received 53 applications and made 10 awards.

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

OJJDP posts the prior year’s awards on its Web site, [www.ojjdp.gov/funding/funding.html#2](http://www.ojjdp.gov/funding/funding.html#2).

#### 8. 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

#### How do I apply for this funding opportunity?

Applicants will submit their applications through Grants.gov, a “one-stop storefront” to find funding opportunities and apply for funding. To find complete instructions on how to register and submit an application, go to [www.Grants.gov](http://www.Grants.gov).

#### 9. 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**, 24 hours a day, 7 days a week, except federal holidays. Registering with Grants.gov is a one-time process; however, **processing delays may occur, and it can take several weeks** for first-time registrants to receive confirmation and a user password. OJP highly recommends that applicants register as early as possible to prevent delays in submitting an application package by the specified application deadline.

#### 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](http://www.dunandbradstreet.com) to obtain a number. 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](http://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, OJJDP may consider the application to be noncompliance in peer review and final award decisions.

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

A budget detailed worksheet form is available on OJP’s Web site at [www.ojp.usdoj.gov/funding/forms/budget\\_detail.pdf](http://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.gov system?**

No. Applicants must submit their applications 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, all final award decisions will be made by the Assistant Attorney General, who also may give consideration to factors including, but not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding when making awards.

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, 2012.

**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, which 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?**

If an applicant experiences unforeseen Grants.gov technical issues beyond the applicant's control that prevent submission of its application by the deadline, the applicant must email the Justice Information Center (see Page 1 for contact information) **within 24 hours after the application deadline** and request approval to submit its application. The applicant must include in the e-mail: a description of the technical difficulties, a timeline of submission efforts, the complete grant application, the applicant DUNS number, and Grants.gov Help Desk tracking number(s) the applicant has received. **Note: Requests are not automatically approved by OJJDP.** After the program office reviews all of the information submitted, and contacts the Grants.gov Help Desk to validate the technical issues reported, OJP will contact the applicant to either approve or deny the request to submit a late application. If the technical issues reported cannot be validated, 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 begin the registration process 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 (IT) 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](http://www.ojp.usdoj.gov/funding/solicitations.htm)