

Frequently Asked Questions

OJJDP FY 2017 Safe and Thriving Communities: Planning and Collaboration

Solicitation-Specific FAQs

1. What is the deadline for this solicitation?

All applications are due by 11:59 p.m. ET on April 3, 2017.

2. Who is eligible to apply?

Eligible applicants are limited to (1) states (including territories) as joint applicants with units of local government or with federally recognized tribal governments as determined by the Secretary of the Interior, (2) units of local government,¹ and (3) federally recognized tribal governments. Organizations proposing to focus on jurisdictions supported by OJJDP awards made in FY 2010 or later under the National Forum, Defending Childhood, Community-Based Violence Prevention, and Safe and Thriving Communities initiatives are **not** eligible for this solicitation.

OJJDP welcomes applications under which two or more entities would carry out the federal award; however, only one entity may be the applicant. Joint or co-applicants must be proposed as subrecipients ("subgrantees"). The applicant must be the entity that would have primary responsibility for carrying out the award, including administering the funding and managing the entire project. Under this solicitation, only one application by any particular applicant will be considered. An entity may, however, be proposed as a subrecipient ("subgrantee") in more than one application.

Important Note: To be eligible for consideration for funding under this solicitation, applicants must provide letters of commitment from or memoranda of understanding among all eight entities with oversight for and service responsibilities in all proposed places of focus (counties, cities, towns, communities, neighborhoods, precincts, districts, and the like) listed in this paragraph. Required signers of the letters or memoranda must include, at a minimum: (1) the chief executive officer(s) for all proposed places (e.g., governor, mayor, county executive, and/or tribal chair); (2) all relevant chief(s) of police, county sheriff(s), and/or equivalent law enforcement official(s); (3) the superintendent(s) of all involved school district(s) and the agency heads, directors or equivalent positions on behalf of the public agencies responsible for public health, housing, behavioral and mental health, jobs/workforce

¹ A "unit of local government" means—

(a) Any city, county, township, town, borough, parish, village, or other general purpose political subdivision of a state.

(b) Any law enforcement district or judicial enforcement district that—

(i) Is established under applicable state law, and

(ii) Has the authority to, in a manner independent of other state entities, establish a budget and impose taxes.

(c) For the purposes of assistance eligibility, any agency of the government of the District of Columbia or the federal government that performs law enforcement functions in and for—

(i) The District of Columbia, or

(ii) Any Trust Territory of the United States.

development (economic development), and child welfare (foster care/child protection) in all proposed places. Each letter of commitment/memorandum of understanding must demonstrate the signer's understanding of the goals of the proposal, describe the roles and responsibilities of the signer and/or represented agency, and specify the fiscal and/or staffing resource commitments made to the collaboration. Applications submitted without all required letters of commitment/memoranda of understanding will be deemed ineligible for funding.

Letters of commitment/memoranda of understanding from other key stakeholders such as the relevant juvenile and family courts, local district attorney, probation, recreation department, faith institutions, community foundations, education institutions, businesses, chambers of commerce, and local media partners are welcomed as further evidence of readiness and capacity; however, **eligibility for consideration of funding is contingent on the applicant's inclusion of letters/memoranda signed by the eight parties listed above as required.**

Required letters of commitment/memoranda of understanding as outlined above are to be submitted as attachments to the application. Each separate document must be clearly labeled, for instance, "Required Eligibility Letter – Mayor," "Required Eligibility Letter – Police Chief," "Required MOU – Collaborative," etc. Note that the application must include letters or one or more memoranda signed by representatives of all eight entities; otherwise the applicant will be deemed ineligible.

Detailed information on requirements pertaining to required and optional letters of commitment/support/memoranda of understanding is provided in the solicitation on page 24.

For questions related to Eligibility requirements, or any other requirements of this solicitation, contact the Response Center by telephone at 800–851–3420 or TTY: 301–240–6310 (hearing impaired only), by email at grants@ncjrs.gov, or by [web chat](#). Response Center hours of operation are 10 a.m. to 6 p.m. ET, Monday through Friday, and 10 a.m. to 8 p.m. ET on the solicitation close date.

3. Is a school system eligible for funding?

Public school systems or individual public or private schools are NOT eligible applicants but could partner as a joint applicant (subrecipient) with a unit of local government. Involvement of the relevant school district or districts through the superintendent(s) is required as described in the answer to question #2.

4. Can you clarify the definition of state agency?

State agency means a unit of state government, e.g., the state public safety, public health, or education department or agency.

5. Is there a match requirement?

This solicitation does not require a match. However, if a successful application proposes a voluntary match amount and OJP approves the budget, the total match amount incorporated into the approved budget becomes mandatory and subject to audit. For additional information on cost sharing or match requirements, see [Section B. Federal Award Information](#).

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

Applicants may apply for up to \$333,000 for an 18-month project period to begin on October 1, 2017.

OJJDP expects to make up to 10 awards of up to \$333,000, with an estimated total amount awarded of \$3,330,000.

In FY 2018, OJJDP may elect to conduct a *limited competition* among the successful applicants awarded under this solicitation for awards to implement their plans and sustain efforts after federal funding ceases. OJJDP may elect to fund applications submitted under this FY 2017 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and the availability of appropriations.

7. What is the CFDA number?

The CFDA numbers are 16.123 and 16.818.

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

In FY 2016, OJJDP received 24 applications under Category 1 of the Safe and Thriving Communities: Uniting and Enhancing Community-Based Violence Prevention, Defending Childhood, and National Forum Approaches solicitation. OJJDP made 6 awards.

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

OJJDP posts the prior year's awards on its [website](#).

10. Where can we access information on the full range of OJJDP's youth violence prevention programming?

Per Appendix A of the solicitation, which describes OJJDP's youth violence prevention initiatives, you will find information at the following links:

- The Forum's [website](#).
- The Defending Childhood [website](#).
- The Community-based Violence Prevention [program solicitation](#).

A wide range of resources, toolkits, newsletters, and assessment and evaluation reports are available through the Forum and Defending Childhood websites.

11. What is the Shared Framework for Reducing Youth Violence and Promoting Well Being and where can I access it?

OJJDP invites localities to apply for funding to integrate the strategies and approaches across youth violence prevention and reduction to achieve a shared framework addressing well-being and violence prevention objectives through a single, comprehensive strategic plan. The [Shared Framework for Reducing Youth Violence and Promoting Well Being](#) describes a blueprint to stop violence and victimization; address individual, peer, family, community, and societal level factors; adopt developmentally appropriate, trauma-informed, and healing-based approaches; and build the social capital and community efficacy that

characterize safe and thriving communities. A written version of the Shared Framework presentation is available [here](#).

12. Are there any guidelines for geographic scope of implemented strategies?

The applicant defines the geographic scope of the proposed work within the designated locality. This can range from the entire local or tribal jurisdiction to specific neighborhoods, wards, precincts, or other local political or natural jurisdictional subdivisions.

13. If our city has already received funding under National Forum, Defending Childhood, Community-Based Violence Prevention, or Safe and Thriving, may we apply for FY 2017 Safe and Thriving funding?

Existing or previously funded grantee jurisdictions are **not eligible** to apply for funding under this solicitation. See “Eligibility” on page 1 of the solicitation.

12. Can a registered 501(c)(3) collaborate with a local unit of government?

Yes, in partnership with one of the eligible entities outlined in the Eligibility section as the designated lead agency.

14. 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, 2017.

General FAQs

15. 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.

16. 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 or 606–545–5035, 24 hours a day, 7 days a week, except federal holidays.

17. 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.

18. 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 Grants.gov. (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 www.sam.gov.

19. 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 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 “Project Abstract,” “Budget and Budget Narrative,” and “Other Attachments” sections will 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. If the program narrative fails to comply with these length-related restrictions, OJJDP may consider the application to be noncompliant in peer review and final award decisions.

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

A Budget Detail Worksheet form is available on OJP’s [website](#). When using this form, you must also include a budget narrative, in MS Word or PDF format, as a separate attachment. Note that the Budget Detail Worksheet should be broken down by year.

21. 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.

22. 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.

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

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. OJJDP may use either internal peer reviewers, external peer reviewers, or a combination, to review the applications. An external peer reviewer is an expert in the subject matter of a given solicitation who is NOT a current DOJ employee. An internal reviewer is a current DOJ employee who is well-versed or has expertise in the subject matter of this solicitation. A peer review panel will evaluate, score, and rate applications that meet basic minimum requirements. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations for award recommendations and decisions may include, but are not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding.

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 consider other factors, including but not limited to underserved populations, geographic diversity, strategic priorities, past performance, and available funding.

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. OJJDP expects to make awards by no later than September 30, 2017.

24. 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 by September 30, 2017.

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

Both the point of contact and the authorizing official listed on the grant application will receive an email notification and a summary of the peer review comments by October 30, 2017.

26. I am experiencing technical difficulties submitting my application to Grants.gov. Is

there an alternate way to submit my application?

Applicants that experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must contact the Grants.gov [Customer Support Hotline](#) or the [SAM Help Desk](#) (Federal Service Desk) to report the technical issue and receive a tracking number. Then the applicant must email the Response Center at grants@ncjrs.gov **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 Grants.gov Help Desk or SAM tracking number(s).

Note: OJJDP does not automatically approve requests. After the program office reviews the submission, and contacts the Grants.gov 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 Grants.gov in sufficient time. (SAM registration and renewal can take as long as 10 business days to complete. The information transfer from SAM to Grants.gov can take up to 48 hours.)
- Failure to follow Grants.gov 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.

Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of the OJP funding [webpage](#).