

## Frequently Asked Questions

### OJJDP FY 2016 Safe and Thriving Communities: Uniting and Enhancing Community-Based Violence Prevention, Defending Childhood, and National Forum Approaches

#### Solicitation Specific FAQs

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

All applications are due by 11:59 p.m., ET on June 21, 2016.

**IMPORTANT NOTE:** On May 6, 2016 at 2 p.m., ET, OJJDP will hold a webinar to review this solicitation and provide an opportunity for applicants to ask questions. The date and time of the webinar and instructions for accessing it are posted [here](#). The webinar will also be recorded and archived for those who cannot participate at the scheduled time at that same [link](#).

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

**Category 1: New Applicants.** Eligible applicants are limited to units of local government, state agencies proposing local initiatives in collaboration with community-based organizations, and federally recognized tribal governments (as determined by the Secretary of the Interior). Existing grantees funded under OJJDP's National Forum on Youth Violence Prevention, Defending Childhood, and Community-Based Violence Prevention initiatives are eligible only under Category 2.

**Category 2: Existing Grantees.** Eligible applicants are existing grantee sites of OJJDP's National Forum on Youth Violence Prevention, Defending Childhood, and Community-Based Violence Prevention initiatives that did not receive funding under the FY 2015 Youth Violence Prevention Enhancement solicitation. (Refer to the matrix, Appendix B, page 56.)

**For all applicants:** To be eligible for consideration for funding under this solicitation, applicants must provide letters of commitment/memoranda of understanding that the chief executive officer (e.g., mayor, county executive, tribal chair), chief of police, superintendent of schools within the locality, and directors of public health, housing, workforce development, economic development, and child welfare (or the equivalent positions) have signed. Letters of commitment/memoranda must indicate an understanding of the goals of the proposal, describe the roles and responsibilities of the signer and/or represented agency, and specify the fiscal and staffing resource commitments made to the collaboration.

OJJDP welcomes applications that involve two or more entities that will carry out the funded federal award activities; however, one eligible entity must be the applicant and the other(s) must be proposed as subrecipient(s). The applicant must be the entity with primary responsibility for administering the funding and managing the entire project. Only one application per lead applicant will be considered; however, a subrecipient may be part of multiple proposals.

OJJDP may elect to make awards for applications submitted under this solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and on the availability of appropriations.

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

There is no match requirement for this initiative.

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

Eligible applicants under Category 1 may apply for as much as \$1 million under this initiative for a 24-month budget and project period. Eligible applicants under Category 2 may apply for as much as \$500,000 for a 24-month budget and project period.

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

The CFDA numbers for this initiative are 16.123 and 16.818.

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

This is the first year this solicitation has been available.

**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, 2016.

**General FAQs**

**8. 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, 606-545-5035, 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](#) to obtain a number. Individuals are exempt from this requirement.

**11. What is the System for Award Management (SAM), and how do I register?**

SAM replaces the Central Contractor Registration (CCR) database as the repository for standard information about federal financial assistance applicants, recipients, and sub recipients. 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](http://www.sam.gov).

## **12. What information is included in the page limit?**

The program narrative should be double-spaced with 1-inch margins, not exceeding 20 pages of 8½ by 11 inches, and use a standard 12-point font, preferably Times New Roman. Pages should be numbered “1 of 20,” etc. The tables, charts, pictures, etc., including all captions, legends, keys, subtext, etc., may be single-spaced, and will count in the 20-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 20-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 [website](#). 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?**

No. A summary of the specific performance measures that OJJDP will use to measure grantee performance is detailed under the section within the solicitation titled Performance Measures. Applicants do not include performance data; rather the applicant should include a brief narrative discussion in their application that demonstrates an understanding of the applicability of performance measures listed under this solicitation to their proposal and explain how they intend to provide required data to OJJDP for selected, relevant measures.

## **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?**

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 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, 2016.

**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?**

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 applicant must email the Response Center at [grants@ncjrs.gov](mailto: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 Desks 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, including firewalls, browser incompatibility, etc.

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