

Frequently Asked Questions

OJJDP FY 2016 Second Chance Act Smart on Juvenile Justice: Community Supervision Implementation

Solicitation Specific FAQs

1. What is the deadline for this solicitation?

All applications are due by 11:59 p.m., ET on May 13, 2016.

2. Who is eligible to apply?

Eligibility is limited to the six award recipients (Connecticut Office of Policy and Management, Indiana Department of Corrections, Guam Judicial Branch, New York State Division of Criminal Justice Services, Georgia Department of Juvenile Justice, and the Massachusetts Department of Youth Services) under the OJJDP FY 2015 Second Chance Act Smart on Juvenile Justice: Community Supervision solicitation.

3. Is there a match requirement?

The Second Chance Act requires a match for all applications. A grant made under this program may not cover more than 50 percent of the total costs of the project being funded. Applicants must identify the source of the 50 percent nonfederal portion of the total project costs and how they will use match funds. Grant recipients must provide a minimum of 25 percent of the total project cost in cash match and they may make as much as 25 percent of the total project cost through in-kind contributions of goods or services directly related to the purpose of the grant. Grantees shall use federal funds that they receive and their cash match to supplement, not supplant, nonfederal funds that would otherwise be available for the activities funded under this section.

Applicants must identify the source of the nonfederal cash portion of the budget (a minimum of 25 percent of the total project cost) and how they will use both cash and in-kind match funds.

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

The maximum amount that applicants may request is \$650,000.

5. What is the CFDA number?

The Catalogue of Federal Domestic Assistance number for this solicitation is 16.812.

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

This is a new program.

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 must submit applications through the [Grants Management System \(GMS\)](#), which provides cradle to grave support for the application, award, and management of awards at OJP. Applicants **must register in GMS for each specific funding opportunity**. Although the registration and submission deadlines are the same, OJP urges applicants to **register promptly**, especially if this is their first time using the system. Find complete instructions on how to register and submit an application in [GMS](#).

9. Who do I contact for help with GMS?

Applicants that experience technical difficulties during this process should e-mail GMS.HelpDesk@usdoj.gov or call 888-549-9901 (option 3), Monday–Friday, 6 a.m. to midnight, ET, 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 is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the SAM database. Applicants must **update or renew their SAM registration annually** to maintain an active status.

Information about SAM registration procedures can be accessed at 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 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 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?

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?

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. Applicants receiving an award will be notified by September 30, 2016.

18. 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, 2016.

19. I am experiencing technical difficulties submitting my applications to GMS. Is there an alternate way to submit my application?

Applicants that experience GMS technical issues that prevent them from submitting their application by the deadline must contact the [GMS Help Desk](#) or the [SAM Help Desk](#) to report the technical issue and receive a tracking number. Then the applicant must e-mail Dennis Mondoro at Dennis.Mondoro@usdoj.gov at **within 24 hours after the application deadline** and request approval to submit their application. The e-mail 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 GMS Help Desk or SAM tracking number(s). **Note: OJJDP does not approve requests automatically.** After the program office reviews the submission, and contacts the GMS 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 GMS in sufficient time.
- Failure to follow GMS instructions on how to register and apply as posted on the GMS website.
- Failure to follow each instruction in the OJP solicitation.
- Technical issues with the applicant's computer or information technology environment, including firewalls.

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