

## Frequently Asked Questions

### OJJDP FY 2016 Smart on Juvenile Justice: Enhancing Youth Access to Justice State Reform Implementation Program

#### Solicitation Specific FAQs

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

All applications are due by 8:00 p.m. ET on July 5, 2016.

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

Eligibility to apply is limited to the four recipients of OJJDP FY 2015 Enhancing Youth Access to Justice Initiative: Category 1 State Reform Planning Grants. To be eligible for funding under this solicitation, applicants must have already developed and submitted a statewide plan as an attachment to their application.

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

Yes, grantees must provide a 10 percent cash or in-kind match.

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

Each state applicant may apply for as much as \$750,000 in federal funding.

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

The CFDA number is 16.836.

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

This is a new initiative. OJJDP awarded no State Implementation Grants last year. OJJDP awarded four State Planning Grants in FY 2015.

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

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

**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, 2016.

#### General FAQs

**9. 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 at [www.ojp.gov/gmscbt/](http://www.ojp.gov/gmscbt/). Applicants that experience technical difficulties during this process should email [GMS.HelpDesk@usdoj.gov](mailto:GMS.HelpDesk@usdoj.gov) or call 888-549-9901 (option 3), Monday – Friday from 6 a.m. to midnight, ET, except federal holidays. OJP recommends that applicants **register promptly** to prevent delays in submitting an application package by the deadline.

#### **10. Who do I contact for help with GMS?**

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.

#### **11. 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.

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

System for Award Management (SAM) 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. 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 GMS. Information about SAM registration procedures can be accessed at [www.sam.gov](http://www.sam.gov).

#### **13. 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.

**14. 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. Please note: the Budget Detail Worksheet should be broken down by year.

**15. 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.

**16. Can I submit a paper version via U.S. mail instead of an electronic application through the GMS system?**

No. Applicants must submit their applications electronically. OJJDP will not accept paper submissions.

**17. 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, 2016.

**18. 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.

**19. 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.

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

For technical assistance with submitting an application, contact the Grants Management System (GMS) Support Hotline at 1-888-549-9901, option 3, or via e-mail to [GMS.Helpdesk@usdoj.gov](mailto:GMS.Helpdesk@usdoj.gov). Hotline hours of operation are Monday-Friday 6 a.m. to 12 midnight ET, except federal holidays.

Applicants that experience unforeseen GMS technical issues beyond their control that prevent them from submitting their application by the deadline must e-mail the OJJDP contact identified below **within 24 hours after the application deadline** and request approval to submit their application. Additional information on reporting technical issues is found under “[Experiencing Unforeseen GMS Technical Issues](#)” in the [How To Apply](#) section.

For assistance with any other requirements of this solicitation, contact, the Juvenile Justice System Improvement Division Deputy Associate Administrator, by telephone at 202-532-0169 or by e-mail at [Nicole.Dennis@usdoj.gov](mailto:Nicole.Dennis@usdoj.gov). The following conditions are generally insufficient to justify late submissions:

- Failure to register in SAM or GMS in sufficient time. (SAM registration and renewal can take as long as 10 business days to complete.)
- Failure to follow GMS 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.