Frequently Asked Questions

OJJDP FY 2017 Juvenile Justice Emergency Planning Demonstration Program

Solicitation-Specific FAQs

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

   All applications are due by 11:59 p.m. ET on June 26, 2017.

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

   Eligible applicants are limited to states (including territories), units of local government, federally recognized tribal governments (as determined by the Secretary of the Interior), nonprofit and for-profit organizations (including tribal nonprofit and for-profit organizations), and institutions of higher education (including tribal institutions of higher education). For-profit organizations must agree to forgo any profit or management fee.

   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.

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

   No match is required.

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

   Applicants may apply for $50,000 to $150,000 under this solicitation.

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

   The CFDA number for this program is 16.823.

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

   OJJDP released the Juvenile Justice Emergency Planning Demonstration Program solicitation in 2016 and three awards were made.

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, 2017.

General FAQs

9. 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.

10. 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.

11. 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.

12. 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.

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 noncompliant in peer review and final award decisions.

14. 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.

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 Grants.gov 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 peer 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.

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 email award notification, which will provide further information on procedures for receiving funds. Applicants receiving an award will be notified by September 30, 2017.

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, 2017.

20. 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 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.