FAQs for OJJDPs FY 2011 Disproportionate Minority Contact Community and Strategic Planning Project

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

   All applications are due by 11:59 p.m., Eastern Time on June 27, 2011.

2. **How do I apply for this funding opportunity?**

   Applications will be submitted through Grants.gov. Grants.gov is a "one-stop storefront' that provides a unified process for all customers of federal grants to find funding opportunities and apply for funding. Complete instructions on how to register and submit an application can be found at www.grants.gov. If you experience difficulties at any point during this process, please call Grants.gov Customer Support Hotline at 1-800-518-4726, Monday-Friday from 7:00 a.m. to 9:00 p.m. Eastern Time. Registering with Grants.gov is a one-time process; however, processing delays may occur and it can take up to several weeks for first-time registrants to receive confirmation and a user password. The Office of Justice Programs highly recommends that applicants start the registration process as early as possible to prevent delays in submitting an application package by the application deadline specified.

   In addition to registering with Grants.gov, applicants must obtain a DUNS number from Dun and Bradstreet and must also register with the Central Contractor Registration (CCR) database prior to application submission. Please note that a CCR registration must be renewed once a year.

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

   Only the agency that the chief executive (i.e., the governor) of each state designates is eligible to apply for these funds. The term "state" means any state of the United States, the District of Columbia, American Samoa, Guam, the Northern Mariana Islands, Puerto Rico, and the U.S. Virgin Islands. Applicants that do not meet this criterion are ineligible to apply under this solicitation.

4. **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 keeping track of entities receiving federal funds. The identifier is used for tracking purposes and 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. Obtain one by calling 1–866–705–5711 or by applying online at www.dunandbradstreet.com. Individuals are exempt from this requirement.

5. **What is CCR and how do I get registered?**

   OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the Central Contractor Registration (CCR) database. An applicant must be registered in the CCR to successfully register in Grants.gov. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR. However, applicants must update or renew their CCR registration annually to maintain an active status. Information about CCR registration procedures can be accessed at www.ccr.gov.

6. **Will my application's peer review score alone determine if my application is funded?**

   No. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations may include, but are not limited to, underserved populations, strategic priorities, past performance, and available funding..

7. **What information is included in the page limit?**

   The project narrative should be double-spaced with 1-inch margins, not exceeding 15 pages of 8½ by 11 inches, and use a standard 12-point font, preferably Times New Roman. Pages should be numbered "1 of 15," etc. The project abstract, tables, charts, pictures, etc., including all captions, legends, keys, subtext, etc., may be single-spaced, and will count in the 15-page limit. Material required under the "Budget and Budget Narrative" and "Other Attachments" sections will not count toward the project narrative page count. If the project narrative fails to comply with these length-related restrictions, noncompliance may be considered in peer review and in final award decisions.

   The project narrative should address the following selection criteria: (1) statement of the problem, (2) performance measures requirements, (3) project design and implementation, and (4) capabilities/competencies.

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

   Yes, applicants can apply for as much as $50,000 for a 12-month period from October 1, 2011, to September 30, 2012.

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

   Applicants must provide a budget that is allowable and reasonable. Applicants must submit a budget detail worksheet and budget narrative. A budget detailed worksheet form is available on OJP's web site at www.ojp.usdoj.gov/funding/forms/budget_detail.pdf. When using this form, you must also include a budget narrative, in MS Word or PDF format, as a separate attachment.

10. In my application, do I need to address all performance measures listed in this specific solicitation?

In the applications, applicants should address performance measures that are specifically applicable to the proposed program and category (if applicable) of funding for which they are applying. They must also discuss their data collection methods within the application. For specific performance measures requirements, see the section within the solicitation titled, Performance Measures.

11. What is Disproportionate Minority Contact?

Pursuant to Section 223(a)(22) of the Juvenile Justice and Delinquency Prevention (JJDP) Act of 1974, as amended, participating states and territories must address specific delinquency prevention and system improvement efforts designed to reduce, without establishing or requiring numerical standards or quotas, the disproportionate number of juvenile numbers of minority groups who come into contact with the juvenile justice system (e.g. Disproportionate Minority Contact (DMC)).

DMC exists if the rate of contact with the juvenile justice system of a specific minority group is significantly different than the rate of contact for non-Hispanic whites or other minority groups. The goal of DMC is to ensure equal and fair treatment for every youth (regardless of membership in a minority or majority population group) involved in the juvenile justice system.

12. What is the Relative Rate Index (RRI)?

The RRI is a single index number that indicates the volume of contact or activity with the juvenile justice systems that differs for minority youth compared to white non-Hispanic youth. See Chapter 1 of the Office of Juvenile Justice and Delinquency Prevention's (OJJDP) *Disproportionate Minority Contact Technical Assistance Manual, 4th Edition* (http://www.ojjdp.gov/compliance/dmc_ta_manual.pdf).

13. Can I submit a paper version via U.S. mail instead of an electronic application through the Grants.gov system?

No. All applications must be submitted electronically. Paper submissions will not be accepted.

14. How does the review and awarding process work? How will I be able to track the status of my application?

Generally, competitive applications go through a comprehensive review process. The review and award process may take several months. 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 under this solicitation. An external peer reviewer is an expert in the

field of the subject matter of a given solicitation who is not a current U.S. Department of Justice employee. An internal reviewer is a current U.S. Department of Justice employee who is well versed or has expertise in the subject matter of this solicitation. A peer review panel will evaluate, score, and rate all eligible applications. 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, conducts a financial review of 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 (AAG), 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 be able to 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, 2011.

15. 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. The e-mail notification will provide further information on procedures for receiving funds.

16. Will I be notified if my agency does not receive an award?

Yes. Your agency will receive an email from OJJDP some time by October/November 2011, after all awards have been made to grant recipients.

17. What is the CFDA Number?

The CFDA Number is 16.540.

18. Can I include indirect costs in my budget request?

No, indirect costs are not allowed under this award.

19. Is there a match requirement?

No, there is not a match requirement.

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

Applicants who experience unforeseen Grants.gov technical issues that prevent them from submitting their applications by the deadline must contact the Justice Information Center within 24 hours after the deadline and request approval to submit their applications. At that time, the applicant must e-mail a description of their technical difficulties, a timeline of submission efforts, their complete grant application, their DUNS number, and Grants.gov Help Desk tracking numbers they have received. After OJJDP reviews the information and contacts the Grants.gov Help Desk to validate the technical issues reported, OJJDP will contact the applicant to inform them whether their request has been approved or denied. If OJJDP cannot validate the technical issues reported, the Office will reject the application as untimely.

To ensure a fair competition for limited discretionary funds, the following conditions are not valid reasons to permit late submissions: (1) failure to begin the registration process in sufficient time, (2) failure to follow Grants.gov instructions on how to register and apply as posted on its Web site, (3) failure to follow all of the instructions in the OJP solicitation, and (4) technical issues experienced with the applicant's computer or information technology environment.

21. If my organization does not expend any funds for lobbying activities, do I need to submit the Lobbying Activities form in Grants.gov?

The Lobbying Activities form is a mandatory form in Grants.gov. If your organization does not expend funding on lobbying activities, please insert N/A in the mandatory fields (yellow highlighted fields) of box 10a (Name and Address of Lobbying Registrant) and box 10b (Individual Performing Service).

22. 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, 2011.