

FY16 Title II Formula Grants Program  
Frequently Asked Questions (FAQs)

**Q:** If we already have access to the federal Grants Management System (GMS) do we need to register again, specifically for this application process?

**A:** Yes, you will need to submit an applicant registration specifically for this solicitation. The first page of the solicitation includes instructions for this step.

**Q:** Will we hear back if our registration is approved?

**A:** GMS does not automatically send a notice when your registration is approved. However, SCD program staff will contact any states that have not registered within three days of the May 27 deadline. If you experience difficulty with registration please contact Kathy Manning, Carol Neylan or your State and Community Development (SCD) Program Manager. For other GMS issues, please contact the GMS help desk at [GMS.HelpDesk@usdoj.gov](mailto:GMS.HelpDesk@usdoj.gov) or 888-549-9901.

**Q:** I'm working on the applicant registration step, and see that GMS filled in outdated contacts for the Point of Contact and the Authorized Representative. How can I change this to list the correct people?

**A:** GMS was designed to have a static, unchanging profile (other than Point of Contact, which can be updated in the profile). To update the Point of Contact listed for this application, go to the "Applicant Information" section, and change the fields for "Contact First Name", "Contact Last Name", etc. To update the Authorized Representative for this application, go to the "Assurances and Certifications" section, and change the fields for "First Name", "Last Name", etc. This will update this application only. If you see that other existing awards have outdated Points of Contact or Authorized Representatives, please submit a Grant Adjustment Notice (GAN) to make the necessary updates.

**Q:** Our plan describes what is happening in the state regarding gender-specific services, rural areas and mental health, but these are not priorities with Title II funds. Is this OK?

**A:** The Juvenile Justice and Delinquency Prevention Act (JJDP) requires that your state plan contain a plan for providing each of these; however it does not require that these be priorities with Title II funds.

**Q:** For the State Advisory Group (SAG) requirements, the solicitation says full-time government employee. Is this what you're referring to as federal and non-federal?

**A:** The JJDP) prohibits the Chair of the SAG, or anyone acting in the role of Chair, from currently holding a position as a full-time federal, state or local government employee.

**Q:** We were told last year that FY16 would be an amendment to the FY15 grant to lessen reporting requirements. Why did this change?

**A:** It was our intent originally to issue FY16 as a supplement to the FY15 award to lessen reporting and administrative requirements. However, it was recently determined that states would have to have or put in place certain financial controls to track supplemental funds. Therefore, the FY16 plan update year will be issued as a new award, with a distinct award number requiring separate progress and financial reports. For the future, we plan to discuss this with states to get input on the pros and cons of the administrative impact associated with supplementing vs. new awards, but for FY16, it will be issued as a new award.

**Q:** On page 23 of the application kit, there is an error in the numbering. Should we change the numbers? 7 should be 6 and 6 should be 7.

**A:** This is an error. The item listed as # 7 at the bottom of page 23 should be #6, and the item listed as #6 on page 24 should be #7.

**Q:** Why the redundancy regarding the 28 assurances? (This is in reference to slide 13 of the presentation.)

**A:** There is now a two-step process for states to address the 28 assurances of the JJDP. Step 1 is to provide information within the application narrative that supports each of the assurances, and step 2 is to submit Appendix I listing the page numbers on which the information can be found. This is to help us verify that states are meeting all requirements of the JJDP.

**Q:** Could you give us an idea of your timeline for reviewing the plan updates? When could we expect to hear from you if you need additional information?

**A:** State and Community Development is targeting the month of June for Title II application reviews. Your State Program Manager will contact you during that time if additional information is needed. The Core Protections Division (CPD) will begin reviewing the updates as soon as the information is submitted. States should expect to hear from CPD no later than July 15<sup>th</sup>, at a minimum, acknowledging receipt of the state's information and that CPD has begun its review of the plan.

**Q:** My SAG does not meet until mid-June. Is it OK to submit the plan update on June 1 and send a certification the SAG reviewed and approved later?

**A:** In this case, please include a statement in your submission explaining the timing of the SAG meeting, and coordinate with your Program Manager to submit the approval when available.

**Q:** Just to clarify: we are to use the amount we were actually awarded in FY15 for our FY16 budget pending the actual allocations?

**A:** States will be notified when final allocations become available. Until then, for planning purposes, please use the amount you were actually awarded in FY15 to prepare your FY16 budget.\* (\*If your state has been notified that it was found out of compliance with one of the four core requirements for FY16, please plan your budget according to the anticipated reduction, and the requirement to spend 50% of the remainder on coming back into compliance.)

**Q:** Will the American Indian tribe pass-through funding allocations be posted soon?

**A:** We will announce the allocation amounts when they become available. In the meantime, please refer to the links in the solicitation, and use the amount from FY15 for planning purposes.

**Q:** How much of the Planning and Administration (P&A) match can be in kind, such as office space and administrative help?

**A:** The federal amount for P&A must be matched dollar for dollar in state share; this needs to be cash match (not in-kind).

**Q:** To clarify, in the sample given, the 66 2/3 % pass-through is based on total less SAG allocation; not total less SAG and P&A allocation?

**A:** The amount that can be spent on P & A is a separate calculation. To determine the P&A amount, start with the award amount, and multiply it by 10%. This is the maximum that can be spent using federal funds for P&A. To determine the amount the state must pass through, start again with the award amount and subtract the amount designated for the SAG (up to \$20,000 maximum). Then, multiply the remainder by .6666 to determine the dollar amount that must be passed through. This calculation does not use the P&A allocation.

**Q:** Just to clarify regarding the pass-through, it's on the whole award less SAG, rather than amount after P&A less SAG?

**A:** Correct. See the previous answer for additional detail.

**Q:** If we've been submitting Disproportionate Minority Contact (DMC) spreadsheets annually, can we change to every three years, and if so are we also resubmitting last years' DMC spreadsheets?

**A:** Although OJJDP's minimum requirement for DMC data collection is once every three years, the office encourages states to collect/submit new RRI data on an annual basis if they are able. States that collect data on a three-year cycle should resubmit a copy of their most recent data with each year's DMC plan, uploaded to OJJDP's new compliance tool and the DMC web-based system. Those states requesting to transition from annual reporting to every three years may be asked to provide an explanation for this change.

**Q:** Will the Compliance Reporting Tool support the 9 month timeframe and make the correct calculations?

**A:** Yes.

**Q:** Relatedly, has the Compliance Monitoring Reporting Tool been updated to correctly count Jail Removal (JR) violations? There were issues with the last report.

**A:** OJJDP is aware of this issue and anticipates that corrections will be complete in advance of the June 30<sup>th</sup> deadline for submission of 2015 data.

**Q:** The DMC plan is normally submitted with this application, but then we hear it is due June 30th. What is due in the application regarding DMC and what is due June 30th?

**A:** If the state has selected DMC as one of its Title II program areas, information regarding the state's proposed DMC activities must be provided in the three-year plan update due in GMS by June 1<sup>st</sup>. The state's response to Appendix G, which outlines requirements for the compliance and compliance monitoring plans (including the annual DMC plan) must be submitted by the June 30<sup>th</sup> deadline within OJJDP's new web-based compliance tool.

**Q:** I got lost in the appendices. I won't have DMC Relative Rate Index (RRI) data ready by June 1 - is this for the June 30 submission?

**A:** Yes, RRI submissions are due on the June 30<sup>th</sup> deadline and uploaded to the new compliance tool.

**Q:** My understanding is that Appendices G and H are part of the June 30th submission for Compliance and DMC. Is that correct?

**A:** Yes.

**Q:** The assurance letter that gets submitted with our compliance data on June 30th. Will that be available prior to submitting the data so we have time to get it signed and submitted before the June 30th deadline?

**A:** Yes, states will have the ability to download the certification then upload the signed document prior to submission on June 30<sup>th</sup>.

**Q:** How do you complete the Analysis and Tracking (A&T) Sheet if you don't do annual DMC spreadsheets?

**A:** The RRI Analysis and Tracking sheet must be submitted annually, even if the state is collecting data on a three year cycle. Please use the most recent data available.

**Q:** So the data we report June 30 WILL NOT count towards compliance, just technical assistance?

**A:** Data submitted on June 30<sup>th</sup> will not be utilized to make a funding determination, but will support OJJDP's assessment of state technical assistance needs in areas such as data collection and inspection. OJJDP will rely upon FY16 data (due to OJJDP in January 2017) to complete the FY17 funding determination.