BUREAU OF JUSTICE ASSISTANCE

THE FIRST STEPS TO APPLYING, PREPARE NOW

BJA Grant Applicant Education Series (Session 2 of 4)

BJA GRANT APPLICANT EDUCATION SERIES

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BJA Bureau of Justice Assistance U.S. Department of Justice

Agenda

- Overview of OJP and BJA
- Registering in Grants.gov and GMS
- Using Workspace in Grants.gov
- Overview of applicant resources
- Stay Connected
- Question and answer session

Learning Objectives

- Help prospective BJA applicants prepare for the FY 2019 funding season.
- We will –
  - review required registration and renewal steps,
  - provide an overview of the application submission process,
  - direct attendees to where they can access applicant resources,
  - review how attendees can Stay Connected.

BJA Grant Applicant Education Series

To register for an upcoming webinar or to access previous webinar recordings, transcripts, and slides visit: https://www.bja.gov/funding/webinars.html.

Funding Opportunities for Your Community in 2019: An Overview of What's Ahead

- January 28, 2019 at 1 p.m. EST

The Federal Funding Process: What New and Seasoned Applicants Should Consider

- February 5, 2019 at 1 p.m. EST

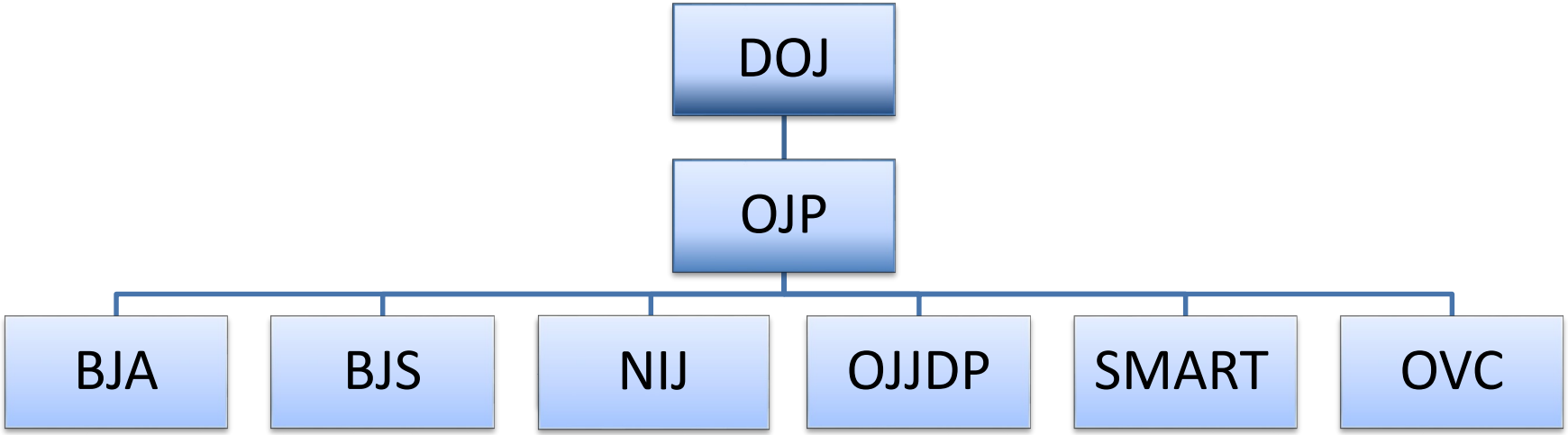
Submitting Your Application: Avoid These Common Mistakes

- February 7, 2019 at 1 p.m. EST

What is the Office of Justice Programs (OJP)?

- OJP provides grants, training, research, and statistics to the criminal justice community.
- OJP is one of three grant-making components of the Department of Justice.
  - Office on Violence Against Women (OVW)
  - Office of Community Oriented Policing Services (COPS)

OJP Bureaus and Offices



Bureau of Justice Assistance

BJA helps to make American communities safer by strengthening the nation's criminal justice system: Its grants, training and technical assistance, and policy development services provide state, local, and tribal governments with the cutting edge tools and best practices they need to reduce violent and drug-related crime, support law enforcement, and combat victimization.

To learn more about BJA, visit www.bja.gov, or follow us on Facebook (https://www.facebook.com/DOJBJA/) and Twitter (@DOJBJA).

Grants.gov Registration

Act Now!
Registration process may take 10-14 business days.

There are **4 steps** in registering as an organization applicant in Grants.gov.

To register you will need all of the information listed below:

- Name of organization
- Organization address
- Name of the chief executive officer (CEO) or organization owner
- Legal structure of the organization (e.g., corporation, partnership, proprietorship)
- Year the organization started
- Primary type of business

Required Registration Steps

1
- **Acquire Data Universal Number System (DUNS) Number**
- Applicants must have a DUNS number prior to applying
- **Process time: 1-2 business days**

2
- **Acquire or maintain registration with System of Award Management (SAM)**
- Must be updated and renewed annually
- **Process time: 10-14 business days**

3
- **Request an Authorized Organization Representative (AOR) and Grants.gov Username and Password**
- Complete AOR profile and create a username and password
- **Process time: same day**

4
- **Follow the E-Business Point of Contact (E-Biz POC) Steps in Grants.gov**
- E-Biz POC must confirm the AOR role in Grants.gov
- **Process time: same day**

Grants.gov Registration

Step 1 – Data Universal Numbering System (DUNS) Number

Acquire a unique entity identifier (currently, a DUNS number). The Office of Management and Budget (OMB) requires every applicant for a federal award (other than an individual) to include a "unique entity identifier" in each application, including an application for a supplemental award.

- The DUNS number is used for tracking purposes, and to validate address and point of contact information for applicants, recipients, and subrecipients.
- The DUNS number is 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 https://www.dnb.com/. A DUNS number is usually received within 2 business days.

Grants.gov Registration

Step 2 – System of Award Management (SAM)

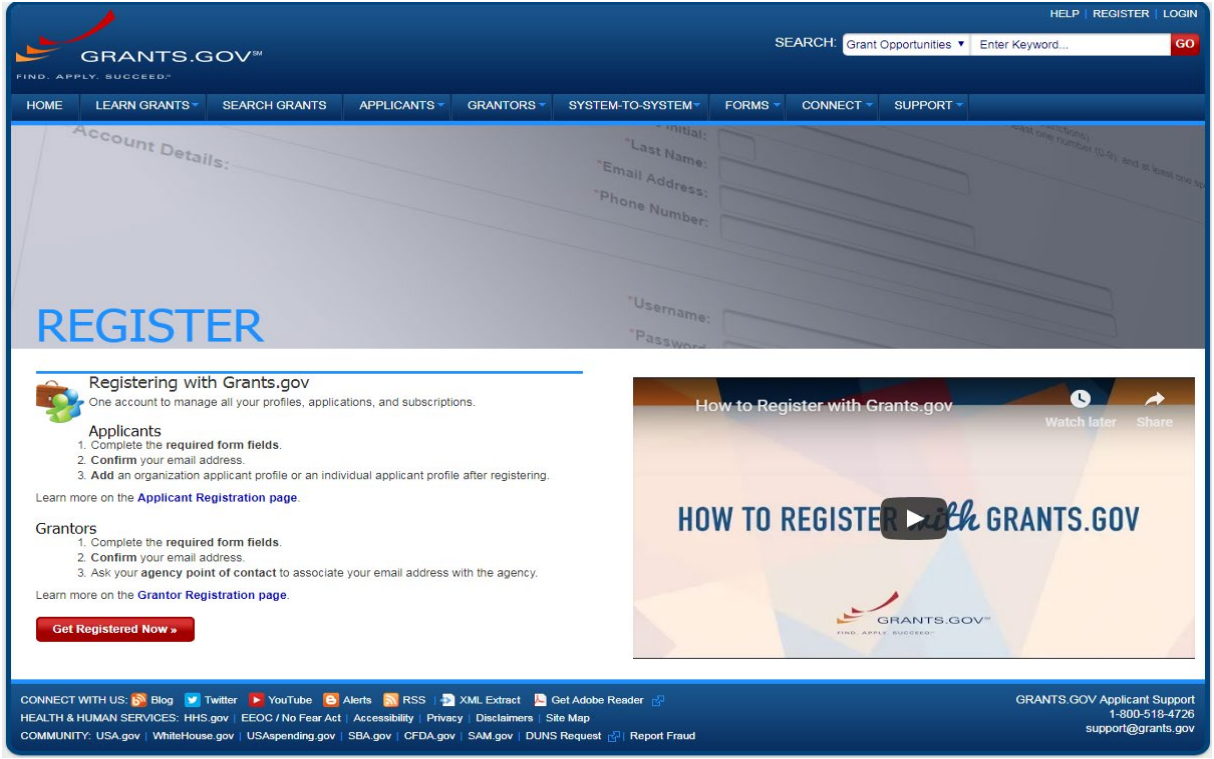
- Acquire or maintain registration with SAM.
- Any applicant for an OJP award creating a new entity registration (or updating or renewing a registration) in SAM.gov must submit an original, signed, and notarized letter appointing the authorized Entity Administrator within thirty (30) days of the registration activation.
    - ***Notarized letters must be submitted via U.S. Postal Service Mail.***
- Read the Alert at https://sam.gov/SAM/ to learn more about what is required in the notarized letter, and read the frequently asked questions (FAQs) at www.gsa.gov/samupdate to learn more about this process change.
- All applicants for OJP awards (other than individuals) must maintain *current* registrations in the SAM database.

Grants.gov Registration

Step 2 – Continued

- Applicants will need the authorizing official of the organization and an Employer Identification Number (EIN). Information about SAM registration procedures can be accessed at https://sam.gov/SAM/.
  - **Note:** Applicants must update or renew their SAM registration annually to maintain active status.
- An application cannot be successfully submitted in Grants.gov until Grants.gov receives the SAM registration information.
- Once the SAM registration/renewal is complete, **the information transfer from SAM to Grants.gov can take as long as 48 hours.**
- OJP recommends that the applicant register or renew registration with SAM as early as possible.

Navigating Grants.gov



Grants.gov Registration

Step 3 – Acquire an Authorized Organization Representative (AOR) and a Grants.gov Username/Password

- Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.
- Complete the AOR profile on Grants.gov and create a username and password.
- An applicant entity's "unique entity identifier" (DUNS number) must be used to complete this step.

For more information about the registration process for organizations and other entities, go to https://www.grants.gov/web/grants/applicants/organization-registration.html.

Individuals registering with Grants.gov should go to https://www.grants.gov/web/grants/applicants/registration.html.

Grants.gov Registration

Step 4 – AOR Confirmation

- Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).
- The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization's AOR.
  - The E-Biz POC is an organization applicant responsible for the administration and management of grant activities for his or her organization.
- The E-Biz POC will need the Marketing Partner Identification Number (MPIN) password obtained when registering with SAM to complete this step.

Note: an organization can have more than one AOR.

Grants Management System (GMS)

Complete Grants.gov Registration First:

Step 1 – Acquire a DUNS number

Step 2 – Acquire or maintain SAM registration

Step 3 – Acquire Username & Password for Grants Management System (GMS)

- New users
  - must create a GMS profile by visiting https://grants.ojp.usdoj.gov/gmsexternal/ and selecting the "New User?" link under the sign-in box of the GMS home page.
  - For more information on how to register in GMS, go to https://ojp.gov/gmscbt/.
- Previously registered applicants should ensure, prior to applying, that the user profile information is up to date in GMS (including, but not limited to, address, legal name of agency, and authorized representative) as this information is populated in any new application.

Registering With GMS

Step 4 – Verify the SAM registration in GMS

- OJP requires each applicant to verify its SAM registration in GMS.
- Once logged into GMS, click the "CCR Claim" link on the left side of the default screen.
- Click the “submit” button to verify the SAM (formerly CCR) registration.

Grants.gov: Grants Learning Center

Grants Learning Center – The Grants Learning Center is your gateway to the federal grants world.
https://www.grants.gov/learn-grants.html

Grants.gov YouTube Channel – Subscribe!
https://www.youtube.com/channel/UCc7tRM0vKkTMpxucO7iYPzQ

The Official Grants.gov Mobile App – Download in Apple App Store or Get it On Google Play
https://www.youtube.com/watch?v=Gme2RMKaU2c

Grants.gov Workspace

Highlighted Grants.gov Videos

Intro to Applying for a Federal Grant on Grants.gov
https://www.youtube.com/watch?v=flZZH74021I

How to Create a Grants.gov Workspace
https://www.youtube.com/watch?v=gOjwumQz0G8&feature=youtu.be

Application Workflow for Organizations
https://www.youtube.com/watch?v=t06hHxVSNDA&feature=youtu.be

Completing Forms in a Workspace
https://www.youtube.com/watch?v=dtU0b9863ag&feature=youtu.be

Submitting an Application in Workspace
https://www.youtube.com/watch?v=oCxFGjxoqWE&feature=youtu.be

FY 2019 Resources for Funding Opportunities

2019 OJP Grant Applicant Resource Guide
https://ojp.gov/funding/Apply/Resources/Grant-App-Resource-Guide.htm

Office of Justice Programs – FY 2019 Program Plan Initiatives: The 2019 Program Plan
https://www.grantsnet.justice.gov/programplan/html/Solicitations.htm

FY 2019 Resources for Funding Opportunities

BJA Website and Funding Page – https://www.bja.gov

- As funding becomes available, the funding announcements will be posted to this page.
- Funding announcements contain detailed information about the opportunity, applicant eligibility, application requirements, and directions on how to apply.

Grants.gov – http://www.grants.gov/

- Provides information on available federal funding opportunities for various federal agencies.

Department of Justice Program Plan

The DOJ Program Plan is a tool to help applicants and grantees find funding opportunities (solicitations) that address their criminal, juvenile, and civil justice needs. The plan provides summary details on the funding opportunities that DOJ agencies are expecting to release in the current fiscal year.

https://grantsnet.justice.gov/programplan/html/Home.htm

Program Plan Priorities

Administering justice for and strengthening services to victims of domestic violence, dating violence, sexual assault, and stalking.	Advancing the practice of community policing by the nation's state, local, territorial, and tribal law enforcement agencies.	Implementing state of the art strategies for crime fighting, control, and prevention by law enforcement officers in states, cities, and neighborhoods.	Expanding research, training and technical assistance, and programs that enhance the criminal and juvenile justice systems and support services.

Stay Connected!!

Social Media

- Facebook: https://www.facebook.com/DOJBJA
- Twitter: https://twitter.com/DOJBJA
- RSS: https://www.bja.gov/Connect.aspx

For information on funding opportunities, publications, and initiatives, visit **BJA's website –** https://www.bja.gov.

National Criminal Justice Reference Service (NCJRS)

- Links to all current OJP funding opportunities
- Subscribe to receive email notifications of new opportunities
- https://www.ncjrs.gov

Additional Questions?

Contact the National Criminal Justice Reference Service (NCJRS) Response Center:

- email - grants@ncjrs.gov
- web chat - https://webcontact.ncjrs.gov/ncjchat/chat.jsp
- toll free at 800–851–3420;
- TTY at 301–240–6310 (hearing impaired only)

The NCJRS Response Center hours of operation are 10:00 a.m. to 6:00 p.m. eastern time, Monday through Friday.

Questions?