Bureau of Justice Assistance (BJA)

FY 2010 Residential Substance Abuse Treatment
Training and Technical Assistance Program

Frequently Asked Questions (FAQs)

1. **Where can I find information on the deadline for this solicitation?**
    The deadline is April 29, 2010 and all deadline information can be found on the front page of the solicitation, under the area titled "Deadline".

2. **How do I apply for this funding opportunity?**
    All applications must be submitted through the Grants Management System (GMS) via https://grants.ojp.usdoj.gov. Applicants should begin the process a few weeks prior to the GMS registration deadline, especially if this is the first time they have used the system. Each application requires a separate GMS registration. For a step-by-step guide, visit www.ojp.gov/gmscbt/ and refer to the section entitled "External Overview: Locating & Applying for Funding Opportunities." For additional assistance, call the GMS Support Helpline at 1–888–549–9901 from 7:00 a.m. to 9:00 p.m. Eastern Time Monday through Friday.

    In addition to registering with GMS, 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. Note that your CCR registration must be renewed once a year.

3. **What is a DUNS number and how do I get one?**
    The Office of Management and Budget requires that all 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 fedgov.dnb.com/webform/displayHomePage.do. Individuals are exempt from this requirement.

4. **Who is eligible to apply for this grant program?**
    Information on eligibility for applying for this program can be found on the front page of the solicitation and also within the solicitation under the section titled "Eligibility." For questions regarding your eligibility, please contact Tim Jeffries at 202 616 7385 or e-mail timothy.jeffries@usdoj.gov

5. **Will the selected award recipient be responsible for providing Training and Technical Assistance (TTA) to territories as well as states?**
    Yes, the primary goal of the RSAT training and Technical Assistance Program is to provide a comprehensive array of TTA to assist all RSAT grantees. A list of all 2010 RSAT recipients can be found on the following website: http://www.ojp.usdoj.gov/BJA/grant/10RSATAllocations.pdf

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, strategic priorities, past performance, and available funding.

7. **What does "national scope" or "national significance" mean?**
    "National scope" or "national significance," with regard to proposed projects, means that the project will have an impact on a national level and will not just impact a local area.

8. **Is there a minimum/maximum funding amount that I can apply for?**
Minimum/maximum funding amounts can be found within the program-specific information section in the solicitation. For this solicitation, BJA is looking for applicants to request up to 900,000 to provide 18 months of Training and Technical Assistance to existing RSAT programs nationwide. This assistance can be provided either on-site, or through distance learning and conference calls.

9. **Does the page limit include Attachments 1, 2, and 3 or only Attachment 2?**
The page limit pertains only to the Program Narrative, Attachment 2. This includes the following sections, Statement of the Problem, Program Design and Implementation, Capabilities/ Competencies, and Impact/Outcomes and Evaluation/Sustainment/Description of the Applicant's Plan for the Collection of the Data Required for Performance Measures.

10. **Is there a budget format or sample that is available?**
Applicants must provide a budget that is allowable and reasonable (Selection Criteria 4). Applicants must submit a budget detail worksheet and budget narrative. A budget detail 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. Both the budget detail worksheet and narrative explanation of costs can be provided in a single document using this acceptable MS Word Budget template, available at www.ojp.usdoj.gov/BJA/funding/Budget_Worskheet_Narrative_Template.doc. Applicants may submit the budget and budget narrative in a different format (i.e., Excel spreadsheet), but it must contain all categories listed within the budget detail worksheet

11. **In my application, do I need to address all performance measures listed in this specific solicitation?**
In the applications, applicants must 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."

12. **Where do I find information on Executive Order 12372, and how do I find if this requirement applies to my agency?**
E.O. 12372 for Intergovernmental Review of Federal Programs was issued to foster partnerships relying on state and local process for the coordination and review of proposed federal financial assistance and direct federal development. A link is provided to the state point of contacts who participate in E.O. 12372.

13. **Can I submit a paper version via U.S. mail instead of an electronic application through the Grants Management System (GMS)?**
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 grants go through a comprehensive review process. The review and award process may take several weeks from the time the application is submitted to BJA through GMS. During that time, you may be asked additional questions about your application for clarification purposes.

To prevent compromising the integrity of the competitive review process, BJA will not be able to discuss details regarding the status of your application until all awards have been made to grant recipients. It is anticipated that awards will be made no later than September 30, 2010 with a listing of those awards posted on BJA's web site (www.ojp.usdoj.gov/BJA/) shortly thereafter.

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 a letter from BJA some time in October/November 2010, after all awards have been made to grant recipients.

17. For more information on the RSAT formula grant program, please review the following link:
www.ojp.usdoj.gov/BJA/grant/rsat.html.