

MARY JO GIOVACCHINI: Good afternoon, everybody, and welcome to today's webinar, "The Federal Funding Process: The First Steps to Applying, How to Prepare Now & Other Considerations," hosted by the Bureau of Justice Assistance. — At this time, I would like to turn over the webinar to your presenters, Rebecca Rose, Senior Policy Advisor, and Greg Torain, Policy Advisor with the Bureau of Justice Assistance.

GREGORY TORAIN: Okay. Thank you, Mary Jo. And welcome, everyone, to this year's BJA Grant Application Education Webinar Series. Again, my name is Gregory Torain. I'll be co-facilitating with Ms. Rebecca Rose, a Senior Policy Advisor. Today's title of this webinar is "The Federal Funding Process: The First Steps to Applying, How to Prepare Now & Other Considerations." For today's agenda, we'll be doing an overview of Office of Justice Programs and Bureau of Justice Assistance; registering for Grants.gov as well as GMS, the Grants Management System; using Workspace in Grants.gov; understanding the funding process. We'll talk about how to read a BJA solicitation, we'll discuss key steps in completing your application, and we'll go over the peer review process. And then lastly, we'll leave time for question and answering.

Some of your learning objectives for today—really this training or this webinar is really for those who are looking to apply for BJA funding for the FY 2020 funding season. With this, things you'll learn, requirements applications should prepare for pre-submission, how to find critical elements within a solicitation, we'll share tips for developing a budget, how the peer review process works, peer review process works, and how attendees or how you'll be able to stay connected with all the latest information regarding BJA funding and resources.

So what is the Office of Justice Programs? OJP provides a variety of resources to the criminal justice community, that being our grants, our training, our research, and various statistics related to criminal justice field. We are one of three grantmaking components of the U.S. Department of Justice. The other two is the Office of Violence Against Women and the Office of Community Oriented Policing Services, which is COPS. So within BJA or within—so BJA is within OJP, which OJP is a component of the Department of Justice. So, within OJP, there are six business bureaus, as well as offices. The first, where we're located, is the bureau looking immediately to your left going to the right is the Bureau of Justice Assistance. Then you have BJS is the Bureau of Justice Statistics, which pretty much collects and generate reports based off criminal justice reporting and statistics. Then you have NIJ is the National Institute of Justice who does criminal justice research. You have OJJDP, which is the Office of Juvenile Justice and Delinquency Prevention, funding programs related to juvenile justice population, and then you have the SMART Office, which stands for Sentencing,

Monitoring, Apprehending, Registering, and Tracking. Got to give myself a pat on the back for remembering that.[Laughs.]

But what they—what that office does, they pretty much track sex offenders and deal with human trafficking. And then the last is the Office of Victims of Crime.

So BJA helps to make communities, American communities, safer by strengthening the nation's criminal justice systems. Its grants, training and technical assistance, and policy development services provide state, local, and tribal governments with the cutting-edged tools and best practices they need to reduce violent and drug-related crimes, support our law enforcement, and combat victimization. To learn more about BJA, you can visit our website, which is indicated at the bottom of the screen, as well as follow us on Facebook or with—via Twitter.

So the life cycle of a grant. So as you can see, there are six stages to the life cycle of a grant. Today, we'll be going over the first three and I will be presenting on the first, which is the "Administrative Preparation." Key things to note, as I go through each of these stages very briefly, is the first thing you'll see is the DOJ Program Plan. It's very important that you visited our—or you can Google "DOJ Program Plan" and visit that. If you're looking to apply with the grant through the Department of Justice, it's always important to know what the needs are so you can identify what your needs or locate your needs based off what our plan is to know which type of grant you need to apply for. Then I'll also go over the process of registering with Grants.gov, and then I'll go over the resources in the Grant Learning Center.

The next page. Okay. Okay. The next page, and I'll briefly go through these, because some of them will be covered by our other Policy Advisor, is the solicitation when it's posted. You can locate that through the—through the websites you see, OJP.gov, BJA or Grants.gov. It's important when you look at the solicitations you understand or look to see the closing dates, as well as the critical elements within the application that—or the solicitation that you need to focus on. And usually our solicitations are open up to 60 days. Then there's the application review. There's a couple of stages to that, where you have the basic minimum requirements, what we call BMR. So any application that comes through to BJA goes through a basic screening. And part of that screening is to make sure that the application is within scope. So an example, if you're applying for a drug—a drug court grant, and your application is focuses on daycare center, then that would be one of the things that would flag the application not to go through, or as well as you're not meeting the eligibility requirements within the application. Then there's the review—peer review process and it also goes through the program and financial process.

And then now moving on to registering with Grants.gov. It's very important that once this call is over or this webinar is over, please act now. Please start the process to register for Grants.gov, just to make sure that you are prepared to apply for our funding. The registration process can take up to 10 to 14 business days and there are four steps to the registration process. All the information you see listed below, the name of the organization, organization address, name of your CEO or organization's owner, legal structure of organization, year of organization started, and the primary type of business, all information you need to have together when you start this process.

So registration processes. So there's four steps and I'll go more in depth as we go through the webinar. The first step is acquiring your DUNS number. This process can take between 1 to 2 business days. Step two, acquire or maintain registration with SAMs. This is the lengthiest part of the process. It could take between 10 to 14 days, business days. Step three, request an AOR or an Authorized Organization Representative and your Grants.gov username and password. This can be done the same day. And then the final stage is follow the E-Biz Point of Contact steps in Grants.gov. And again, that can be processed the same day.

So step one, acquire your DUNS number. OMB requires that any applicant applying for federal award must have a DUNS number. The purpose of the DUNS number is used to track your application throughout the entire lifecycle of your grant, as well as validate addresses, point of contacts or information from applicants as it relates to recipients or subrecipients. Obtaining a DUNS number is free and it's a one-time activity. For more information about receiving a DUNS number, you can call the number indicated below, as well as visit the—the website www.dnb.com.

Step two, registering or acquire or maintain a registration with SAM. For any new person or new organization creating a new entity, you must submit an original, signed, and notarized letter appointing the authorized Entity Administrator within 60 days of registering—registering activation. Notarized letters must be submitted via U.S. Postal Service mail. For more information about—to walk through the process or step-by-step process with registering with SAM or with the notarized letter, you can visit the Federal Service Desk at www.fsd.gov. Also, you can access the Non-Federal User Guide indicated—or the link indicated below. All applicants of OJP awards must maintain current registration in the SAM database.

Continuing on with registering with SAM, applicants will need a name of the authorizing official of the organization, and an EIN number. Applicants must update or renew SAMs registration on an annual basis and the application cannot be successfully submitted in

Grants.gov until the Grants.gov receives the SAMs registration. And be aware that this process in terms—this process in terms of the information transferring over takes about 48 hours. And again, OJP recommends that the applicant register with SAMs as early as possible.

Okay, navigating Grants.gov. So what you see is a snapshot of Grants.gov, which is the registration page. So if you go to www.Grants.gov, it will take you to the homepage. In order to get to this page, you would need to look at the top right where it says Help, Register, and Login and click on “Register.” And then you would go onto where you see the red Register Now button to your left. I also would recommend that you click on the video to your right at the bottom, “How to Register with Grants.gov.” This is a—about a minute and 48 seconds video, but it's very helpful in terms of the process of registering. So once you click “Get Registered Now,” then you would move to the—then you would need to acquire an AOR and a Grants.gov username and password. Completing the AOR profile is—on Grants.gov and creating your username. And with that profile, general information that they're asking is pretty much your information—your contact information, name, number, and then you'll be able to create a username and password. And at this—in order to complete this step, you need to have your DUNS number, which you have already accomplished in step one. For more information about registering as an organization or as an individual, there's two links that you can click on that will lead you there.

Okay. Final and last step to registering with Grants.gov is step four. Applicant must acquire confirmation for the AOR for E-Biz Point of Contact. The E-Biz Point of Contact at the applicant organization must log into Grants.gov to confirm the application organization's AOR. The E-Biz Point of Contact is an organization's persons responsible for the management or authorization of the grant. Those individuals may, in times, be the CFO, the Chief Financial Officer, or the authorizing person that leads the program. The E-Biz Point of Contact will need a MI—MPIN password obtained when registering with SAMs to complete this step. Note an organization can have more than one AOR.

Okay. Moving on to your Grants Management System. So once you've completed the process of registering at Grants.gov, which is you've acquired your DUNS number, you've registered with SAM, then you would move to step three, which will be username and password for Grants Management System. So for new users, you would go into the GMS profile, where you see the link to your right, and then you will click on “New User,” and then you will be able to generate your information or populate your information into the New User Information place. Then if you already have an active account, then you would need to make sure you go in and make sure all of the information within the—your GMS account is updated.

Step four, verify SAMs registration in GMS. We require the applicants to verify SAMs registration in GMS. Once you log into GMS, then you would need to click the “CCR Claim” link on the left side of the default, click the “Submit” button to verify SAMs registration. And then you will be registered with GMS.

Lastly, the Grants.gov, there's a variety of different resources in this—on this website. I would advise you go to the Grant Learning Center where there's a lot of different information related to Grant 101, grant events, community blogs, various vid—videos. It's pretty much your large resource to find anything related to federal grants in all resources. Next is the Grants.gov YouTube channel. You can click on the link there to subscribe. Again, you'll get a chance to see a lot of different videos related to how to submit an application or a lot of different tools that you can use to help your organization better support your community with grants. And then lastly, there's a mobile app with Grants.gov that you can download on your—on your device. And with that, I'll move over to turn it over to Ms. Rebecca Rose.

REBECCA ROSE: Great. Thank you, Greg, so much for all that information. One thing that I just wanted to —reemphasize that Greg said is that you, you know, we would suggest you start this process for Grants.gov registration as soon as possible. It'll give you a really good, you know, leg forward in terms of being ready when we do actually release solicitations through BJA and OJP. You guys will have this—these steps done. So definitely encourage you to—to tackle that as soon as possible.

So, I'm going to transition a little bit, as Greg mentioned, into still looking at the life of the grants. And we're going to transition now to after the solicitation is posted, the application period begins, what does this mean for you. And we'll talk a little bit about the—an application review process, kind of talk through some steps that may be in—that we would suggest in reading the solicitation, planning and organizing your writing as you prepare to write the application, a couple of things to consider before submitting the application. I'll touch a little bit on the peer review process just so you have that basic information, and then go over some additional resources that will be helpful to you as you start to think about what—what grants you want to apply for, for your community.

So one resource I'm going to—I wanted to mention right away, and you'll actually see another link to it because we do feel it's so important, is something we call the Application Resource Guide. So this is a link to the 2019 OJP Grant Application Resource Guide. There—we do expect there to be a 2020 version released in the next couple of months, but expect a lot of the information to be very—to be similar. But on this—this Application Resource Guide, there's a lot of great information. If you're new to

applying to OJP grants, I strongly recommend you visit this. If you, you know, have applied in the past but, you know, maybe were unsuccessful and didn't meet all the requirements, it's a great tool to go to, to make sure kind of what you should be prepared for once we do release solicitations.

The guide goes over financial requirements. For example it talks about cost matching, if any of the solicitations have matching requirements, it explains that a little bit, talks a little bit about our conference approval process requirements, touches on application attachments. And it really just dives deeper into some of the topics that I'm going to discuss with you guys right now. So it's definitely one of those links that I would suggest bookmarking and I will mention it again.

So we're going to talk a little bit about reading the solicitation. So, again, once solicitations come out, these are some steps that we would suggest on, you know, to help you get started to think about submitting your application. So OJP has not released any solicitations yet for 2020. There were a couple that were open from last fiscal year that were still open into this fiscal year. But any fiscal year 2020 solicitations, at least from BJA, have not been released yet. I would start to look for those in the next 30 to 60 days and typically, they are released on a rolling basis. One thing, though, that I wanted to mention, if you're interested in looking at previous solicitations, you can actually access all of our old solicitations or previous fiscal year solicitations at OJP.gov. There's a tab at the top that's called Funding and on that tab, when you click on that tab, you'll actually see an option to look at past funding opportunities. And so you'll see a list of all of our, you know, past fiscal year solicitations through the last couple of years. But it's really helpful just to take a look at those and especially after just sitting in this presentation, some of the things I'm going to mention, you can actually refer back to last year's solicitation just so you would, you know, dig into a little bit more of what I was talking about.

So, again, just focus on reading the solicitation. A couple of things that we want to kind of walk through is step one, one of the most important things is to ensure that your agency is eligible to apply or that you have a partner agency you can, you know, partner with who is eligible to apply. Eligibility is always typically listed on the first page of a—of the solicitation. One thing I want to point out, if you look at the right column over here, this is from a fiscal year 2018 solicitation. In many of our solicitations, we do have several different categories, so it's important to look at each category description in terms of eligibility and whether or not you would be eligible to apply for that particular category. In essence, each category may have different eligibility requirements.

Step two is to ensure that you actually have enough time to develop your application. For those of you that have written federal funding applications before, you know that it does take some time especially if you have partners involved and putting together the budget, all the different pieces that have to go into this application can just take some time. And so the due date is also always typically listed on the first page, so in terms of what to look at first, eligibility and due date would be those first two things—key things to take a look at. Again, when you're thinking about the due date, you want to take in time—into account the time to register to apply, prepare the application, gather all the requirements, and obviously complete any other review processes that are needed within your local or state communities.

Now continuing to talk a little bit about reading the solicitation, you know, one of—the step three that we would suggest is reading through the program-specific section. So you'll obviously, you know, understand the title of the solicitation and you'll probably get a good idea of what, you know, what that means and looking through the eligibility, but on the next several pages within the solicitation, we will go into more detail about what exactly are the projects—expected project components and deliverables for each of the categories under the solicitation. Like, what are we really looking for? What is our intent of the funding for you all to consider when considering an application? And then number four is read the rest of the app—the solicitation in its entirety. And so one thing that—you know, sometimes these solicitations can look very lengthy. Often, when—you know, recommendation—often the first, you know, couple of pages really focuses on the kind of the intent of the funding and, you know, eligibility and what is needed. And a lot of the other pages include a lot of the information Greg went over in terms of the Grants.gov, like we'll see headings in most solicitations, so it's hopefully organized in a way that's easy to read. But it is very helpful, at least when you first see a solicitation come out to go ahead and read through the entire thing so that you have some of the basics in mind and then you can always go back and read particular sections as well.

And then finally for reading the solicitation, I think one of the—one of the other key things is really to determine if your agency has the capacity to do the work or if you need additional resources built into the project to successfully manage the project. In many of our solicitations, you'll see that we do allow partnerships or encourage, or require even partnerships either with other local agencies or regionally, whatever it may be. But this is the time when you're doing the initial read through of the app—of the solicitation is that really take the time to identify the project partners and then you—of course reach out to them as soon as possible because you do want the partners to be involved in the planning for the submission of the application so you can appropriately explain their role and obviously get their input into the submission.

Now, I'm going to transition a little bit over to kind of the next phase. Once the—once the solicitation is released, you've read through it, you've determined you're eligible, and you've got your partners on board if applicable, really, it's focusing on planning and organizing your writing. Again, step one, read the solicitation a second time. And this is where you're, you know, going to do the second read-through, you're going to get a better idea of exactly what needs to be done in terms of preparing your application. And this is a great time to develop a timeline for yourself and a checklist for yourself. So, it's not about developing a timeline necessarily for what project you're proposing, but a timeline for developing your application. So building in those steps to get input from partners, get the budget, you know, numbers needed, or actually write the application, have it reviewed, all those different steps that go into preparing the application package. And really want to think about the steps that you need to do first or the steps that will take the most time to do first. So we've mentioned registration. The other thing, again, when you're thinking about partners or other people that you want to bring on to the project as experts, you know, in some cases, we suggest through solicitations or even require letters of support or MOUs. And then of course, you know, as we talked, was engaging partners helpful to invite them to planning meetings when you're planning and organizing your writing.

So step two is to—is to focus on and read through the review criteria section very carefully. This is where you can really get into organizing your writing. We—and you see here on the right side, you know, on solicitations one of our headings in all of our solicitations is the “Application Review Information.” This is what we are telling you, we're giving you basically an outline of what your narrative should look like.

And so, for example, you can see number one, almost all of our solicitations indicate that you should have a Statement of Problem. Sometimes it's worded a little bit differently, but it's really an introduction section to your—to your narrative portion of your application. So, based on this section in all of your solicitations, you can—you can develop an outline for the Program Narrative. We're going to bullet out some of the things we'd like to see in the Program Narrative and this will help you, you know, develop that initial outline and then also assign out who might be responsible for writing those pieces of the narrative. One of the biggest mistakes we see in every application—in applications is not answering every question, or as we've indicated here, kind of every statement in terms of what we'd like to see under these different headings. We also encourage you to not change the order in which you answer the questions or respond to the statements. Follow the order of the review criteria. This is what we provide to the peer reviewers to review these applications is the review criteria and in this order. So, it makes it much easier for peer reviewers to follow along if you've written it in this order as well.

Now this is a—just a sample outline. Obviously, you know, what we've done here is just taken what we saw in the previous slide here and just written out each statement.

So, clearly identify the community, describe the nature and scope, identify each partner agency, identify existing strategic plans relevant to the program, So we took in a—we've taken the statements that were listed in the solicitation under the section “Statement of Problem” and we've put them in an outline. And so, as you can see here, this is a—just a suggestion obviously, but is for each statement, to enter the text to the question. So a quick tip is to leave the questions in red until you have others review your draft so they can see kind of what—what's stated in the solicitation in terms of the requirements and they can, you know, review appropriately if that was, you know, the narrative that you provided was in response to that. And then I think, you know, as we say here, once you're confident and every question has been answered, you can remove the questions in red and check your page count.

Now moving onto step three in planning and organizing. Hold on one second. Okay. Step three is to make sure you understand and follow the instructions about page limits. So, I just mentioned, [laughs] taking a look, or once you get out of that outline form, taking a look at what your page count is. As we've shown here in the right-hand column, this is—will be listed in your solicitation that gives you the page requirement. Our solicitations do vary in terms of what the page limits are. So, pay special attention to this. But as you can see what's stated here, you—we typically ask for a 12-point standard font, Times New Roman is preferred. Have no less than 1-inch margins and must not exceed 20 pages. Again, that page limit may change so be sure to check every solicitation that you're responding to.

A quick tip here, though, sometimes we get questions about this, but if you're going to include a table in the narrative portion of your application in the Program Narrative, a table can be single-spaced and can also be put in an—in an attachment if it's not a required component of the Program Narrative. So, you have a couple of options. You can implement—or you could insert a table into the Program Narrative if you have the space for it and within that table, the—it can be single-spaced or you can actually always include it as an attachment as well.

So, continuing to talk about planning and organizing your writing, step four what we would suggest is to draft your budget very early in the process. I've mentioned a couple of times that, as we all know, it can take some time to pull together our budget numbers especially for including partners or trying to figure out our staffing levels, you know, what equipment might be needed, et cetera. So, you know, make sure that you carefully read

and understand any required budget expenses that are detailed in the application, especially things like required grantee meetings.

Often, you might see that we do require, you know, maybe one or two meetings throughout the life of the grant. So, make sure that that's appropriately accounted for in your budget. And also make sure you read carefully to understand any caps on expenses or just expenses that are not allowed. Some great resources here, the "DOJ Financial Guide," this is—this is going to tell you anything and everything you need to know in terms of restrictions, what's allowed, what's not allowed. Really nice tool and important for you to review, be aware of as, you're preparing your budget.

And there actually is a combined budget and budget narrative template for your use that is available through the "OJP Grant Application Resource Guide." We've included that—that link here as well. This template is great. If you've applied for OJP grants in the past, we haven't always had this available, but this is—this template is very user-friendly and it gives you kind of a step-by-step of what you need to include, so you're not have having to do multiple documents in terms of a budget and budget narrative. It's all together and it makes it easier for you, as an applicant, and then also for us as, you know, reviewing applications and the budgets that go along with it.

Okay. So, one thing I wanted to just kind of show you is what that looks like. So, I mentioned the template, so just a screenshot for you here of what this actually looks like. So, if you click on that link I provided and—and you find the template, this is actually what it's going to look like. So, this might be helpful to you, even though we don't have any solicitations that are out right now, but might be helpful for you to take a look at so you know what you're going to need to prepare once our solicitations are released. But this just looks at—I looked at one of the sections, Supplies, made up some supplies here, but we've got—we've got all these formulas already built in, which is great, but you always want to double check them just in case. [Laughs] And then there's a couple of simple tabs that just show you, you know, kind of add an item or delete an item. And then the narrative is actually right below it. So in years past, we've always kind of had separate budget narratives, but the narrative in this template for you is right below it. So, it's very easy to list in your line items up here, you know, at the top and then describe them in more narrative detail down below.

So, again, I just want to remind you guys to really familiarize yourself with this sample Budget Narrative ahead of time. There's no reason that you can't start thinking about it now especially from a, you know, staffing perspective. We often get a lot of questions on how to complete these budget, you know, narratives and worksheets every year. So,

I know that this—the sample template or the template would be very helpful to folks, so I definitely encourage you to take a look at that before solicitations are released.

A couple of other things about the Budget and Budget Narrative. One thing that sometimes we see applicants get, you know, maybe lower peer review scores in the budget section is—there may be something listed in the budget but there's no reference to it in the narrative.

So, for example, if you have a partner that you're working with and, you know, a subcontract is listed in the—in the budget but there's no reference to this, you know, this organization or this group that you're, you know, proposing to—to have funding for in the narrative and, you know, we don't know exactly what the role of that partner is. So, there should be no expenses in the budget that are not referenced in the Project or Program Narrative. The example provided here is do not ask for drug testing supplies if you have not included drug testing supplies as a component of your project description. So, just make sure that everything in the budget is appropriately referenced in the narrative. Of course, personnel costs should relate to the key personnel for the project.

And then, take note here about the subrecipient. So, subrecipients should be categorized as either subawards or procurement contracts and this also should be clearly stated in the Project or Program Narrative. I really strongly—and one other kind of area that can be somewhat complicated is the subrecipient area. So, there's a great link here, the OJP guidance on this topic is really helpful. So, I encourage you to go take a look at that if you do think you will have subrecipients in your application. Please take a look at this guidance that OJP has put together to help you prepare.

The budget should also include adequate funding to fully implement the project but not more than the amount listed in the solicitation. So, please take note as you're reviewing the solicitation—doing those read-throughs—please take note at what is available, the max amount available for each of the categories in the solicitation for which you are applying.

And then finally, the Budget Narrative, as I mentioned before, really is your place to explain what the line items are. So, really, one thing is just make sure that it leaves no questions for a reviewer. So, as a line item is listed and then you explain to the narrative, just make sure, you know, explains why that line item is there, which then should also tie back to your narrative as well.

And then finally for planning and organizing your writing, it's really important to not forget the required attachments. There will be in the solicitation, there will be referenced

to required attachments. So, as you can see here on the right, I mentioned earlier letters of support or MOUs, memoranda of understanding, this may be required, there may be special require—or attachments required in the solicitation. So, again, through your readthrough that maybe something you want to take note of. And all of the required attachments. So, make sure you triple check your checklist and make sure you have everything in terms of the required attachments.

Something that you'll hear referenced and—or see referenced in the solicitation is something called the “Basic Minimum Requirements,” and Greg referenced that at the beginning of his presentation today. Every solicitation identifies basic minimum requirements. We often shorten it to BMR that an application must need to move forward to peer review. The requirements will vary by solicitation. But also examples of these requirements may include the Program Narrative, Timeline, Task Plan, Budget Worksheet, Budget Narrative, and Application of—Applicant Disclosure of Proposed Subrecipients.

So, again, they will vary by solicitation, so it's really important for you to read through the solicitation, see what the basic minimum requirements are, make sure—at a minimum you meet those. Obviously, ideally you meet all of the requirements in terms of attachments and materials needed, but please note that some—or applications—do go through this basic minimum requirements review before they go to peer review. And if an applicant does not include the basic minimum requirements, they may not go—move forward to peer review. So, it's really important for you to think through that as you're thinking through your checklist before you actually submit the application.

And then look at the title. Before you submit the application, check your application checklist. One thing that we started doing in recent years for our BJA solicitation is actually including, as an appendix, the “Application Checklist.” This is a great tool for you guys. We talked about creating checklists earlier in my presentation, but this is a great tool to, you know, kind of right before that application submission, to make—to make sure you got everything. Obviously, we have listed here what an applicant should do. This is prior to registering in Grants.gov, what to do to register for Grants.gov, so that goes through everything that Greg talked about.

And then after this application submission, there's a couple things that we suggest check off. So in every solicitation, this might look a little bit different, this Application Checklist. But again, it's another tool that we provide for you guys who are applying for these different solicitations to—to say, “Hey, we want to make sure you've got everything you need to get this application submitted and then moving on to peer review.”

So a couple of other things. I'm going to provide a couple of resources but—and just some general tips as well. So there are some requirements—they're not requirements, but we'll call them rules—as they're stated here about naming files. The file naming rules are in the solicitation under the heading, "How to Apply." And they are also mentioned in the "2019 Application Resource Guide," which I've already shared with you the link. But again, here's another reminder. So, really pay attention to those rules about naming files. It's helpful to everyone. It's helpful to you when you're submitting—you're hitting that submit button to make sure you can—okay, I've got the Program Narrative, I've got the Budget, I've got the Abstract, you know, make sure you're going through that checklist to make sure you have all those files.

And then it's helpful to us in the review process as well. We want you to—we would recommend, although I know it's not always possible, but we would recommend that you try to submit your application 2 days in advance of the due date in case you have challenges submitting it. This is ideal. We all know what happens when we're trying to pull all these together and it's often at the last minute when we're getting all the pieces together. But if it's possible, especially with you guys are—you guys are already participating on this webinar and so you're, you know, one step ahead in terms of what's needed, but, you know, get all the other pieces in order which you can before solicitations are released and you'll be in a—in really good shape to—during that application period. And then typically, all applicants will receive award or non-award notification by the end of that fiscal year.

So just a couple of other tips about adding attachments. Grants.gov has two categories for files for attachments: mandatory and optional. Just know that OJP receives all the files attached in both categories. Do not embed mandatory attachments within another file. So, the point is that if there's mandatory attachments listed in Grants.gov, we ask that they are all separate and listed separately. So that we can easily find them, especially when we're doing our basic minimum review—basic minimum requirements review.

Also, an applicant must use the "Add Attachment" button to attach a file to his application. Do not click on the paperclip icon to attach files. This action will not actually attach the files to your application. After adding an attachment, select the "View Attachment" button to confirm you attached the correct file. To remove the file, select the "Delete Attachment" button. So again, this may seem like a lot of detail and I know you're actually not in Grants.gov right now to review this, but when you are at that point in submitting application, you can always refer back this PowerPoint to just look at, you know, kind of the tips that we—we've provided here regarding attachments.

Now the idea of checking for errors. So an application can be checked for errors via a button that's called "Check Application." It's on the Forms tab of the Manage Workspace page. The button is active if the forms in the workspace matches those required in the application package. And also, if you—if you receive a cross form error message after clicking the Check Application button, refer to the "Cross-Form Errors" help article for more information about what this error means.

Now sometimes we do have some unforeseen technical issues. If there's a technical issue with Grants.gov, you know, which has happened in the past, it's—but things can come up as we all know. So if you are experiencing unforeseen Grants.gov technical issues beyond this control that we're—that prevent you from submitting an application by the deadline, you actually need to email our National Criminal Justice Reference Service Response Center. The email address is here. You'll see this again—this email address again. And it's also on BJA's webpage. But you have to email them within 24 hours after the application deadline to request approval to submit its application after the deadline. It is critical and we do check those timestamps to make sure that you did email within 24 hours.

The suggestion would be that if you're having technical issues on the deadline, on that due date, then email that right away to let us know. Again, I'm including this resource guide again, there's a lot of information about reporting technical issues under the heading of "How To—How To Reply on the Grant Application Resource Guide" and there—you'll see this link again. But there is a lot of information about there about reporting technical issues, which is helpful to have if you are submitting your application at that last minute just in case things do come up.

Now, what if you have questions? We are so grateful to have the ability for you guys to ask questions at any time. So in every solicitation, there will be, you know, a heading that's called "Contact Information." It's specifically listed pretty—you know, either on the first page or the second page of the solicitation. So, we provide the Grants.gov Customer Service Report hotline number and the email address. And then also we provide, again, the National Criminal Justice Resource reference center—NCJRS Response Center information. You can actually email them or call them, and you can see the business hours there. So this will all be listed in the solicitation. But if you have questions, you can—you can listen to this applicant webinar. Mary Jo mentioned earlier that this will be posted on bja.gov's website. Sometimes, when we do release solicitations, we also release what we call an FAQ or Frequently Asked Questions. Or we include links to program webpages, so that's our other great resources to refer to, specific to the program or the solicitation. As we mentioned, contacting Grants.gov for

technical assistance and then obviously contacting the NCJRS Response Center for assistance or questions throughout the solicitation open period.

Now I'm going to touch a little bit about the peer review process. So applications are typically reviewed by three peer reviewers who score your application against the review criteria. So I actually included a screenshot like this in an earlier slide, but it's—there's typically a section in our solicitations called “Application Review Information.” And we provide the peer reviewers this information to review your application. Thus importance of writing your narrative that aligns with this information. The review criteria will also tell you how the applications will be scored and the weight of each section. So as you can see here where the arrow is pointing, the first section of the Program Narrative, it's called a “Statement of the Problem,” and this is weighted at 15 percent. So the scoring that the peer reviewer provides for that particular section is weighted at 15 percent overall out of 100 percent. So a great tip for you guys is to think about the scoring. When you're deciding how many pages to devote to go to each section, a section worth 10 percent of the points should not be 10 pages of your 20-page application.

Okay, so the—this—I just wanted—we wanted to share this life cycle of the grant again. We've gone through the first three phases at the top here, which gets you through the application review phase. One thing just to highlight, I mentioned it a little bit earlier, but one thing to highlight is award notification. Typically, all applicants are notified if they've been awarded by September 30th, which is the end of our fiscal year. And then typically, if you haven't received—if you are unsuccessful in getting the award during that fiscal year, you would be notified within a month or two of the end of the fiscal year. Sometimes they're earlier, but sometimes it does—it is after the fiscal year. So, just make note of that.

Again, if you're—if you're awarded for funding, you're typically notified by the end of the fiscal year, and it varies a little bit in terms of—if you weren't awarded funding for that year. The couple—there's steps that we're not going to go into a lot of detail about, but there's a lot of information on OJP's website that can be helpful to you, especially the OJP financial guide which I talked about, but it's the post-award information. So if you are—if you do receive an award through BJA, there's a couple of steps that are taken into the post-award review process and then, obviously, as the award closes out, there's steps to take in terms of closing out your award. But once you become a grantee of BJA, you do have what we call a grant manager, which is a state policy advisor to help you through all these processes and requirements as a grantee of BJA.

So a couple of other resources we wanted to share with you. All of our funding opportunities will be posted at bj.gov. So, you will, you know, see on the homepage as new funding opportunities are posted, they will be posted there. We do often send out e-blasts, though. So if you're not on BJA's mailing list, we encourage you to get on BJA's mailing list. You can do that by going to bj.gov so that, you know, as solicitations are released, you can get those in your email as well. I will—I'll mention it again, but just the applicant resource guide, please take a look at that. And in the next 30 to 60 days, I would ask you to check that link again just to see if there's been an update for 2020, as well.

And then—and one other thing that we included in here was just the—something called the “Office of Justice Programs Award Data.” You can actually, in addition to finding past solicitations, which I mentioned earlier, you can also look at what communities have received grant awards in the past. So one thing where this might be helpful is if you're considering a certain program and you're like, “You know, I wonder if any of my, you know, jurisdictions in my state or my region have gotten this program and, you know, what has their experience been?” So you can actually go to the—this link here. And you can search by fiscal year or you can search by state. And you can actually see, you know, what funding your city or your region or your state has gotten in the past couple of years. It's actually a great, interesting tool just to see who's getting what and who you might, you know, look to get advice from or partner with for future funding applications.

And then NIJ's CrimeSolutions.gov, this is actually a clearinghouse that's on the web. It's a clearinghouse of programs and practices that have been rated for their effectiveness in addressing different criminal justice issues. So if you're looking for ideas on different programming to try or put into place, there's great—this website is a great idea generator. You know, you may have an idea and you just want to kind of put some more pieces to it or make it a little bit more structured. This will give you some examples of what other jurisdictions have been done and then also shows you their rating of their effectiveness, which is often very helpful, as well.

And then finally, one more slide and then we'll open it up for question and answer, but every year the Department of Justice releases something called the Program Plan. And the link is here. But this is a tool to help applicants and grantees find funding opportunities, as we call them solicitations, that may address your particular needs. The plan provides summary details on the funding opportunities that DOJ agencies are expecting to release in the current fiscal year. So, this is actually already updated for fiscal year 2020, so this is kind of your next step, honestly, to be able to go to this program plan and look at the different topics that we plan to or have some plans to

release solicitations on. You know, the—we will have actually more information available on the different programs that BJA plans or has an intention to fund at a webinar that's coming up that we'll talk about after we do Q&A.

But this will be kind of a great kind of look into the future over the next couple of months about what we—what we expect to release and the topics we expect to address. So please consider visiting this website to dig in a little bit deeper on the actual topics of the—of the solicitations or the potential topics of the solicitations.

So now we're going to transition into Q&A and I'm going to turn it over to Mary Jo to facilitate that for us. Thank you.

MARY JO GIOVACCHINI: Hi, everybody. Thank you for the questions that you've submitted so far. I'm going to switch it up a little bit. Before we go into Q&A, I am going to go over the last couple slides here, and then I can flip through them so that you have a chance to write that information down if you like. As Rebecca mentioned, we will be having another webinar on November 20th, beginning at 1:00 p.m. The registration page for this webinar still is not up, but it will be located on the BJA website at the URL you see on the slide which is <https://www.bja.gov/funding/webinars.html>. And this webinar is going to cover the BJA program plan. The presenters will provide you with information on what is anticipated to be released, a brief explanation of what the programs entail, approximate release periods, and approximate awards and award amounts. The next slide I'd like to review is just looking ahead. I believe it was mentioned a couple of times during the webinar, but OJP Grants Financial Management and Grant Administration Training is available, and you can locate that at <https://ojp.gov/training.fmts.htm>. Again, the link is on the slide, but I want to include that so that it's also on the audio recording for those that might be visually impaired. And then, the OJP Funding Resource Center is located at <https://ojp.gov/funding/index.html>. And so, again—or htm. That information is beneficial to you as you move forward in your application process.

BJA would like to stay connected with you and this is a good way to stay on top of BJA's funding opportunities, as well as any programs and other resources that they produce. You can follow them on Facebook, Twitter, and they do have an RSS feed. The Twitter is @DOJBJA, and at Facebook, you can locate them at DOJBJA as well.

In addition, Rebecca had mentioned the National Criminal Justice Reference Service. Information about them is located on the slide that you are viewing right now. They—you can email them at grants@ncjrs.gov. When solicitations are released, more than likely you will see that they are at the point of contact for any kind of technical questions that you have and they will work with the grant manager to get an answer to you. You

can also reach out to them via web chat, and a toll-free number, they're located at 1-800-851-3420. They are open 10:00 a.m. until 6:00 p.m, Monday through Friday and during this solicitation season, the day before solicitation closes, they're going to have additional hours. But I believe, as mentioned during the webinar, when you are submitting us your application, it's advised that you submit it at least 72 hours before the deadline. But if you do need their assistance the day the solicitation closes, they are available to you.

So, at this point, without any—oh, one last thing. NCJRS also has a funding email. You can locate that on the NCJRS website, ncjrs.gov, under the Funding section. That email comes out every Friday. It announces all the solicitations that are being released from the Bureau of Justice Assistance, as well as other agencies and bureaus within the Office of Justice Programs. They will also post information about webinars that will be occurring for those solicitation and we'll notify you when the artifacts for the webinar have been posted to the respective agency website.

So now, we will go ahead and get into the questions. And let me—it's going to take me a second to get situated. And so if it just—one second. Okay. So the first question is, When we are a county court under the judicial branch, is our registration under the executive or should we register separately?

GREGORY TORRAIN: Okay. Yeah. This is Gregory Torrain. I think one of the things you might want to found out if the county has its own DUNS Number. You might want to found out if it's a central DUNS Number that the county is using, then that if— that is the DUNS number that is linked to the county, then you would probably need to follow through with that DUNS Number.

MARY JO GIOVACCHINI: Where can support with the SAM registration be obtained?

GREGORY TORRAIN: Okay. You can visit the Grants.gov, and there's still a learning center. There's a number of resources that you could access through the learning center as well as Grants.gov. And you can also visit the federal service desk under www.fsd.gov where they have it where—you can go in and click any information that you want to know about as it relates to systems that they oversee and SAMs is one that they oversee. And you just type in whatever issue you're looking up. And it'll come up with resources.

MARY JO GIOVACCHINI: And we received a couple of questions throughout the presentation regarding the PowerPoints and the transcripts, so I want to address that and I won't ask it unless more come in later on, but the PowerPoint, a recording of the

webinar, as well as a transcript will be posted to the BJA website. It will probably post it in less than 10 days and they may be posted in stages so you'll see the PowerPoints go up within the next couple of days, and then a transcript, and then finally the recording will go up. You—everybody that registered for the webinar should be emailed notifying them that they have—that these items are posted, but you can always check back at the BJA website.

All right. So our next question. Do attachments not count towards the page limit?

REBECCA ROSE: That's correct. The attachments would not count towards page limits. Typically the page limit is only askable to the Program Narrative.

MARY JO GIOVACCHINI: When can we expect solicitations to be released?

REBECCA ROSE: We don't release a schedule of when they're going to be released, but I would expect solicitations to be released, you know, start to being released. And again, it's on a rolling basis in the next 60 days or so.

MARY JO GIOVACCHINI: How many reviewers typically review one application? Is an application score solely based on one reviewer's score?

REBECCA ROSE: Typically three peer reviewers review one application. So, we'll have multiple applications that we're viewing. But every application is reviewed by three peer reviewers. And so the average of those peer reviewers' scores is how the application is scored.

MARY JO GIOVACCHINI: I believe there's a word missing in this next question. So I'm going to interpret it. We were excluded once because we had multiple MOUs, and they said we needed a single one that all parties had signed. This wasn't listed in this solicitation. How would we know this information?

REBECCA ROSE: I mean, this is something that can definitely be discussed by contacting BJA after the application, after you've received this notification, so that you can appropriately point this out in the solicitation. So, you know, sorry for this, you know, that that seems frustrating, but definitely, I would encourage you to reach out to BJA so that you can speak to the appropriate person about that, those specifics in that specific solicitation.

MARY JO GIOVACCHINI: I need to know if the AOR can hold other positions like a program director or the property owner.

GREGORY TORRAIN: So the AOR—so the main person who runs the organization that's a part of the application process would be the E-Biz Point of Contact, and they assign AR—AOR roles within Grants.gov. So, they would be who would be assigned by the E-Biz Point of Contact. And the E-Biz Point of Contact, again, would be the person who has the administration or management of the grant and his or her organization. And again, they would typically be the CFO or the authorizing official.

MARY JO GIOVACCHINI: Can you please discuss the importance of broader impact review criteria?

REBECCA ROSE: I'm not sure what you mean by broader impact review criteria. I think I can just reiterate that we—as I mentioned in my presentation that we do list review criteria in our solicitations, so you can see, you know, the—what the information we request in each of those solicitations, and then that's the guidance that we provide to our peer reviewers. We also do typically reference in our solicitations that once the application goes through a peer review process, there may be other reviews such as what we call programmatic review.

So—in order to make the final funding decisions that does happen in terms of BJA going back through, you know, the results of the peer review, and then BJA making the, you know, ultimate decision in terms of the programmatic review of the application. Unfortunately, we can't fund every application. And oft—in many cases, we can't find every, you know, well-scored application because of the funding limits that we have. So, there is that final programmatic review that occurs after the peer review process and that's typically listed out or described in the solicitation.

MARY JO GIOVACCHINI: Are Alaska native companies allowed to bid on solicitations and what is the process in order to bid? Do we need to apply in Grants.gov, et cetera?

GREGORY TORRAIN: Okay.

REBECCA ROSE: So—go ahead.

GREGORY TORRAIN: Go ahead, Becky.

REBECCA ROSE: I was just going to reiterate the importance of looking at the eligibility requirements that is—that are listed on the first—the front page of the solicitations to make sure that you would be eligible to apply. And typically, most of our solicitations do require you to go through Grants.gov. And in some instances or, you know, in some

special cases, you do—you would have other opportunities or other—you may apply directly through the Grants Management System but that's very rare. So, you'll either be applying through Grants.gov or the Grants Management System, and that will be clearly explained in the solicitation.

GREGORY TORRAIN: Yeah, and I was going to ditto that—ditto that in terms of—yeah, make sure—you know, we do have application sometimes that comes that they don't need the eligibility requirement. Just make sure that you really read through the solicitation to make sure that you are an eligible applicant for that solicitation.

MARY JO GIOVACCHINI: If we apply and a section is missing, will we get a chance to correct it and submit again before the deadline or would we only get a notice around September, the end of the physical—fiscal year?

REBECCA ROSE: We will not notify you if a section is missing. That would be—so, again, if the deadline has not passed and you've noticed that a section is missing, you can go ahead and resubmit the application package. And what happens on our end is that we take—we take the—like, we'll see a duplicate, but it will come up like a duplicate where you'll take the latest application submission as your final submission. So, unfortunately, we do not—you know, we're not able to do a, you know, basic requirements check before the—you know, before the application deadline to notify you, so that would be—has to be something that you catch on your end.

MARY JO GIOVACCHINI: What is the typical timeline from application to award?

REBECCA ROSE: So, it does vary based on when the solicitations are posted. So, typically, typically solicitations are posted, let's say, from December through May during a fiscal year. And then typically, no matter when the solicitations are posted, all notifications will go out by September 30th, which is the end of the fiscal year. So, we don't have—if you submitted an application in December or let's say January for example, and also submitted an application in May, you would most likely not hear about both of those until the September timeframe. So, we don't have a set schedule based on the release of a solicitation. But you will—you do know that you will hear if you were successful by the end—by the end of September.

GREGORY TORRAIN: Yeah. And just to add, those notifications will be sent out to either the AOR or the E-Biz Point of Contact the—that they would go to or email it out to.

MARY JO GIOVACCHINI: As a county sheriff's office, we are contracted to provide law enforcement services to several small towns in our county. We—can we as a county submit applications for funding related to law enforcement programs as if we are the particular town?

GREGORY TORRAIN: If you're an organization or entity applying for a federal award and you would be able to obtain your own DUNS number and apply through Grants.gov and then you would be able to, yes, apply.

REBECCA ROSE: And I would just add to what Greg says that that you, you know, because you are the contracted, you know, provider for those smaller towns, it would just be helpful to explain that in the narrative portion as well.

GREGORY TORRAIN: Yeah.

MARY JO GIOVACCHINI: If we are a county public defender's office, should we look to see if the county has a DUNS number before registering?

GREGORY TORRAIN: Yes. I would say yes. You want to make sure if the county has a central office where all grants are funneled through or come through, then you will want to make that if a county has its own DUNS number. Yes.

MARY JO GIOVACCHINI: I normally use GMS to apply for the grant. So, will I now have to apply through both GMS and Grants.gov?

GREGORY TORRAIN: Correct. If you're applying for BJA funding, you have to first follow the first four steps applying for Grants.—getting your DUNS number and apply through Grants.gov. And then the other stage of that is then applying through GMS, Grants Management System. And again, you got to remember this. This webinar really is for those that are seeking funding for BJA during the FY 2020 funding season. So—and this—that's what this webinar is geared toward.

REBECCA ROSE: And in terms of actually submitting the application, so what—so, Greg was referencing the kind of setting up your registration process. So, what Greg presented on was talking about the registration through Grants.gov and then...

GREGORY TORRAIN: Correct.

REBECCA ROSE: ...the extra stuff of the registration through GMS. So, the registration process for those two, Grants.gov and then GMS, that then allows you to submit your

application. But you—actually, when you hit submit on your application package, you would only do that through Grants.gov for example. So, if the solicitation listed Grants.gov is the mechanism to submit your application, that's only being submitted through Grants.gov. And then it comes over and actually populates GMS. So, you don't need to then go into GMS and submit your application. It's just one application package submission. And then it—and then it—you know, we process it through over to GMS. So, just want to make sure if you're talking about the application package submission that is just done through one of those, either Grants.gov or GMS and that'll be clearly stated in the solicitation.

GREGORY TORRAIN: Correct. Thanks, Rebecca.

MARY JO GIOVACCHINI: Can we search abstracts of currently funded projects to know the very latest developments?

REBECCA ROSE: So, you can search—you can look through where funding has gone and when I mention, you know, the OJP award data, so on that page, you can actually see which agencies have gotten funding. And I think you can also see the title of their projects and give you a sense and then obviously, the solicitation that they applied under. In some cases for our programs or for our solicitations, we will also reference past successful applicants. So, you know, in—either in the solicitation or in the FAQs or other supplemental information to the solicitation, you would be able to see some examples of past successful applications.

So, I definitely would make sure to read through the solicitation to see if you can, you know, look at some information, you know, based on past applications. I was just pausing a minute because I was looking up on the OJP Award Data and actually, you do see the description for the—for the—you know, a quick abstract of what the—what the award was. So, again, if you go into that OJP Award Data link that I provided and you search for state, for example, and you can actually click on one of the data fields. You can click on the award number and that actually gives you the award description. So, it tells you what program it was funded under and exactly what the grantee proposes to do with that funding as well.

MARY JO GIOVACCHINI: Are there any plans to do a webinar on the last three phases of the life cycle of a grant?

REBECCA ROSE: We do not have plans right now to do a webinar on that. But there was a couple—I think there was one—I was going to try to go back in the slides. There was one link that was provided that I love—encourage you guys to look at, so under the

Looking Ahead slide here, the OJP Grants Financial Management and Grants Administration Training, there's a lot of good resources there that talk a lot about those last couple phases. So, if you are a grantee, what do we do now? And it helps you, it kind of walks you through. So, please, encourage you to take a look at that. There's been a lot of training resources developed already around those kind of last two phases that were described in the life cycle.

MARY JO GIOVACCHINI: Can one person be assigned multiple positions on the grant?

GREGORY TORRAIN: Yes. You mean in terms of—I guess I'm assuming you're referring to—in Grants.gov, one person can have several roles within Grants.gov.

MARY JO GIOVACCHINI: One second, please. We did not receive official notification of the outcome of a recent application. But in reaching out by email, we were told it was not funded. Where do we start to track down official notification?

REBECCA ROSE: So, those are still going out. So, the date that I received is that you should receive official notification by the end of November. So, unfortunately, you just have to be a little bit patient and wait a little bit longer to get that official notification.

MARY JO GIOVACCHINI: Who are the peer reviewers?

REBECCA ROSE: So, typically, the peer reviewers are, you know, subject matter experts from the field depending on what the topic is. So, it may be, you know, peers in the field. So, you know, if it's a law enforcement focused grant, it may be folks, you know, in the law enforcement community who are active or retired to serve as peer reviewers. So, really, the peer reviewers, the external peer reviewers are kind of the content experts as it aligns to the intent of the funding or the solicitation. Obviously, you can't be a peer reviewer if you have submitted an application under that solicitation but we are always recruiting peer reviewers, so definitely if you have any interest in being a peer reviewer, I would strongly suggest this. And the reason why is that you really get a kind of look into how the peer review process works, how the kind of, you know, we walk our peer reviewers through the process and what peer reviewers are looking for and the guidance that they receive. So I'm glad you asked that question because that's a great thing to consider. If you actually—I think if you go to bj.gov, you should see something on there about, "Are you interested in being a peer reviewer?" And I encourage you to do that if you're—if you're not already, but really it is subject experts from the field reviewing the application.

MARY JO GIOVACCHINI: How does the budget affect peer review? It is not included within the review percentages or how does the budget in justifications affect the success of a proposal?

REBECCA ROSE: The budget is actually typically included in the review criteria, so it wasn't in some of the examples or screenshots that I share, but if you recall, one of the screenshots that I shared showed you review criteria and, you know, I think the first one that I showed is the example of a Statement of—the Statement of the Problem and that was worth 15 percent. So in a solicitation, you will absolutely see the budget listed as one of those review criteria just as Statement of the Problem is and there'll be a weighting or a percentage weighting that will be given to that budget category.

MARY JO GIOVACCHINI: Is it okay for one person to be the AOR and the PD and owner of property being used to run the program?

GREGORY TORRAIN: So normally—well, the person who would be the property owner of an—of—it's a difficult question because when I think of a property owner, if I have an organization or an entity that is using that property, then that property owner wouldn't really have anything to do with the process. It would be the owner of the organization who would then be the— E-Biz point of contact who would then assign who the AORs are as part of Grants.gov. So—yeah. That's—I don't—the person who owns the property wouldn't necessarily be the owner of the business that is using the property.

MARY JO GIOVACCHINI: Does the panel recommend, not endorse, any grant management software or program that works in conjunction with BJA?

GREGORY TORRAIN: Do you want to take that, Becky? I don't...

REBECCA ROSE: Yeah, I do not. I'm not a—I'm not aware of any—anything. Do you know if you are, Greg?

GREGORY TORRAIN: Yeah. No. No. Not.

MARY JO GIOVACCHINI: If you have a criminal record, are you not able to receive grants?

REBECCA ROSE: Typically, individuals are not eligible for BJA grants, and—well, but in some cases, there are what we call fellowship programs where individuals are eligible, so I would encourage you to read through the eligibility criteria for that. But I would say

the majority of our application or solicitation eligibility focused on state, local, tribal communities and other national organizations as well.

MARY JO GIOVACCHINI: Should we design our budget around the estimated program funding amounts listed for the average estimated award?

REBECCA ROSE: In the—in the solicitations a budget amount will be listed, there will be actually specific—there should be a specific line item for number of estimated award, total amount available, and then a cap for each award. So I would suggest planning your budget around what's listed for the cap for each award. So for example, you might have a total budget available of \$900,000 or funding available under the solicitation \$900,000, BJA expects to make three awards. The cap for each award would be \$300,000, if I did my math correctly. But that should all be listed out in the funding information page.

MARY JO GIOVACCHINI: If we have questions about solicitations regarding eligibility, could we call the help line or list a contact for clarification? I'll actually take this one. If you have questions when a solicitation is released about the eligibility, you can contact the National Criminal Justice Reference Service. Their information will actually be listed on the second page of the solicitation. But it is also here on the slides. You can email them at grants@ncjrs.gov. Or you can call them at 800-851-3420. Again, that information will appear on the solicitation. If for some reason, a particular solicitation might be different, the information listed is different—will be different and will direct you where to go for questions about eligibility or other components of the solicitation.

I normally use GMS to apply for the grants we use so, well, I now have to apply for both GMS and Grants.gov.

REBECCA ROSE: You actually—in most cases for BJA would apply through Grants.gov. So please look at the solicitation on—in terms of submitting your application, your application package, you would do that through Grants.gov. Registration for all those requirements that Greg went over, that is through Grants.gov and GMS. So do that—all of those steps before you're submitting an application. But an application package typically in the solicitation would be through Grants.gov but in some cases, it might be through GMS. So just please read through that, you know, “How to Apply” section in the solicitations.

MARY JO GIOVACCHINI: My apologies. I misunderstood when Greg and I were conversing. I am listed as the AOR but did not receive notification. Who can I contact for further assistance? Not sure what they didn't receive notification about.

GREGORY TORRAIN: Yeah.

REBECCA ROSE: So you might—you might be referring to not receiving notification about award notification.

GREGORY TORRAIN: Okay.

REBECCA ROSE: So again, just as a—as a quick reminder, not all award notification—if you were unsuccessful in getting an award, not all of those notifications have gone out but we do expect them to be out by November 30th.

MARY JO GIOVACCHINI: Our program has been funded for decades within a county agency and now plan to file as a new program within a different county agency, do we answer application questions as if we are new?

REBECCA ROSE: So you're going to have to submit a new application, you know, in terms of the application package so all the things that I talked about in terms of the Program Narrative based on what, you know, in the solicitation for the different sections that we're asking, yes, you would have to answer all of those questions, you know, as a new applicant. There's no reason you can't refer to, you know, your past history and under that particular program but you would—if you're submitting a new application, you'll have to respond to all the questions but, Greg, maybe you just want to comment on if there's—you know, the fact that they may have to go through the Grants.gov registration process.

GREGORY TORRAIN: Yeah. If they're registering as a new entity then they would have to go through registering with Grants.gov as a new entity, and going through the four-step process that I indicated in terms of the presentation.

MARY JO GIOVACCHINI: This question is similar to a couple others that we received, but I will—I'll read it again. Here at the detention center, we are part of a county, are we allowed to apply for a separate DUNS number? In our department, there are separate entities, county law and detention, would you recommend each entity have their own DUNS number?

GREGORY TORRAIN: I wouldn't recommend that each have a DUNS number. I would follow-up with the county to see what is the process for—the centralized process for requesting a DUNS number or if your entity could request its own DUNS number if they're applying as an entity themselves, but I would—I wouldn't necessarily make a

recommendation for that but I would say you would have to follow-up with your county to see what the process would be.

MARY JO GIOVACCHINI: Any advice for a new grant manager or writer that are—that is applying for funding for the first time to BJA?

GREGORY TORRAIN: Yeah.

REBECCA ROSE: If you're new, I would—I would consider whether or not your agency has applied for funding in the past, and I know this isn't always possible, but definitely take a look at if they've been unsuccessful, the peer review comments that are sent out. I think sometimes those are the most helpful things to get to understand what may have gone wrong or, you know, what could be improved upon for your next application. And then, you know, the other thing that I just—the other two things I want to mention, I—I'll just reiterate is to look at the awards data, the OJP Awards Data and see if there's any within your city or, you know, region that have been successful or really successful with grants and reach out to other grant managers. I mean, I think it's a great opportunity for a peer-to-peer network within your community, or within your region to talk to other grant managers. There's some that, you know, have—may have been very experienced and kind of know the tricks of the trade and kind of putting together an application that might be helpful to you. And then the other point I want to make is just, if we do make it available in the solicitation and looking at previously awarded applications and making those program narratives available as a great resource for you to see, "Okay, okay, look at this application. This was successful in getting funding. How can I, you know, make sure to organize my application similar to this?"

MARY JO GIOVACCHINI: I have registered as a peer reviewer but was not needed last time the opportunity presented itself. Do I need to re-register to be continued—to continue be considered?

REBECCA ROSE: No, you should not. If you're in the database already, you are still there. And if there's any though—the only thing I would suggest if you have any updates to your expertise or your resume, I would go ahead and reach out because we do kind of go through that new—we go through the peer review database every funding cycle to get new reviewers, so if you haven't been used in the past and you have some updates to your resume or your areas of expertise, I would go ahead and reach out, but you do not need to reregister.

MARY JO GIOVACCHINI: Is it possible to obtain peer reviewer feedback and comments or notes on applications that were not—that were rejected?

REBECCA ROSE: You would only get those specific to the applications that, you know, were—you applied for, you were involved in. So you—we don't provide them, you know, as examples to other jurisdictions. But actually, it's a great idea. It'd be interesting to, you know, see—we don't have anything like this prepared but it—you know, one of the things that we did take into consideration and putting together in this presentation especially as I was walking through the different areas of the solicitation is, you know, really highlighting some of those things that we see common mistakes made. So we did a lot of emphasis on the—on the attachments, for example. A lot of emphasis was on the review criteria and really looking to see how the different sections are weighted.

So just keep in mind that we did put this presentation together, you know, based on the common mistakes that are made. But in getting particular peer review comments, you'd only be able to get those for the applications that your agency applied for a newer point of contact on. But when you do get notifications for unsuccessful applications, there is a summary of a peer review comments included in those notifications.

GREGORY TORRAIN: Okay.

MARY JO GIOVACCHINI: Next question is, your answer for the budget percentages as part of the reviewer consideration is not consistent with NIJ-19-15387. It says, "In addition, peer reviewers will consider and make comments..."

REBECCA ROSE: Yup, so we are just referencing the Bureau of Justice Assistance solicitations here. So, unfortunately, I'm not familiar with NIJ solicitations and their review criteria, but typically for BJA solicitations, you will clearly see the budget listed as one of the review criteria with the percentage tied to it, so apologize that I can't address the NIJ solicitation question but encourage you to reach out to NIJ and see if they can address that for you.

MARY JO GIOVACCHINI: All right. That looks like the only questions we have in the Q & A. I am going to quickly flip over to the chat just to make sure there was nothing that was missed. That will also give you all the time to submit any other questions that may come—come up. So just bear with me for a second while I look to see if I'm missing anything. Okay. It appears we don't have any questions in the chat box, but we did get another question here. And—I thought we did. Oh, how does one become a peer reviewer? I do believe that Rebecca or Gregory answered that earlier, just in case you had joined later in the webinar, I'll have somebody answer it again. So again, how does one become a peer reviewer?

GREGORY TORRAIN: Yeah, I think we're—Rebecca mentioned earlier that you can go onto the BJA website, and there's a place where you can go and request where you can register to become a peer reviewer.

MARY JO GIOVACCHINI: I believe that is...

REBECCA ROSE: I would just add and I was just—I was just looking for that on the BJA website. Sorry, guys, and I just—I would just add and I don't clearly see it but I'm just taking a quick look but if you—not to send more traffic your way, Mary Jo, your team's way, but if you are looking for, you know, where to go to become a peer reviewer, if you want to email the NCJRS folks that grants that— NCJRS.gov to ask about that process, that would be a good first step because I'm not seeing it clearly listed on the home page here.

MARY JO GIOVACCHINI: Thank you, Rebecca. That's fine.

GREGORY TORRAIN: Yeah.

MARY JO GIOVACCHINI: That'll work out well. And I believe that is the last question. Let me just take a real quick look again to make sure I'm not missing anything. At this time, there is a question here about a certificate for completion of the webinar and at this time, there are no plans to issue a certificate of completion for attending this webinar. One other question here is if you didn't receive an award that you applied for, are you given the reasons why and when you receive the notification in December?

GREGORY TORRAIN: Yeah, I think that's what—

REBECCA ROSE: Yeah, the official notification, yup, will include, you know, a statement that it was unsuccessful, and then attached to that will be a summary of the peer review comment.

MARY JO GIOVACCHINI: Another question about the slides. So the slides will not be emailed to the participants. However, there should be an email sent out that will contain links to where those slides are located. That email may actually come out a couple of weeks after the slides are posted. I anticipate the slides to be posted in the next couple of days followed by the transcripts probably sometime next week and then the recording maybe later next week, earlier the prior week. So if you're eager to receive the slides, my suggestion would be to check the BJA website on this Friday or perhaps Monday and then the slide should be there.

All right, Rebecca and Gregory, this appears to be the last question. I don't know if you want to give individuals another minute or how you want to proceed.

GREGORY TORRAIN: Okay. I mean, I could—we can give it one more minute.

MARY JO GIOVACCHINI: Okay. It looks like one other question did pop up on me, just quickly see this. I'm going to move the screen to the social media at the request of somebody. So right now, look—if you look at the slide, you will see the URL for the Facebook, Twitter, and RSS feed and I will leave that up for a second while I check the Q & A again. All right. We have one individual that sent something. Is this a partial question? I'm going to ask them, wait for them to provide some clarifications and then go from there. How does the SAM registration need to be renewed each year? How and—how does it need to be renewed each year?

GREGORY TORRAIN: Well, you would go to the sam.gov website and log in and update your information within the website.

MARY JO GIOVACCHINI: We're—we are getting a couple of questions here that are coming in. Let me just try to efficiently go through these. “I will be applying for a grant for the first time for my office. How long would you say the process should take for the first time submission? I was thinking along the lines of two to three months, is this correct?”

GREGORY TORRAIN: No, from the presentation, usually, the pre-planning process, like I mentioned before with the four steps to get your DUNS number to then register at Grants.gov could take between 10 to 14 days. Again, we highly emphasize that you do this process early but that part of the process would take you 10 to 14 business days. Then completing—and usually, a solicitation is out—open for about 60 days. You would have that amount of time to complete the application process.

MARY JO GIOVACCHINI: Great. And I believe that's it. I'll give you another minute. Okay. I think at this time, we have answered all of the questions that you have submitted. Rebecca, would you like to say anything in closing?

REBECCA ROSE: Well, thank you all for participating. It really is great to have you all and I think as Greg and I mentioned in the beginning, it—this is a great start for you to be participating on this webinar and/or reading this webinar after we post it to start your application process for OJP. So definitely encourage you to read through it again, you know, and then reach out to, as it's up here on the screen, NCJRS Resource or Response Center for additional questions you might have. So thanks for the opportunity to present to you guys. Greg?

GREGORY TORRAIN: Yup and thanks for the opportunity to present to you guys as well. Yeah. Again, just—we look forward to you guys looking at kind of redoing this information again and when it's up on the website, again, kind of go through it and we look forward to you guys submitting your applications to here to BJA.

MARY JO GIOVACCHINI: Thank you all. Have a great day.