

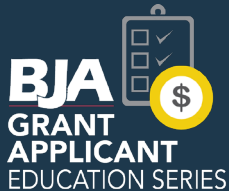
BUREAU OF JUSTICE ASSISTANCE

# THE FEDERAL FUNDING PROCESS: THE FIRST STEPS TO APPLYING, HOW TO PREPARE NOW & OTHER CONSIDERATIONS

**BJA Grant Applicant Education Series**

**Gregory Torain, BJA, and Rebecca Rose, BJA**

**October 30, 2019**



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

# Agenda

- Overview of OJP and BJA
- Registering in Grants.gov and GMS
- Using Workspace in Grants.gov
- Understanding the funding process
- How to read a BJA solicitation
- Key steps to completing your application
- The peer review process
- Question and answer session

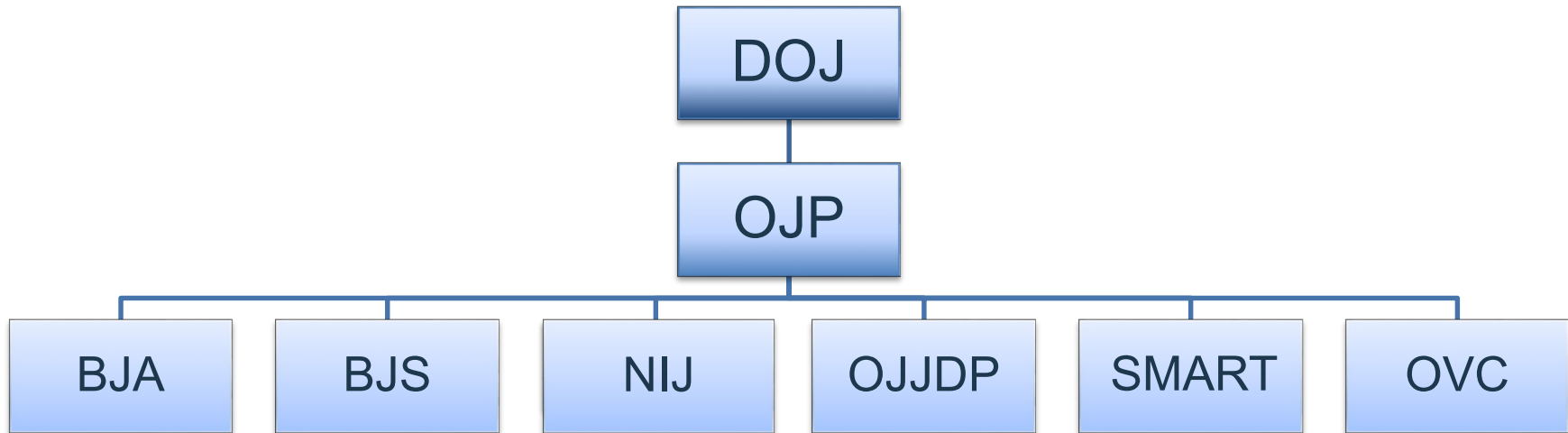
# Learning Objectives

- Help prospective BJA applicants prepare for the FY 2020 funding season.
- We will —
  - learn which requirements applicants should prepare pre-submission (Grants.gov registration process, etc.)
  - review how to find the critical elements of a solicitation
  - share tips for developing a budget
  - review how the peer review process works
  - review how attendees can Stay Connected

# What is the Office of Justice Programs (OJP)?

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

# OJP Bureaus and Offices

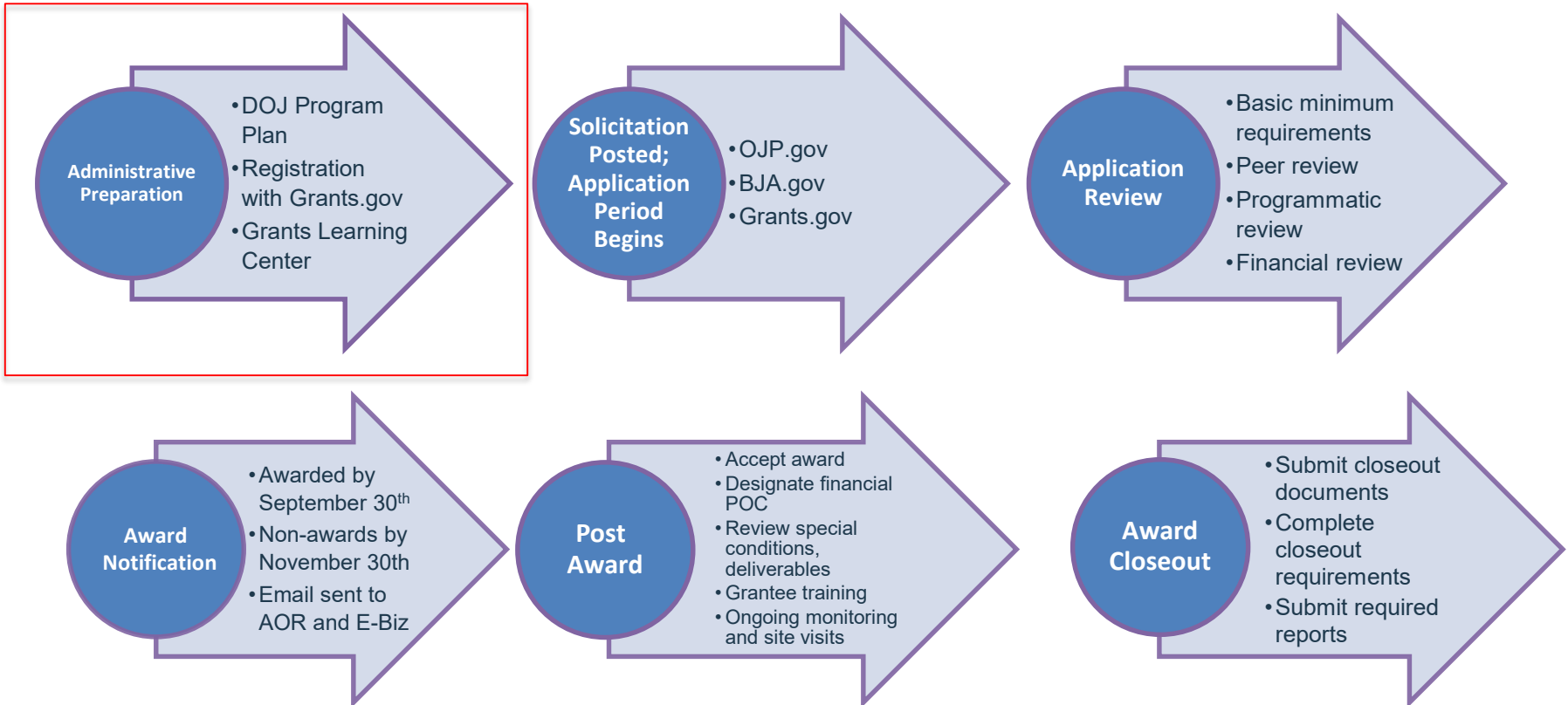


# Bureau of Justice Assistance

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

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

# The Life of a Grant



# Grants.gov Registration

**Act Now!**

**The registration process may take 10–14 business days.**

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

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

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



# Required Registration Steps

1

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

2

- **Acquire or maintain registration with the System of Award Management (SAM)**
- Organizations must update and renew their registration annually
- **Process time: 10–14 business days**

3

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

4

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

# Grants.gov Registration

## Step 1 – Data Universal Numbering System (DUNS) Number

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

- The DUNS number is used for tracking purposes, and to validate address and point-of-contact information for applicants, recipients, and subrecipients.
- The DUNS number is used throughout the life cycle of an OJP award.
- Obtaining a DUNS number is a free, one-time activity.

Call Dun and Bradstreet at 866–705–5711 to obtain a DUNS number or apply online at <https://www.dnb.com/>. A DUNS number is usually received within 2 business days.

# Grants.gov Registration

## Step 2 – System of Award Management (SAM)

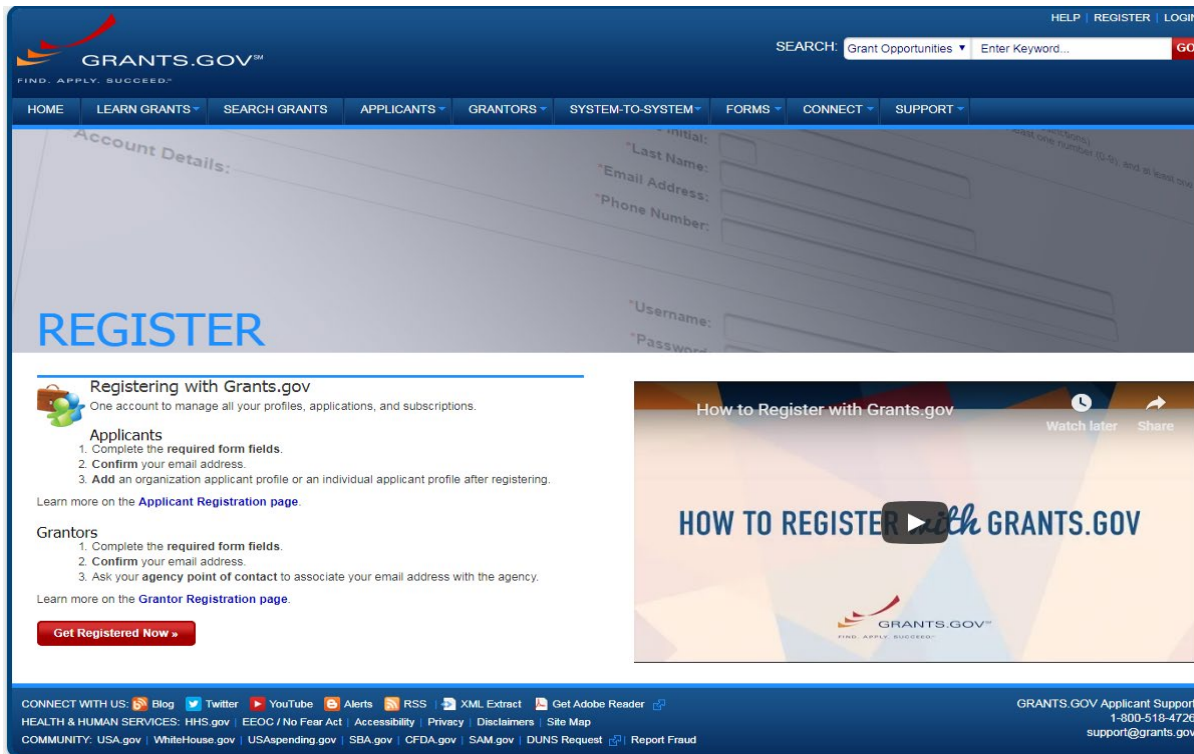
- Acquire or maintain registration with SAM.
- Any applicant for an OJP award creating a new-entity registration (or updating or renewing a registration) in SAM.gov must submit an original, signed, and notarized letter appointing the authorized Entity Administrator within 60 days of the registration activation.
  - ***Notarized letters must be submitted via U.S. Postal Service mail.***
- You can access the *Non-Federal User Guide* at [https://sam.gov/SAM/transcript/SAM\\_Non\\_Federal\\_User\\_Guide.pdf](https://sam.gov/SAM/transcript/SAM_Non_Federal_User_Guide.pdf) for information on the process of registration, among other useful information.
- All applicants for OJP awards (other than individuals) must maintain *current* registrations in the SAM database.

# Grants.gov Registration

## Step 2 – Continued

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

# Navigating Grants.gov



The screenshot displays the Grants.gov homepage with a search bar at the top right containing "Grant Opportunities" and a "GO" button. A navigation menu includes links for HOME, LEARN GRANTS, SEARCH GRANTS, APPLICANTS, GRANTORS, SYSTEM-TO-SYSTEM, FORMS, CONNECT, and SUPPORT. The main content area features a "REGISTER" heading and a video titled "How to Register with Grants.gov".

**REGISTER**

**Registering with Grants.gov**  
One account to manage all your profiles, applications, and subscriptions.

**Applicants**

1. Complete the **required form fields**.
2. **Confirm** your email address.
3. **Add** an organization applicant profile or an individual applicant profile after registering.

Learn more on the [Applicant Registration page](#).

**Grantors**

1. Complete the **required form fields**.
2. **Confirm** your email address.
3. Ask your **agency point of contact** to associate your email address with the agency.

Learn more on the [Grantor Registration page](#).

[Get Registered Now »](#)

**CONNECT WITH US:** [Blog](#) [Twitter](#) [YouTube](#) [Alerts](#) [RSS](#) [XML Extract](#) [Get Adobe Reader](#)

**HEALTH & HUMAN SERVICES:** [HHS.gov](#) [EEOC / No Fear Act](#) [Accessibility](#) [Privacy](#) [Disclaimers](#) [Site Map](#)

**COMMUNITY:** [USA.gov](#) [WhiteHouse.gov](#) [USAspending.gov](#) [SBA.gov](#) [CFDA.gov](#) [SAM.gov](#) [DUNS Request](#) [Report Fraud](#)

GRANTS.GOV Applicant Support  
1-800-518-4726  
support@grants.gov

# Grants.gov Registration

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

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

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

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

# Grants.gov Registration

## Step 4 – AOR Confirmation

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

*Note: An organization can have more than one AOR.*

# Grants Management System (GMS)

## Complete Grants.gov Registration First

Step 1 – Acquire a DUNS number

Step 2 – Acquire or maintain SAM registration

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

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



# Registering With GMS

## Step 4 – Verify the SAM registration in GMS

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

# Grants.gov: Grants Learning Center

**Grants Learning Center** – The Grants Learning Center is your gateway to the federal grants world.

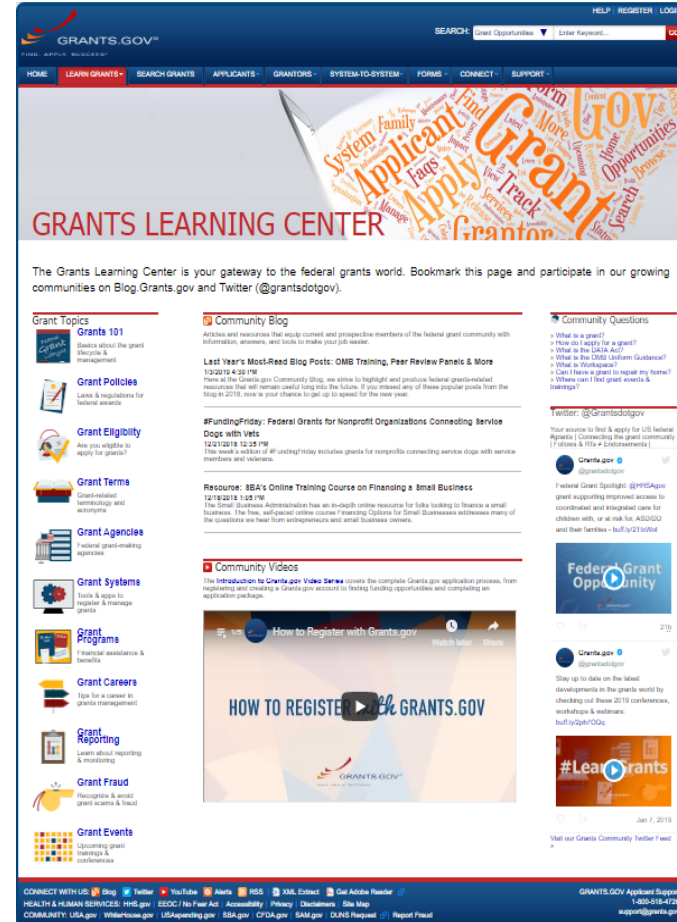
<https://www.grants.gov/learn-grants.html>

**Grants.gov YouTube Channel** – Subscribe!

<https://www.youtube.com/channel/UCc7tRM0vKkTMpxucO7iYPzQ>

**The Official Grants.gov Mobile App** – Download in Apple App Store or Get it On Google Play.

<https://www.youtube.com/watch?v=Gme2RMKaU2c>



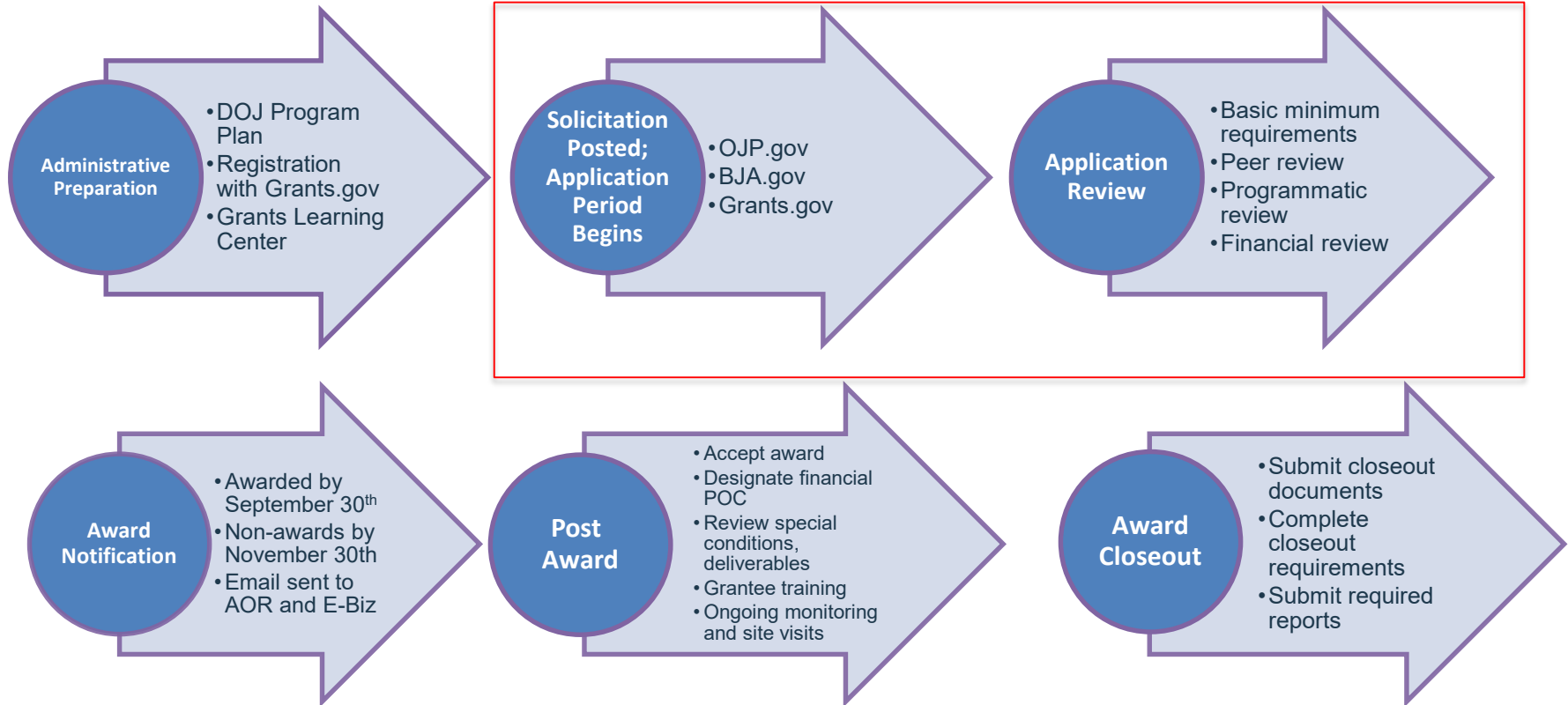
The screenshot shows the Grants.gov Grants Learning Center website. At the top, there is a navigation bar with links for HOME, LEARN GRANTS, SEARCH GRANTS, APPLICANTS, GRANTORS, SYSTEM-TO-SYSTEM, FORMS, CONNECT, and SUPPORT. A search bar is located on the right. Below the navigation bar is a large graphic with the text "GRANTS LEARNING CENTER" and a word cloud containing terms like "System", "Family", "Apply", "Track", "Grant", "Opportunities", "Search", "Home", "More", "Jobs", "Form", "Apply", "Track", "Grant", "Opportunities", "Search", "Home", "More", "Jobs", "Form".

The main content area is titled "GRANTS LEARNING CENTER" and includes the text: "The Grants Learning Center is your gateway to the federal grants world. Bookmark this page and participate in our growing communities on Blog.Grants.gov and Twitter (@grantsdotgov)." Below this, there are several sections:

- Grant Topics:** A vertical list of icons and titles for various grant topics: Grants 101, Grant Policies, Grant Eligibility, Grant Terms, Grant Agencies, Grant Systems, Grant Programs, Grant Careers, Grant Reporting, Grant Fraud, and Grant Events.
- Community Blog:** A section with a "Community Blog" header. It includes a "Last Year's Most-Read Blog Posts: OMB Training, Peer Review Panels & More" and a "Friday: Federal Grants for Nonprofit Organizations Connecting Service Dogs with Veterans" post.
- Community Questions:** A section with a "Community Questions" header. It includes a "What is a grant?" question and a "Twitter: @Grantsdotgov" section.
- Community Videos:** A section with a "Community Videos" header. It features a video titled "HOW TO REGISTER WITH GRANTS.GOV" with a play button icon.

At the bottom of the page, there is a footer with links for "CONNECT WITH US" (Blog, Twitter, YouTube, Alerts, RSS, XML, Extract, Get Address Request) and "HEALTH & HUMAN SERVICES: HHS.gov, EEOC, No Fear Act, Accessibility, Privacy, Disclosures, Site Map". It also includes "COMMUNITY: USA.gov, Whitehouse.gov, USA Spending.gov, SBA.gov, CFA.gov, SBA.gov, DHS.gov, Report Fraud" and "GRANTS.GOV Applicant Support 1-800-518-4720 support@grants.gov".

# The Life of a Grant



# Applicant Resource Guide

**2019 OJP Grant Application Resource Guide**

<https://ojp.gov/funding/Apply/Resources/Grant-App-Resource-Guide.htm>

# Reading the Solicitation

**Step 1:** Ensure that your agency is eligible to apply or that you have a partner agency you can apply with that is eligible. Eligibility is listed on the first page of a solicitation.

**Step 2:** Ensure that you have enough time to develop your application. The due date is also listed on the first page. Take into account the time required to register to apply, prepare the application, gather the required attachments, and complete any local, state, or tribal review processes.

## Comprehensive Opioid Abuse Site-based Program FY 2018 Competitive Grant Announcement Applications Due: June 18, 2018

### Eligibility

Eligible applicants are those that meet the following criteria for the six categories:

**Category 1: First Responder Partnerships** – Applicants are limited to units of local government and federally recognized Indian tribal governments (as determined by the Secretary of the Interior). Jurisdictions without a county- or local government-based addiction service system may designate the [State Administering Agency \(SAA\)](#) to serve as the primary applicant and subgrant funds to providers at the county level.

**Category 2: Technology-assisted Treatment Projects** – Applicants are limited to state agencies. State agencies include state administrative offices, state criminal justice agencies, and other state agencies involved with the provision of substance abuse treatment services to individuals who come in contact with the criminal justice system such as the SAA, the Administrative Office of the Courts, and the State Alcohol and Substance Abuse Agency.

**Category 3: System-level Diversion Projects** – Applicants are limited to units of local government and federally recognized Indian tribal governments (as determined by the Secretary of the Interior). Jurisdictions without a county- or local government-based addiction service system may designate the SAA to serve as the primary applicant and subgrant funds to providers at the county level. BJA recognizes that there are at least 41 cities around the country that are not within a county system, which are also eligible to apply.

**Category 4: Statewide Planning, Coordination, and Implementation Projects** – Applicants are limited to the SAA responsible for directing criminal justice planning or the State Alcohol and Substance Abuse Agency.

# Reading the Solicitation

**Step 3:** Read the program-specific section to understand how funds can be used and the intent of the funding agency.

**Step 4:** Read the rest of the application in its entirety.

## ***Mandatory Project Components and Deliverables for Category 1***

All applicants under Category 1 must:

- Establish a coordinated multi-disciplinary response team that includes law enforcement and other first responders, treatment providers, and/or peer recovery specialists. Other team members may include child welfare providers, public health providers, hospital-based program providers, prosecutors, the courts, etc.
- Establish pre-arrest or post-arrest diversion programs for individuals who commit low level, non-violent offenses to community-based substance abuse and behavioral health services. There are a variety of recognized pathways to diversion. This includes self-referral, active outreach, naloxone plus, officer prevention, and officer intervention. Examples of diversion programs that reflect these different pathways include Police Assisted Addiction and Recovery Initiative (PAARI), Quick Response Teams (QRT), Drug Abuse Response Teams (DART), Stop, Triage, Engage, Educate and Rehabilitate (STEER), and Law Enforcement Assisted Diversion (LEAD). BJA supports all models of diversion. As directed by Congress, a minimum of 2.5 million in COAP funds will be used to support communities seeking to replicate the LEAD model. Jurisdictions seeking to replicate the [LEAD model](#) should familiarize themselves with the goals and core principles of LEAD and reflect these concepts in their application.
- Identify a project coordinator who dedicates a portion of their time beyond their normal job duties to manage the day-to-day operations of the initiative during the planning and implementation phases. No less than 50 percent of the project coordinator's time should be spent on BJA-funded project activities. The project coordinator will work closely with the selected training and technical assistance (TTA) provider to:
  - Identify the needs of the community, including collecting and analyzing administrative and overdose data.
  - Work with project staff to design an appropriate outreach and prevention strategy based on the data.

# Reading the Solicitation

**Step 5:** 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.

Identify if you need project partners and, if so, reach out to them as soon as possible.

## ***Mandatory Project Components and Deliverables for Category 1***

All applicants under Category 1 must:

- Establish a coordinated multi-disciplinary response team that includes law enforcement and other first responders, treatment providers, and/or peer recovery specialists. Other team members may include child welfare providers, public health providers, hospital-based program providers, prosecutors, the courts, etc.
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  - Identify the needs of the community, including collecting and analyzing administrative and overdose data.
  - Work with project staff to design an appropriate outreach and prevention strategy based on the data.

# Planning and Organizing Your Writing

**Step 1:** Read the application a second time and develop a timeline and a checklist for yourself. The application checklist is a good resource for getting organized.

Think about the steps you need to do first or steps that will take the most time and do those first.

- Registrations
- Letters of support/MOUs
- Inviting partners to a planning meeting

## Appendix A Application Checklist FY 2018 Comprehensive Opioid Abuse Site-based Program

This application checklist has been created to assist in developing an application.

### What an Applicant Should Do:

#### *Prior to Registering in Grants.gov:*

- \_\_\_ Acquire a DUNS Number (see page 40)
- \_\_\_ Acquire or renew registration with SAM (see page 41)

#### *To Register with Grants.gov:*

- \_\_\_ Acquire AOR and Grants.gov username/password (see page 41)
- \_\_\_ Acquire AOR confirmation from the E-Biz POC (see page 41)

#### *To Find Funding Opportunity:*

- \_\_\_ Search for the Funding Opportunity on Grants.gov (see page 41)
- \_\_\_ Select the correct Competition ID (see page 41)
- \_\_\_ Access Funding Opportunity and Application Package (see page 42)
- \_\_\_ Sign up for Grants.gov email [notifications](#) (optional) (see page 39)
- \_\_\_ Read [Important Notice: Applying for Grants in Grants.gov](#)
- \_\_\_ Read OJP policy and guidance on conference approval, planning, and reporting available at [ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm](http://ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm) (see page 25)

#### *After application submission, receive Grants.gov email notifications that:*

- \_\_\_ (1) application has been received,
- \_\_\_ (2) application has either been successfully validated or rejected with errors

#### *If no Grants.gov receipt, and validation or error notifications are received:*

- \_\_\_ contact the NCJRS Response Center regarding experiencing technical difficulties

### Overview of Post-Award Legal Requirements:



# Planning and Organizing Your Writing

**Step 2:** Read the review criteria section carefully. Develop an outline for the program narrative based on the questions you have to answer.

The biggest mistake applicants make is not answering every question.

DO NOT change the order in which you answer the questions! Follow the order of the review criteria.

## E. Application Review Information

### Review Criteria

Applications that meet basic minimum requirements will be evaluated by peer reviewers using the following review criteria. The following six criteria will be used to evaluate each application, with the different weight given to each based on the percentage value listed after each individual criterion. For example, the first criterion, "Statement of the Problem," is worth 15 percent of the entire score in the application review process

#### 1. Statement of the Problem (15 percent)

##### All applicants

- Clearly identify the community, state, or region that is included in the proposed program.
- Describe the nature and scope of the problem providing local, state, or regional data to support the discussion.
- Identify each partner agency that has demonstrated commitment to this effort via an interagency agreement or letter of support.
- Identify existing strategic plans relevant to the program and describe how the proposed initiative aligns with the existing plan.
- Explain the inability to fund the proposed program without federal assistance and describe any existing funding or resources that are being leveraged to support the proposed program.

# A Sample Outline From the Review Section

## Statement of the Problem

Clearly identify the community, state, or region that is included in the proposed program.

[Insert text to answer this question]

Describe the nature and scope of the problem providing local, state, or regional data to support the discussion.

[Insert text to answer this question]

Identify each partner agency that has demonstrated commitment to this effort via an interagency agreement or letter of support.

[Insert text to answer this question]

Identify existing strategic plans relevant to the program and describe how the proposed initiative aligns with the existing plan.

[Insert text to answer this question]

*Tip: Leave the questions in red until you have others review your draft. Once you are confident that every question has been answered, remove the questions in red and check your page count.*

# Planning and Organizing Your Writing

**Step 3:** Make sure you understand and follow the instructions about page limits for the program narrative.

*Tip: A table can be single spaced and can be put in an attachment if it is not a required component of the program narrative.*

## **i. Program Narrative**

The Program Narrative must be double-spaced, using a standard 12-point font (Times New Roman is preferred); have no less than 1-inch margins; and must not exceed 20 pages. Pages should be numbered “1 of 20,” “2 of 20,” etc.

If the program narrative fails to comply with these length-related restrictions, BJA may consider such noncompliance in peer review and in final award decisions.

The following sections should be included as part of the program narrative<sup>6</sup>:

- a. Statement of the Problem
- b. Project Design and Implementation
- c. Capabilities and Competencies
- d. Plan for Collecting the Data Required for this Solicitation’s Performance Measures

# Planning and Organizing Your Writing

**Step 4:** Draft your budget very early in the process, before you make commitments. Make sure you carefully read and understand any required budget expenses detailed in the application — especially required grantee meetings. Also make sure you read carefully to understand any caps on expenses or expenses that are not allowed.

Resource: DOJ Grants Financial Guide

<https://ojp.gov/financialguide/doj/index.htm>

There is a combined budget and budget narrative template for your use that is available through the OJP Grant Application Resource Guide at

<https://ojp.gov/funding/Apply/Resources/Grant-App-Resource-Guide.htm>.

*Tip: Within the Budget Detail Worksheet there is a sample worksheet that has been included as a resource. Please refer to the tab labeled Example Budget Detail Worksheet.*

# Sample Budget Narrative

| <b>E. Supplies</b>  |  |   |           |              |  |                 |
|---|--|---|-----------|--------------|--|-----------------|
| Supply Items  |  | Computation   |           |              |  |                 |
| <i>Provide a list of the types of items to be purchased with grant funds.</i>   |  | <i>Describe the item and then compute the costs. Computation: The number of each item to be purchased, X the cost per item.</i> |           |              |  |                 |
| <input type="button" value="Add Supply Item"/>  | <input type="button" value="Delete Selected"/> | # of Items  | Unit Cost | Total Cost   | Non-Federal Contribution                                   | Federal Request |
| Tape Recorder   |  | 2   | \$50.00   | \$100        | \$0  | \$100           |
| Office supplies   |  | 10  | \$10.00   | \$100        | \$0  | \$100           |
| Training Materials (printed)  |  | 100   | \$5.65    | \$565        | \$0  | \$565           |
| <b>Total(s)</b>   |  |   |           | <b>\$765</b> | <b>\$0</b>   | <b>\$765</b>    |
| <b>Narrative</b>  |  |   |           |              | <input type="text" value="Add Additional Narrative Text"/> |                 |
| <p>Tape Recorders will be used to record interviews with relevant partners. Two are being purchased for the 10 staff members to use.</p> <p>Office supplies includes staplers, pens, paper, paper clips, etc. for each staff member (10).</p> <p>Training Materials (printed) include the training booklets needed for the participants in the training course.</p> |  |   |           |              |  |                 |

# Budgets and the Budget Narrative

- The budget narrative should relate directly to the project design.
  - There should be no expenses in the budget that are not referenced in the project/program narrative (e.g., do not ask for drug testing supplies if you have not included drug testing as a component in your project description).
- Personnel costs should relate to the key personnel for the project.
- Subrecipients should be categorized as either subawards or procurement contracts and also be clearly stated in the project/program narrative. Please refer to OJP guidance on this topic: <https://ojp.gov/training/subawards-procurement.htm>.
- The budget should include adequate funding to fully implement the project, **but not more than the amount listed in the solicitation as the available funding amount.**
- The budget narrative should leave no questions for a reviewer about the purpose of the requested funds.

# Planning and Organizing Your Writing

**Step 5:** Do not forget about the required attachments when you are preparing your application!

Make sure you triple check your checklist and make sure you have everything.

## 9. Additional Attachments

### a. Letters of Support and/or Memoranda of Understanding/Agreement (Required)

Applicants should attach letters of support and/or an interagency agreement between the partner agencies and offices to show commitment for participation in the project.

**Category 1** applicants must attach letters of support and/or an interagency agreement from the proposed team members. The letters or interagency agreement should clearly articulate the level of involvement each agency will have in the proposed project.

**Category 2** applicants must submit letters of support and/or an interagency agreement from the [State Administering Agency](#) (SAA) responsible for directing criminal justice planning and coordination and the [Single State Agency](#) (SSA) for Substance Abuse Services indicating that they have agreed to partner on this project. The letters or interagency agreement should clearly articulate the level of involvement each agency will have in the proposed project.

**Category 3** applicants must attach letters of support and/or an interagency agreement from the proposed team members. The letters or interagency agreement should clearly articulate the level of involvement each agency will have in the proposed project.

**Category 4** applicants must submit letters of support and/or an interagency agreement from the [State Administering Agency](#) (SAA) responsible for directing criminal justice planning and coordination and the [Single State Agency](#) (SSA) for Substance Abuse Services indicating that they have agreed to partner on this project. If additional partners are included in Category 4, submit letters from the other parties. The letters or interagency agreement should clearly articulate the level of involvement each agency will have in the proposed project.

### b. Project Timeline (Required)

Attach a Project Timeline (with an estimated start date of October 1, 2018) with each project objective, activity, expected completion date, and responsible person or organization.

# Basic Minimum Requirements

- Each solicitation identifies basic minimum requirements that an application must meet to move forward to peer review.
- The requirements will vary by solicitation, but often examples of these critical elements may include the Program Narrative, Timeline/Task Plan, Budget Detail Worksheet and Budget Narrative, and Applicant Disclosure of Proposed Subrecipients.



# Before You Submit Your Application...

- Check the application checklist one last time, and make sure you did not miss anything! Please pay special attention to the critical elements.
- The checklist is typically found in the appendix of the solicitation.

## Appendix A Application Checklist FY 2018 Comprehensive Opioid Abuse Site-based Program

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#### *To Find Funding Opportunity:*

- Search for the Funding Opportunity on Grants.gov (see page 41)
- Select the correct Competition ID (see page 41)
- Access Funding Opportunity and Application Package (see page 42)
- Sign up for Grants.gov email [notifications](#) (optional) (see page 39)
- Read [Important Notice: Applying for Grants in Grants.gov](#)
- Read OJP policy and guidance on conference approval, planning, and reporting available at [ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3\\_10a.htm](#) (see page 25)

#### *After application submission, receive Grants.gov email notifications that:*

- (1) application has been received,
- (2) application has either been successfully validated or rejected with errors

#### *If no Grants.gov receipt, and validation or error notifications are received:*

- contact the NCJRS Response Center regarding experiencing technical difficulties

### Overview of Post-Award Legal Requirements:

# Submitting Your Application

- Pay attention to the rules about naming files — the file naming rules are in the solicitation or under "How To Apply" in the 2019 Grant Application Resource Guide (<https://ojp.gov/funding/Apply/Resources/Grant-App-Resource-Guide.htm>).
- Try to submit your application 2 days in advance of the due date in case you have challenges submitting it.
- Typically all applicants will receive award/non-award notification by the end of that fiscal year.

# Adding Attachments

- Grants.gov has two categories of files for attachments: "mandatory" and "optional."
  - OJP receives all files attached in both categories.
  - Do not embed "mandatory" attachments within another file.
- An applicant must use the **Add Attachment** button to attach a file to its application.
  - Do not click the paperclip icon to attach files. This action will not attach the files to the 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.

# Attachments: Checking for Errors

- An application can be checked for errors via the **Check Application** button on the **Forms** tab of the **Manage Workspace** page.
  - The button is active if the set of forms in the workspace matches those required in the application package.
  - If you receive a “Cross-Form Errors” message after clicking the **Check Application** button, refer to the Cross-Form Errors help article for detailed information about this validation error.

# Unforeseen Technical Issues

- An applicant that experiences unforeseen Grants.gov technical issues beyond its control that prevent it from submitting its application by the deadline must email the **National Criminal Justice Reference Service Response Center** (Response Center) at [grants@ncjrs.gov](mailto:grants@ncjrs.gov) within **24 hours after the application deadline** to request approval to submit its application after the deadline.
- For more information on reporting technical issues, refer to "How To Reply" in the 2019 OJP Grant Application Resource Guide at:  
<https://ojp.gov/funding/Apply/Resources/Grant-App-Resource-Guide.htm>

# What If You Have Questions?

## If you have questions about the solicitation or submitting your application —

- listen to the applicant webinar (recordings and transcripts may also be available)
- review any solicitation FAQs or program webpages
- contact Grants.gov for technical assistance
- contact NCJRS with questions about other requirements using the information found in the first three pages of the solicitation

## Contact Information

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800-518-4726 or 606-545-5035, at <https://www.grants.gov/web/grants/support.html>, or via email to [support@grants.gov](mailto:support@grants.gov). The Grants.gov Support Hotline hours of operation are 24 hours a day, 7 days a week, except on federal holidays.

An applicant that experiences unforeseen Grants.gov technical issues beyond its control that prevent it from submitting its application by the deadline must email the contact identified below **within 24 hours after the application deadline** to request approval to submit its application after the deadline. Additional information on reporting technical issues appears under "Experiencing Unforeseen Grants.gov Technical Issues" in the [How To Apply](#) section.

For assistance with any unforeseen Grants.gov technical issues beyond an applicant's control that prevent it from submitting its application by the deadline, or any other requirement of this solicitation, contact the National Criminal Justice Reference Service (NCJRS) Response Center: toll-free at 800-851-3420; via TTY at 301-240-6310 (hearing impaired only); email [grants@ncjrs.gov](mailto:grants@ncjrs.gov); fax to 301-240-5830; or web chat at <https://webcontact.ncjrs.gov/ncjchat/chat.jsp>. The NCJRS Response Center hours of operation are 10:00 a.m. to 6:00 p.m. eastern time, Monday through Friday, and 10:00 a.m. to 8:00 p.m. eastern time on the solicitation close date.

# Understanding the Peer Review Process

- Applications are typically reviewed by three peer reviewers who score your application against the review criteria.
- The review criteria tell you how the applications will be scored and the weight of each section.

*Tip: Think about the scoring when you are deciding how many pages to devote to each section. A section worth 10 percent of the points should not be 10 pages of your 20-page application.*

## E. Application Review Information

### Review Criteria

Applications that meet basic minimum requirements will be evaluated by peer reviewers using the following review criteria. The following six criteria will be used to evaluate each application, with the different weight given to each based on the percentage value listed after each individual criterion. For example, the first criterion, "Statement of the Problem," is worth 15 percent of the entire score in the application review process

#### 1. Statement of the Problem (15 percent)



##### All applicants

- Clearly identify the community, state, or region that is included in the proposed program.
- Describe the nature and scope of the problem providing local, state, or regional data to support the discussion.
- Identify each partner agency that has demonstrated commitment to this effort via an interagency agreement or letter of support.
- Identify existing strategic plans relevant to the program and describe how the proposed initiative aligns with the existing plan.
- Explain the inability to fund the proposed program without federal assistance and describe any existing funding or resources that are being leveraged to support the proposed program.

# The Life of a Grant

## Administrative Preparation

- DOJ Program Plan
- Registration with Grants.gov
- Grants Learning Center

## Solicitation Posted; Application Period Begins

- OJP.gov
- BJA.gov
- Grants.gov

## Application Review

- Basic minimum requirements
- Peer review
- Programmatic review
- Financial review

## Award Notification

- Awarded by September 30<sup>th</sup>
- Non-awards by November 30<sup>th</sup>
- Email sent to AOR and E-Biz

## Post Award

- Accept award
- Designate financial POC
- Review special conditions, deliverables
- Grantee training
- Ongoing monitoring and site visits

## Award Closeout

- Submit closeout documents
- Complete closeout requirements
- Submit required reports



# FY 2020 Resources for Funding Opportunities

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

## 2019 OJP Grant Applicant Resource Guide

<https://ojp.gov/funding/Apply/Resources/Grant-App-Resource-Guide.htm>

## Office of Justice Programs – Award Data

<https://ojp.gov/funding/Explore/OJPAwardData.htm>

## NIJ's CrimeSolutions.gov

- Web-based clearinghouse of programs and practices that have been rated for their effectiveness in addressing different criminal justice issues.
- <https://www.CrimeSolutions.gov>

# FY 2020 Resources for Funding Opportunities

The [Department of Justice Program Plan](https://grantsnet.justice.gov/programplan/html/Solicitations.htm) (<https://grantsnet.justice.gov/programplan/html/Solicitations.htm>) is a tool to help applicants and grantees find funding opportunities (solicitations) that address their criminal, juvenile, and civil justice needs. The plan provides summary details on the funding opportunities that DOJ agencies are expecting to release in the current fiscal year.



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

# Questions?

# BJA Grant Applicant Education Series

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

## ***Funding Opportunities for Your Community in 2020: An Overview of What's Ahead***

- November 20, 2019 at 1:00 p.m. EST

# Looking Ahead

- OJP Grants Financial Management and Grant Administration Training <https://ojp.gov/training/fmts.htm>
- OJP Funding Resource Center <https://ojp.gov/funding/index.htm>

# Stay Connected!!

## Social Media

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



# Additional Questions?



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

- Email: [grants@ncjrs.gov](mailto:grants@ncjrs.gov)
- Web chat: <https://webcontact.ncjrs.gov/ncjchat/chat.jsp>
- Toll free: 800–851–3420
- TTY: 301–240–6310 (hearing impaired only)

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