

Appriss Grants Certification

Federal Grant Funding Sources

- U.S. Department of Justice (USDoJ)
 - Office of Justice Programs (OJP)
 - Bureau of Justice Assistance (BJA)
 - ❖ Statewide Automated Victim Information and Notification (SAVIN) Program
 - ❖ Edward Byrne Memorial Justice Assistance Grant (JAG) Program – State Allocation
 - ❖ Edward Byrne Memorial Justice Assistance Grant (JAG) Program – Local Direct Awards
 - ❖ Edward Byrne Memorial Discretionary Grants
 - Bureau of Justice Statistics (BJS)
 - ❖ National Criminal History Improvement Program (NCHIP)
 - ❖ NCHIP Stalking and Domestic Violence Records Improvements (SDVRIP)
 - Sex Offender Monitoring, Apprehending, Registering and Tracking (SMART) Office
 - SMART Support for Adam Walsh Act Implementation Grant Program (AWA)
 - Office on Violence Against Women (OVW or OVAW)
 - ❖ Grants to Encourage Arrests Policies and Enforcement of Protection Orders Program (GTEA)
 - ❖ STOP Violence Against Women Formula Grant Program
 - ❖ Rural Domestic Violence, Dating Violence, Sexual Assault and Stalking Assistance Program (Rural)
 - Community Oriented Policing Services (COPS)
 - ❖ COPS Methamphetamine Initiative (Hot Spots)
 - ❖ COPS Technology Initiative
 - Office for Victims of Crime
 - ❖ Victims of Crime Assistance (VOCA) Program
 - U.S. Department of Homeland Security (DHS) – Office of Domestic Preparedness (ODP)
 - ❖ Homeland Security Grant Program (HSGP)

Types of Grants

- Formula / Block Grants
- Discretionary / Competitive Grants
- Congressional Earmarks
- Directed Solicitation / Invitation Only

Formula / Block Grants

- Awarded to States to provide assistance to State and local units of government for programs in accordance with legislative requirements.

A formula is used to determine how much funding recipients will receive.

Edward Byrne JAG – State Allocations

Award is based on a formula using the state's population and Violent Crime Rate as per the FBI's Uniform Crime Report.

Edward Byrne JAG – Local Direct Allocations

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The Violent Crime Rate of local jurisdictions is multiplied by a Cost per Crime to determine a Total Cost of Crime.

The Total Cost of Crime must equal or exceed \$10,000. The exact amount is then offered to that local jurisdiction, or as in some cases, a combination of two or more local jurisdictions.

- Subrecipient is an individual and/or organization that receives Federal assistance from the direct recipient of Federal funds. This may include entities receiving funds as a result of block or formula grants.
- Passthrough is an obligation on the part of the States to make funds available to units of local governments, combinations of local units, or other specified groups or organizations.
 - The Variable Pass Through (VPT) amount is set by OJP as a percentage of the total award.
 - The VPT amount must be distributed to local units of government. Failure to meet this requirement will jeopardize the award.
- Examples of Formula Grants:
 - Edward Byrne Justice Assistance Grant (JAG) - State Solicitation
 - Edward Byrne Justice Assistance Grant (JAG) – Local Solicitation
 - OVW STOP Violence Against Women Formula Grant
 - Homeland Security Grant Program

Discretionary / Competitive Grants

- Made to States, units of local governments, or private organizations at the discretion of the awarding agency. Most discretionary awards are competitive in nature in that there are limited funds available and a large number of potential recipients.
- Examples of Discretionary Grants:
 - Edward Byrne Memorial Discretionary Grant Program
 - SAVIN
 - GTEA
 - OVW Rural Program
 - OVW Grants to State Sexual Assault and Domestic Violence Coalitions Program
 - SMART

Congressional Earmarks

- Congressional earmarks are items approved in the Federal budget for a specific purpose.
- Earmarks are both "hard" and "soft."
 - Hard earmarks are written into legislation, usually with specific amounts to be spent and the specific recipient of the funding identified.
 - Soft earmarks are based upon conference reports. Earmarks occur in a specific fiscal year and may not be continued to the next fiscal year.

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Directed Solicitation / Invitation Only

- Grant programs directed at specific agencies for specified purposes.
- Grant amount available may be set (i.e., similar to a Formula Grant) or open (i.e., Discretionary Grant).
- Examples of Directed Solicitation / Invitation Only Grants:
 - COPS Methamphetamine Initiative (Hot Spots)
 - COPS Technology Initiative
 - NCHIP – National Criminal History Improvement Program

Searching for Open Grant Solicitations

- The first step is to know which Federal grants are a match to fund specific Appriss products. See “Federal Grant Programs by Quarter Released and Applicable Appriss Products.”
- Each grant program is offered on an annual basis. This is the only time each year that the funds for a particular program are available. See “Federal Grant Programs by Quarter Released and Applicable Appriss Products.”
- Posted for 30 – 60 days. Average posting approximately 45 days. See “Application Period for Federal Grants.”
- Posted in variety of web sites, but not until the solicitation is released.

Grants.gov

- <http://www.grants.gov/>
 - Using menu on left side of page, click on “Find Grant Opportunities.”
 - Using menu on left side of page, click on “Browse by Agency.”
 - Click on the desired agency.
 - United States Department of Justice
 - U.S. Department of Homeland Security
 - On the Search Results page click on “Sort by Open Date” to view a listing of grant opportunities.

Office of Justice Programs – Open Grant Solicitations

- <http://www.ojp.usdoj.gov/funding/solicitations.htm>
 - Clicking on this link will take you directly to the Open Grant Solicitation page.
 - Current Open Grants listed by agency.
 - Bureau of Justice Assistance
 - Bureau of Justice Statistics
 - National Institute of Justice (N/A)
 - Office of Victims of Crimes
 - Office of Juvenile Justice and Delinquency Prevention (N/A)

Required Information for Submitting a Grant Proposal

- **Grants.gov** <http://www.grants.gov>
 - The U.S. Department of Justice is participating in the e-Government initiative, one of 25 initiatives included in the President’s Management Agenda. Part of this initiative –

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Grants.gov – is a “one-stop storefront” that provides a unified process for all customers of federal grants to find funding opportunities and apply for funding.

- Registering with Grants.gov is a one-time process; however, if you are a first-time registrant, it could take up to several weeks (three weeks) to have your registration validated and confirmed and to receive your user password. It is highly recommended you start the registration process as early as possible to prevent delays in submitting your application package to the appropriate agency by the deadline specified.
 - The three steps that must be completed before being able to register:
 - Register with the Central Contractor Registry (CCR),
 - Register yourself as an Authorized Organizational Representative (AOR), and
 - Be authorized as an AOR in your organization.
 - Your CCR registration **must be renewed once a year**. Failure to renew your CCR registration will prohibit submission of a grant application through Grants.gov.
 - For each open grant solicitation you can review and print the forms that are required in submitting a grant proposal.
- **DUNS number**
- The Office of Management and Budget requires that all businesses and nonprofit applicants for Federal funds include a DUNS (Date Universal Numeric System) number in their application for a new award or renewal of an award. Applications without a DUNS number are incomplete.
 - A DUNS number is unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving Federal funds. The identifier is used for tracking purposes and to validate address and point of contact information.
 - The DUNS number will be used throughout the grant life cycle.
 - Obtaining a DUNS number is a free, simple, one-time activity. Obtain one by calling 1-866-705-58711 or by applying online at www.dunandbradstreet.com . Individuals are exempt from this requirement.
 - Agencies with an existing DUNS number are encouraged to verify that the DUNS number is current and valid. Entering an invalid DUNS number with a valid CCR will cause problems that only Grants.gov can correct and it may take up to 48 hours for that correction to be completed. That could result in not making the stated application deadline.
- **Catalog of Federal Domestic Assistance (CFDA) Number**
- Code indicating the program of federal assistance assigned by the Federal agencies. This code is required on new federal funds for Appropriations, Grants, Cooperative Agreements, and Contracts beginning July 1, 1995.
 - Five digit number; XX.XXX.

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- **Funding Opportunity Number (FON)**
 - Funding Opportunity Numbers (FON) are currently unique within the Grants.Gov System, (an enhancement is currently in the works that will allow duplicate funding opportunity numbers within the system but they must still be unique within an Agency/Sub Agency.)

- **Grant Management System**
 - Three grants related to Appriss products require proposals be submitted using the OJP Grants Management System (GMS).
 - Electronic submission process much like Grants.gov.
 - Examples of grants submitted using GMS:
 - NCHIP Stalking and Domestic Violence Records Improvement Program
 - Edward Byrne JAG – State and Local Solicitations
 - STOP Violence Against Women Formula Grant

Reviewing Grant Application Package Forms

- You may review the forms necessary for submitting a grant proposal before you actually submit the proposal.
- <http://www.grants.gov>
 - Using menu on left side of page, click on “Apply for Grants.”
 - Follow Step 1: and click on “Download an Application Package.”
 - On the “Download an Application Package” page, enter either the CFDA Number or the Funding Opportunity Number and click “Download Package.”
 - On the page titled “Selected Grant Applications for Download” scroll to the bottom of the page for information on the grant you selected. Click on “download” under “Instructions and Application.”
 - On the page titled “Download Opportunity Instructions and Application” scroll to the bottom of the page and click on “2. Download Application Package.”
 - This is the “Grant Application Package” for submitting the proposal.
 - Scroll down to “Mandatory Documents.”
 - Click on each listed to document and transfer “Mandatory Completed Documents for Submission” by clicking the button under “Move Form to Submission List.”
 - Once transferred, you may double-click on each document to either print the document or complete the required information and save.
 - It is advisable to print out each document **several days prior** to actually submitting the grant proposal in order to research all information needed for each document. This particularly is applicable to the “Application for Federal Assistance SF-424.”
 - Beside Required Documents you will also be able to attach the Project Narrative, Budget Detail Worksheet, and Budget Narrative for submission.
 - There may be “Optional Documents” for the grant for which you are applying.
 - In most cases this will be the “Faith Based Survey” and is only for Faith-Based Organizations that are applying.

Things to Remember

- **Eligible Applicants**
 - Eligible Applicants are identified for each grant program and listed in that program’s solicitation.

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- Block / Formula Grants
 - Generally restricted to State Administering Agencies.
 - Discretionary / Competitive Awards
 - Eligible entities identified in the solicitation.
 - Directed Solicitation / Invitation Only
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- **Project Period**
 - Start Date
 - Work that will be paid by the grant award can not start until the Start Date.
 - End Date
 - Funds may be obligated by the End Date.
 - Close Date
 - 45 – 90 days after the End Date, depending on the grant program.
 - Funds obligated before the End Date may be expended before the Close Date.
 - All reports, progress and financial, must be filed by the Close Date
 - Award Date
 - The date the applicant agency is notified they will receive the award.
 - Most often AFTER the Start Date.
 - The project period may be for one-year or multiple years and will be stated in the program solicitation. It should never be assumed the project period will be for multiple years.
 - Grant Extension
 - A Grant Extension may be requested to end the End Date of the Project Period.
 - A Grant Extension DO NOT permit requesting additional funds.
 - A Grant Extension Request can not be filed more than 90 days before the original stated End Date.
 - A Grant Extension Request is submitted using the Grant Management System (GMS) for the awarding agency.
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- **Match**
 - Some grants require the recipient to share the total costs of the project.
 - The amount required for the match is against the Total Project Cost.
 - If the Total Project Cost is \$100,000 and a 25% match is required then \$25,000 in Federal funds can be requested and the applicant agency must provide a \$25,000 match.
 - Match may either be “in-kind” or “cash.”
 - In-kind match includes the value of donated services (personnel, fringe benefits, equipment, rent, etc.).
 - Cash match includes actual cash spent by the recipient and must have a cost relationship to the Federal award that is being matched.
 - A voluntary match is encouraged for those programs not requiring a match.

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□ Performance Measurements

- Government Performance and Results Act (GPRA), P.L. 103-62.
- Applicants who receive funding under each program must provide data that measures the results of their work.
- Performance Measures are established for each grant program and listed with each solicitation.
- In some instances, Performance Measures will be established by OJP when an award is made so that the Performance Measures match the intent of the project funded.

□ Standard Form 424 (SF 424) Application for Federal Assistance

- The universal “cover sheet” for Federal assistance is Standard Form 424.
- The form serves several functions.
 - When you sign it, your proposal becomes an official proposal offer and your signature binds you to all terms and conditions associated with the particular funding source.
 - The SF 424 collects basic background information on the applicant, the proposed project, funding source data, amount of funding being sought, and state clearinghouse requirement.

□ Financial Guide

- Office of the Comptroller
- Primary references manual to assist award recipients in fulfilling their fiduciary responsibility to safeguard grant funds and ensure funds are used for the purposes for which they were awarded.
- Serves as the day-to-day management tool for OJP award recipients and may also be used by subrecipients in administering their grant programs.
- Most accurate and up-to-date version is posted on the Internet at <http://www.ojp.usdoj.gov/finguide06/index.htm>

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Resources:

U.S. Department of Justice (USDoJ)

<http://www.usdoj.gov/>

Office of Justice (OJP) Programs – Open Grant Solicitations

<http://www.ojp.usdoj.gov/funding/solicitations.htm>

Bureau of Justice Assistance (BJA)

<http://www.ojp.usdoj.gov/BJA/>

Bureau of Justice Statistics (BJS)

<http://www.ojp.usdoj.gov/bjs/>

Office on Violence Against Women (OVW)

<http://www.ovw.usdoj.gov/>

Community Policing Program Services (COPS)

<http://www.cops.usdoj.gov/>

Sex Offender Monitoring, Apprehending, Registering and Tracking Office (SMART)

<http://www.ojp.usdoj.gov/smart/>

U. S. Department of Homeland Security (DHS) – Office of Domestic Preparedness (ODP)

http://www.ojp.usdoj.gov/odp/grants_goals.htm

Grants.gov

<http://www.grants.gov/>

DUNS Number

<http://www.dunandbradstreet.com>

Financial Guide – OJP Office of the Comptroller

<http://www.ojp.usdoj.gov/finguide06/index.htm>

Appriss Grants Help Line

1-502-815-5893 or sking@appriss.com