

General BJA Grant Solicitation Frequently Asked Questions (FAQs)

- 1. Does the page limit include Attachments 1, 2, and 3 or only Attachment 1?**

This includes only Attachment 1, the Program Narrative. Refer to the appropriate section of the solicitation for further details regarding contents of Attachment 1.
- 2. How should our budget be presented?**

The budget worksheet and narrative must be submitted as one document; a sample is found through the hyperlink listed under the What an Application Should Include section of the solicitation. The form provided can be copied and saved into a WordPerfect or Word document, and narrative can be added after the work sheet information. For problems with attachments, please contact Stefanie Harris at stefanie.harris@usdoj.gov or Joe Husted at joseph.husted@usdoj.gov. Recognize also that the Budget Detail Worksheet is used as a guide to assist the reviewers in comparing activities proposed with budget items requested. We also recommend that you visit the Office of the Comptroller's (OC) web page (www.ojp.usdoj.gov/oc/) for additional assistance related to your budget.
- 3. Instructions state that the budget worksheet and narrative should be submitted in one file. The worksheet is a fill-in-the-blanks form. Where will the narrative appear?**

The budget worksheet and narrative must be submitted as one document under the other attachments form. The form provided can be copied and saved into a WordPerfect or Word document, with narrative added after the work sheet. For problems with attachments, please contact Stefanie Harris at stefanie.harris@usdoj.gov or Joe Husted at joseph.husted@usdoj.gov.
- 4. My solicitation requires a time and task plan. Is there a format or sample available for the required project time and task plan?**

Yes, a [sample time and task plan](#) is available.
- 5. Are the additional requirements as listed in the Additional Requirements section of the solicitation required at the time of application or at time of award, if funded?**

In the application process in Grants.gov, applicants will be required to acknowledge and agree to these requirements. However, no paperwork will need to be completed unless an award is made.
- 6. I have questions regarding the Grants.gov application process. Where should I go?**

You may locate information related to DUNS number, registration, application downloading, CCR, login, as well as other Grants.gov issues by visiting the [Grants.gov HELP page](#). Questions.
- 7. I am applying for a competitive grant. How will I be notified if my agency is selected to receive an award?**

Both the point of contact and the authorizing official listed on the grant application will receive an e-mail award notification. The e-mail notification will provide further information on procedures for receiving funds.

8. I am applying for a competitive grant. Will I be notified if my agency does not receive an award?

Yes. Your agency will receive a letter from BJA after all awards have been made to grant recipients.

9. Can I submit a paper version via U.S. mail instead of an electronic application through Grants.gov?

No. All applications must be submitted electronically. Paper submissions will not be accepted. If you are having difficulty submitting your application electronically, please contact 202-616-6500 or 1-866-859-2687.

10. I am applying for a competitive grant. How does this process work? How will I be able to track the status of my application?

Generally, competitive grants go through a comprehensive review process. The review and award process may take between 6 and 8 months from the time the application is submitted to BJA through Grants.gov. During that time, you may be asked additional questions about your application for clarification purposes.

To prevent compromising the integrity of the competitive review process, BJA will not be able to discuss details regarding the status of your application until all awards have been made to grant recipients. Again, this process could take between 6 and 8 months.

11. The solicitation that I am applying for contains a list of performance measures. Do I need to provide data for these measures as part of the Program Narrative section of the application?

No. You may want to discuss them as part of your explanation regarding monitoring and/or evaluating the progress of the project, but you do not need to provide data in response to these measures at the time of application. Your application should include a plan or strategy on how your agency will collect the data necessary to address the performance measures. You will be required to address the performance measures as part of the progress reports that your agency will be required to submit to BJA if your agency receives a grant.

12. Are U.S. Territories eligible to apply for competitive grants?

Yes, if the Eligibility section for a solicitation indicates that states are eligible to apply; i.e., for BJA solicitations, "states" refers to U.S. states and territories.