FREQUENTLY ASKED QUESTIONS (FAQs)
FY 2016 Countering Violent Extremism (CVE) Grants

Countering Violent Extremism (CVE) Program Questions:

1. **What is violent extremism, and what does DHS mean by "CVE"?** "Violent extremism" refers to acts of violence carried out by a range of individuals or groups that are motivated by an extremist ideology. Lone offenders or small groups may be radicalized to commit violence at home or attempt to travel overseas. CVE aims to address the root causes of violent extremism by providing resources to communities to build and enhance local prevention efforts.

2. **What's the purpose of these grants?** To develop new efforts and expand existing efforts at the community level to counter recruitment and radicalization to violence by funding activities that enhance the resilience of communities being targeted by violent extremists. Basically, we're looking to support community based programs that provide alternatives to individuals who have started down a road to violent extremism, or create or amplify alternative messages to terrorist/violent extremist recruitment and radicalization efforts. More information can be found on our Fact Sheet.

3. **Where do I access the official funding opportunity announcement?** Here is the Notice of Funding Opportunity, which can also be found through Grants.gov.

4. **How do I find out if I'm eligible?** States, local governments, tribal governments, non-profit institutions, and institutes of higher education in all 56 states and territories may be eligible to apply. More specific criteria can be found in the Fact Sheet and in the Notice of Funding Opportunity.

5. **Where do I start my application?** [To apply for this opportunity, you must first obtain a Data Universal Number System (DUNS) number, then register in the System for Award Management (SAM). You can then use this information to process and submit your application through Grants.gov. Please note that it may take up to 4 weeks for your SAM registration to activate, and then an additional 24 hours for Grants.gov to recognize your registration, so it is recommended that applicants start early. More information about this process is available here, and OCP will host several webinars to address more specific questions.

6. **When is this due?** September 6th, 2016 at 11:59pm ET.

7. **How are the CVE grants administered?** The Federal Emergency Management Agency (FEMA), a component of DHS, has responsibility for the funding allocation and monitoring of all DHS grants with oversight from DHS.

8. **How did DHS identify the focus areas? Can I apply for more than one?** The CVE Grant Program organizes eligible activities into five focus areas that current research has shown is likely to be the most effective in countering violent extremism. Not all

applicants are eligible to apply for funding for projects in every focus area. Applicants may apply, subject to their eligibility, to more than one focus area, but need to submit separate complete applications.

9. **How will you decide who gets funded?** Applications will be reviewed and scored based on the evaluation criteria and then top ranked applications will be ranked in each focus area. DHS will use the evaluation and rankings to maximize the total funding available.

10. **How much money can I get?** Each focus area has different minimum and maximum award amounts, which can be found on [Page 3](#) of the NOFO. An applicant could successfully apply in more than one focus area.

11. **When will I find out if I get an award?** After the application period closes, DHS will evaluate submissions and announce awardees at that time.

12. **How will information be shared with applicants between the application and award phases?** All communication will be conducted through the email used to register for a Grants.gov account.

13. **Who can I call with questions?** We first recommend that you check out our process FAQ's below, and refer to our [Fact Sheet](#). If you still have questions, we'd be happy to address them at communitypartnerships@hq.dhs.gov.

14. **Will there be any webinars to walk me through the grants process?** OCP and FEMA will host several webinars during the month of July to address questions about the application process. For more information about specific dates and how to join, please visit the OCP website: https://www.dhs.gov/countering-violent-extremism

Grant Application Process Questions:

1. **I have forgotten my user ID and/or password. Who do I contact to get that information?** If you are the Primary Contact for your department's grant(s), and you have forgotten the user ID and/or password, you can use the *forgot password* utility available on the login screen (the screen that appears when you click on [e-grant application](#)). Click *forgot password* and answer the two security questions; then submit your request. The screen should indicate that you successfully submitted your request and a temporary password is being e-mailed to your address. Check your e-mail and retrieve the user ID and temporary password. If the message is not there, look in your junk mail file. If it is not in your junk mail file then your e-mail address is not compatible with the DHS system, you will have to set up a new e-mail account. If you are unable to answer the security questions, or your primary contact e-mail address has changed, you will need to follow the procedure outlined in the FAQ.

2. **I have not received any e-mails from the Program Office, what should I do?** There are many reasons why you may not have received any e-mails from the program office. Some e-mail services such as Hotmail, Yahoo, SBCGlobal or MSN have a tendency to place e-mails from us (**dhs.gov**) in the junk mail folder of the e-mail program. You can remedy this problem by allowing our e-mail addresses to be accepted by your e-mail provider/program. Different programs have different procedures, so check with your e-mail provider for details on how to allow e-mail addresses. The e-mail address always has a **dhs.gov** extension. The following e-mail addresses should be allowed:
eops@dhs.gov
afg@dhs.gov

Other e-mail programs that are within a local government or state government, for example, joe.smith@skokie.il.us or pinky@parkland.cc.ca.us , have a tendency to block dhs.gov e-mails entirely. If your e-mail is a **.us** account, please speak with your e-mail provider or your systems administrator and request they allow e-mails with the **dhs.gov** extension or tell them to allow e-mails from the following addresses:
eops@dhs.gov
afg@dhs.gov

3. **Why do I need a DUNS number?** Since October 1, 2003, the Federal Government has required all applicants for federal grants and cooperative agreements, with the exception of individuals other than sole proprietors and foreign entities, have a Data Universal Numbering System (DUNS) number. The Federal Government uses the DUNS number to better identify related organizations that are receiving funding under grants and cooperative agreements, and to provide consistent name and address data for electronic grant application systems. Additional information about DUNS numbers can be found on the D & B Website. The process is free. If you have already registered for a DUNS number, you must use the same number for every application.

4. **How do I apply for a DUNS number?** You can obtain a DUNS number within 24 hours by calling 1-866-705-5711. A DUNS number can also be requested online; however, D&B estimates it may take 2-3 weeks to process online orders. We strongly encourage you to register for this number prior to the application period.

5. **Why do I need to register with the System for Award Management (SAM?)** Applicant registration in the System for Award Management (SAM) is a requirement prior to any application(s) submission. Registration in SAM is free. To register, please visit the SAM.gov Public Portal. The application process requires a current registration by the applicant, which must be confirmed at the SAM.gov Public Portal. The System for Award Management (SAM) is a free web-site which consolidates federal procurement systems and the Catalog of Federal Domestic Assistance. Please ensure that your organization's name, address, DUNS number, and EIN are up to date in SAM and that the DUNS number used in SAM is the same one used to apply for all FEMA applications. Future payments will be contingent on the information provided in SAM; therefore, it is imperative that the information is correct.

6. **Where can I ask for help?**
   - Submit a Question to the Federal Service Help Desk managed by the General Services Administration (GSA).
   - Tell them the issues you have and how they can contact you. Use self-service by searching the Answer Center at FSD.gov Answer Center.
   - Call (866) 606-8220 (toll-free). SAM Quick Start Guide For New Grantee Registration and SAM Video Tutorial for New Applicants are tools created by the General Services Administration to assist those registering with the System for Award Management (SAM).
   - If you have questions or concerns about your SAM registration, please contact the FSD Support Desk.