

MARY JO GIOVACCHINI: Good afternoon, everybody, and welcome to today's webinar, The First Steps to Applying, Prepare Now, hosted by the Bureau of Justice Assistance. At this time, I would like to introduce our first presenter, or our presenter, Gregory Torain with the Bureau of Justice Assistance.

GREGORY TORAIN: All right. Thank you, Mary Jo. Welcome, everyone, to today's session, session two of the BJA Grant Application Education webinar series. My name, again, is Gregory Torain, I am a policy advisor here at the Bureau of Justice Assistance, and I currently oversee BJA's Adult Drug Court Discretionary Grant Program. Today's webinar is titled The First Steps to Applying, Prepare Now.

Today's agenda, we'll be going over--or overview of OJP, or the Office of Justice Programs, and BJA, Bureau of Justice Assistance. We'll talk about registering in Grants.gov and in GMS, the Grants Management System, utilizing the workspace in Grants.gov, an overview of application resources and how you can stay connected to those resources, and then we'll have a Q and A. One thing I'd like to note, as we start today's webinar, is really just general information about preparing for your application or preparing for the grant funding season, and it is not a tutorial that will walk you through each of the registration processes.

So today in terms of the learning objectives, we're looking to help potential BJA applicants prepare for the FY 2019 funding season. For this--for this webinar today, we will review required registration and renewal steps, provide an overview of the application submission process, direct you to where you can access application resources, and review how you can stay connected.

As mentioned earlier, this is session two of the Grant Application Education webinar series. There are three others--webinars that are taking place. One has recently passed that was conducted on January 28th. And to register for any upcoming web--webinars or to access previous webinar or recordings or transcripts, please visit the website indicated at the top of the slide. The first of the webinar series was the Funding Opportunities for Your Community in 2019, that was also--provided on January 28th, that addressed or reviewed BJA programs. Also, it overviewed of the grant or current administration priorities, and it also provided a review of funding levels.

Webinar number three is The Federal Funding Process: What New and Seasoned Applicants Should Consider. That's going to be on February 5th, that would be next Tuesday, and it'll focus on how the federal funding process works, how to read a solicitation, and what an application should include. And then the final of the webinar series, number four, is Submitting Your Application: Avoid These Common Mistakes, and that will be next week, February 7. It will focus on some of the lessons learned in completing applications, what a successful application submission looks like, what are subaward and subrecipients, and award notifications.

So within BJA, you have the--so, what is the Office of Justice Programs? The Office of Justice Programs is focusing on providing grants, training, and research and statistics

for the criminal justice community. OJP is one of three grant-making components within the Department of Justice. The other two is the OVC [Office for Victims of Crime], OVW which is the Office on Violence Against Women, as well as the COPS program, Office of Community Oriented Policing [Services]. Okay. Within the Bureau of Justice--within the Office of Justice Programs, you have several bureaus and offices. Starting from left to right, you have the Bureau of Justice Assistance where I'm located. The goal or the role of BJA is to provide grant funding to support criminal justice-related initiatives. BJS, the Bureau of Justice Statistics, supports statistical--or criminal justice data and statistics related to criminal justice initiatives. And then you have the National Institute of Justice, provides related--or justice-related research. Then you have OJJDP, which is the Office of Juvenile Justice and Delinquency Prevention, which provides funding to support--grant funding to support juvenile justice-related initiatives. And then you have the SMART Office, which stands for Sex Offender Sentencing, Monitoring, Apprehending, Registering, and Tracking. And then last, you have OVC, the Office of Victims of Crime, which supports funding to support initiatives that support victims of crimes. And just one note related to each of those offices is that you can go to the B--the OJP website to learn more about what's offered and what service is provided for each of those bureaus and offices.

So, BJA. BJA's mission is to make communities safer by strengthening the nation's criminal justice system, and this is done primarily through administering grant funding, grant funds, training and technical assistance, to also our grant--to our grantees as well as the--to the field at large, and policy development services. And this is done utilizing cutting-edge tools and best practices that will reduce the violent and drug-related crimes, support our law enforcement, and combat victimization. At the bottom, you'll see the BJA website, also the Facebook link, as well as our Twitter account.

So, registering for Grants.gov. So one--while you all looking at this--one of the things I want to make sure you're aware of and emphasize is that you need to start this process immediately if you're looking to receive funding in the 2019 funding season. So it's important--so, if we finish it 2:30 today, at 2:31, we would like for you to go ahead and make that process and start registering for this information, because we get a lot of questions and a lot of challenges when this process doesn't happen. And so again I want to emphasize you do that. So, a part of this registration process is 10 to 14 business days, and it's four steps to that process. Information that you will need is the name of your organization, organizational address, name of your CEO or organization owner, the legal structure, the year organization started, and the primary type of business.

So, those four steps. The four steps, step one is acquire a Data Universal Number System, a DUNS number. This process takes between one to two business days. Step two is acquire or maintain registration with SAM. That process can take between 10 to 14 business days. Step three, request an authorized organization representative and a Grants.gov user and password. That process can take place that same day. And then lastly, step four, follow the E-Business Point of Contact steps within the Grants.gov

registration process. And again, that process can take the same day, perhaps the same day.

Moving on to step one, Data Universal Numbering System. What is the DUN--what is the DUNS number? DUNS number is a unique number assigned to your organization that identifies your organization in a public arena. The OMB--the OM--the Office of Management and Budget requires every applicant for a federal award to obtain a DUNS number. The DUNS number is--the purpose of DUNS number is really to track your award or track your--account of your organization. And this number is used throughout the life cycle of your award. And lastly, the DUNS number process is a free process. You just have to go on and link, and you can contact or call Dun and Bradstreet at the number listed below [866-705-5711], as well as go online [<https://www.dnb.com>] to the email or the website link below.

Step two, the SAM's process. So what is SAMs? SAMs is a web-based government-wide application that collects business information in support of grants and contracts. So before you register with SAMs, you will need to have a DUNS number. And first--and the first thing you may want to do is check to see whether your organization is currently registered with SAMs. So, the best thing would do--be would be to go into the SAM's website, click on where it says Check Status, and then make sure you have your DUNS number, and then go in and input your DUNS number within that section and to see if one--if you currently have a--if you're currently registered with SAMs. If you are not currently registered with SAMs, then you would need to do a new entity registration or you would need to go in and update your current--or your previous registration to make sure the information update. One of the things you must have is an original signed and notarized letter appointing an authorized Entity Administrator within the 30 days of the registration activity. And those notarized letters must be sent via U.S. Postal Service Mail. Also, you should also go ahead and read some of the alerts with SAM. There's always a lot of information that change from day to day. And also read the frequently asked questions. And all applicants for OJP awards must maintain current registration in the SAM's database.

Okay. Step two, continued. You would need to authorize an official of the organization and an employee number. An application cannot be successfully submitted into Grants.gov until Grants.gov receives the SAM's registration. And once that registration is submitted or renewed, it usually takes about 48 hours for that information to transfer over. And OJP recommends that the applicant register or renew registration with SAMs as early as possible, which I indicated earlier.

So the screen you see before you is the process to navigating through Grants.gov. So once you've completed--once you've completed step one and two, doing the DUNS number and registering with SAMs, you can then begin registration through Grants.gov. So, what you see in front of you is the registration page. So if you go into www.grants.gov, it'll take you to the initial homepage. If you look at your screen all the way to the top right where it says registration, if you click registration, it'll take you exactly to this page. Once you get to this page, then you go all the way down to the

bottom left where you see the red box where it says, "Get Registered Now." You will click on that and that'll send you directly to the process by which you can register. Also, on the right side of the page, you also see a video you can click, which is with--in YouTube that'll show you how to register in Grants.gov. Two other pieces I want to mention with this, if you look at the top where it says Home, Learning Grants, I want to take your eyes to Search Grants. That's where you can search any of the grants you're looking for via keyword, opportunity number, or CFDA number. Also, the Applicants section, there is information about how you can check your eligibility, get registered and apply for grants, as well as you can track your application. And then lastly, the Forms section, that allows you to be able to download any of the federal forms that you may need to use when submitting the applications.

Okay. Step three, acquiring an Authorized Organization Representative as well as obtain a username and password. This is done by completing the AOR profile on Grants.gov and creating a username and password, and this must be done and you must have a DUNS number to complete this step. As you look at the two links at the bottom, you'll see one link for registration is for organizations and the other one's for individual.

Step four, AOR Confirmation. Part of the AOR confirmation is identifying the E-Business Point of Contact and providing their email. The E-Biz Point of Contact at the applicant organization must log into Grants.gov to confirm the applicant's organization's AOR. The E-Biz Point of Contact manages the--or has complete responsibility administering and managing grant activities for their--his or her organization. The E-Biz Point of Contact will need the Marketing Partner Identification Number password obtained when you are registering within the SAMs to complete this step. Again, an organization can have more than one AOR. And the E-Biz Point of Contact is usually your organization's chief financial officer or an authorizing official, and there can only be one E-Biz Point of Contact. And just to give you a sense, the purpose of the E-Biz Point of Contact is to safeguard the organization from individuals who may attempt to submit grant applications without permission. And again, the E-Biz Point of Contact authorizes roles within Grants.gov.

Okay. Registering within Grants Management System. It--that requires completing steps one and two. And going into acquiring a username and password through Grants Management, you need to establish yourself as a new user. So you can create a GMS profile by visiting the [<https://grants.ojp.usdoj.gov/gmsexternal/>] link. And if you go in there, you click "New User?" and under that box, you can begin the registration process through GMS. Also, the other link below it, for more information to register, there's also a lot of training information that you can get when you click on that link. And then lastly, it's very important for previous registered applicants to be sure they're up--their information is updated in your profile in GMS.

Okay. Step four, verifying SAM registration is in GMS. That requires each applicant to verify its SAM registration in GMS. Once you log into GMS, click "CCR Claim" link on the left side of the default screen. Check the submit button to verify SAMs, which is

formerly a CCR registration. So the Grants.gov Grant Learning Center, it's pictured on your right, so you can get an idea of what that center looks like. So, it pretty much provides you with a lot of general information about grants and things as well as videos, blogs, various tips, and the latest grant information. The next is Grants.gov YouTube Channel. Highly recommend you subscribe to this channel. It provides a lot of information that will be very useful while you're in the grant funding season, ensuring that you have all of the information you need to apply for grants. The link below the YouTube link is a link of the 20 tips to apply using Grants.gov in the Workspace. And then lastly, the official Grants.gov mobile app. You can download this app through the Apple Store or through the Google Play, and it provides the latest available funding opportunities via your mobile device and a video--YouTube video that's listed here will give you an idea of what that looks like in terms of the opportunities that'll come to your mobile device.

Moving on to registering for the Workspace in Grants.gov. When you are applying through Grants.gov and have selected a grant you will be provided the option to apply for funding using Workspace. When you choose the Workspace option you would need to click on Create Workspace, then Create a Filename. Please look to the left side of your screen and you'll see the application workflow. Once you've created a workspace then you'll be allowed to add your team members. And once you're allowed to add your team members then you can complete the forms. And all of the forms that are provided are provided by agencies for which you are applying. And again, what's good about the Workstation is that you get a chance--it's sort of like the dashboard where you're able to actually see all the different information related to your grant or to your organization, as well as the different roles of those that are participating in completing the application and all the different forms. It will let you know when they're actually completed and what someone is working on.

Okay. So, opportunities or Resources Funding Opportunities. So, the OJP Grant Application Resource Guide serves as a guide pretty much for submitting applications to OJP. It pretty much goes over what you need to know in terms of submitting the application, what's their eligibility requirement, and what's needed to be done in terms of guiding you to receiving funding from OJP. The next is the 2019 Program Plan and the web link below it provides a list of all OJP current solicitations. It indicates them by when they were released as well as the total amount of funding that's being offered or provided with the funding of those solicitations.

The next opportunity is BJA's Website and Funding Page. BJA's website provides you with all the different strategies and programs that grant funding is used to support within BJA. And it also has the funding page that provides funding announcements and contains detailed information about the grant opportunities, applicant eligibility, application requirements, and directions on how to apply. It's very critical when you are looking to apply—whether it be any grant or even with BJA grant—that you understand the applicant's eligibility to make sure that if you're applying for a grant that you are eligible to apply for those grants. And then Grants.gov provides general information that

we went over at Grants.gov, it provides federal funding opportunities that are offered by the federal agencies.

So the DOJ Program Plan, this pretty much provides or serves as a tool to help applicants who are looking for solicitations that meets their criminal justice needs or civil justice needs. This pretty much is a summary of what to expect in terms of what's being released in the current fiscal year. There's a link below how you can get to this page and the Program Plan addresses these four priorities that are listed below, one being administering justice for strengthening service to victims, advancing the practice of community policing, implementing the state-of-art strategies for crime fighting, as well as expanding research, training, and technical assistance. So, when you're working to ensure that your program or your application is aligned with DOJ and BJA, and are priorities in the current administration priorities, you want to ensure that you're writing your application in that direction. It's very important that when you--when you're--when you are doing that that most of our--most of the priorities that are the focus of our funding--our funding administration are where most of the funding and--or dollars are going and what we are most likely to fund as it relates to our grants. So, always make sure that you--when looking to write those applications that you are focusing on those priorities.

And then staying connected. We have various social media ways that you can stay connected via our Facebook, Twitter, as well as through our BJA website, and then also through NCJRS, the National Criminal Justice Reference Service. There are links to OJP funding opportunities. And I definitely recommend that you subscribe to the email notification. That allows you to know all the different opportunities as they hit the streets, so that you'll be aware and be able to apply, and you'll be in the know in how to apply for OJP grants. So, for any additional questions, please contact the National Criminal Justice Resource Service's Response Center via email, via chat, toll-free number, and their hours are from 10:00 a.m to 6:00 p.m. Monday through Friday. And so, I'd like to turn it back over to Mary Jo to go over questions.

MARY JO GIOVACCHINI: Hi, everyone. Thank you so much. We have received a few questions that I have answered privately, mainly about the recordings and slides for the first webinar and the second webinar. So, yes, the recording for the first webinar and this one--actually, the recording for the entire series, each one will be posted along with a transcript and the PowerPoint slides. It will take approximately 10 business days from the day after the webinar ends to get these items posted. You will receive an email if you registered, even if you didn't attend, so if you know somebody that registered but couldn't attend, we will send an email to everybody, letting you know that that information has been posted to the BJA website. You can contact and--or sign up to receive the National Criminal Justice Reference Service's OJP funding email and you can go to ncjrs.gov to do that. That funding email comes out once a week on a Friday, and it includes funding opportunities for all the OJP agencies, not just BJA. And we will be sure to include information when the webinars are posted. So that's another way that you can keep in touch and find out when everything is posted. So, if you know

somebody that wasn't able to register, tell them to sign up for that funding newsletter and they'll be sure to receive notification.

Yes, we know that the next webinar is at capacity, and I will let you know that the fourth webinar will probably be reaching capacity or maybe has since we started this webinar. So the same thing applies, if you were unable to register for those upcoming webinars, please sign up for that newsletter and then that way, you can be notified when the recordings are posted. I think that covers all the questions that I received regarding the webinars.

GREGORY TORAIN: Yeah, and--I just wanted to add one other piece. A good resource for you all that are listening in, that is more of a tutorial that you can go to, you can Google "everything you want to know about Grants.gov" and it'll speak from--through the eyes of an applicant. So, again, Google "everything you need to know--you want to know about Grants.gov".[Learn Grants on grants.gov] It'll go over each of the different forms within the Grants.gov application in case you want that extra information. It's very helpful.

MARY JO GIOVACCHINI: All right. So our first question, "Does the DUNS number change every year? Or will my agency reuse our DUNS number for a--from a previous award?"

GREGORY TORAIN: You would continue to have the same DUNS number, if that DUNS number would not change.

MARY JO GIOVACCHINI: Okay. Oh, I can't see this one. "We were previously registered in Grants.gov but merged two non-profits and are operating under a new EIN. Rather than update the old registration, I created a new registration with the new DUNS and EIN. Is this--was this correct?"

JANEL ZALUSKI: Yes. So if you did a new organization and created and have a new EIN, then you are setting up a new registration profile, that should be sufficient, but certainly, contact Grants.gov Customer Service to confirm if that's appropriate.

MARY JO GIOVACCHINI: "I was not able to register for the first part of the series due to having been full." So I think I addressed that already. You--if you go ahead and go to ncjrs.gov and sign up to receive their funding newsletter, it comes out every Friday. Once that information is posted, you will--it'll be included in that newsletter, so you'll know when you can go and listen to the webinar on your own. "I already have a DUNS number--DUNS and a SAM's number for our current grant. Do we need to do this registration process again?"

GREGORY TORAIN: You want to go in and make sure that it's still active. You may need to go in and renew it or update it. So definitely go to the SAMs, utilize your DUNS number, and then check your status to see what the current status is, because it may need to be updated.

MARY JO GIOVACCHINI: "I'm with the coroner's office, which is a law enforcement--which is law enforcement-related, but it looks as though funding priorities are not really directed towards what we do. Can you confirm that this is so, that I'm not looking for opportunities that don't exist?"

GREGORY TORAIN: Well, many of the opportunities here at BJA are--definitely support our local law enforcement and law enforcement. And it is definitely a priority of this administration as well as OJP and BJA. So, it definitely is a priority and it's definitely what we're looking to fund within our--within our grant.

MARY JO GIOVACCHINI: The other agency within OJP is the National Institute of Justice. And they do often have grant opportunities that would apply to coroner's offices as well as medical examiner offices. You can look at the OJP program plan to get more information on that.

"The OJP program plan noted--notes that technology innovation for public safety grant is going to be coming out through BJA. However, the webinar held this past Tuesday said the BJA will not be putting the solicitation out. Can you advise of the status of TIPS?"

JANEL ZALUSKI: Again, we will refer you back to the DOJ Program Plan. As we have mentioned at the beginning of that webinar that the items that had been listed in the webinar, as well as the program plan, were obviously subject to change, and due to appropriations and priorities of the agency. So until a solicitation is actually released by one of the bureaus, we can't speak to the availability.

MARY JO GIOVACCHINI: "Was it mentioned that there is only one EBiz POC per organization? The slide said an organization can have more than one. Could you please clarify?"

GREGORY TORAIN: No, an organization can have only one EBiz point of contact. You can have more than one authorized organization representative.

MARY JO GIOVACCHINI: "We have a current DUNS number. Is the AOR automatically assigned? Is EBiz POC required?"

GREGORY TORAIN: EBiz Point of Contact is required. And they would be the ones that would designate who would be the authorized organization representative.

MARY JO GIOVACCHINI: The individual that mentioned that they have a current COPS grant. I'm not sure that's--it looks like it's a follow up to a previous question, but I'm not sure what the initial part of your question was. So, if you could clarify.

Again, the webinar slides and recording will be posted in approximately 10 business days. We do not have the ability to send these slides out individually. It does have to go through a process. And that process takes 10 business days. So, again, as we

mentioned, it--the next webinar is at capacity. The fourth one is close to being at capacity. Here's information currently showing on the screen on how you can stay connected with the Bureau of Justice Assistance as well as the National Criminal Justice Reference Service. You can follow them on Facebook and Twitter. Twitter as well as an RSS. If you need more information on their funding opportunities, you can go to [bj.gov](http://bja.gov), as well as sign up for that OJP funding newsletter that's offered through the National Criminal Justice Reference Service, and you can access that at ncjrs.gov. In addition, when opportunities do come out, NCJRS will be listed as the contact and you can reach them through the email address that is currently showing on the screen, as well as a web--they have a web chat capability and an 800 toll-free number. They will be operating from 10:00 a.m. until 6:00 p.m. Monday through Friday.

We'll give you a few more minutes. We don't have any other questions at this time. Oh--actually, yes, we do. I apologize. I lied. Like the coroner's question, "University police typically fall under Board of Regents. But we are recognized by the state of the law enforcement agency. Do we qualify for BJA grants?"

GREGORY TORAIN: Yes, you would be qualified for BJA's grants.

MARY JO GIOVACCHINI: "Can the AOR be the same person as the EBiz person?"

GREGORY TORAIN: It--I guess it depends on the organization that is applying, if they consider the--because the EBiz person would be the one that would designate who the AOR is. So, it depends on the administration at the organization who they would want to identify as both the EBiz Point of Contact as well as the AOR.

MARY JO GIOVACCHINI: "What is the best tutorial for someone applying for their first grant?"

GREGORY TORAIN: Ooh. There are so many different resources out there. I can't really pinpoint or recommend one. In our presentation, you will see a lot of different resources. What I would recommend if you be able to--if you are able to go back in to--well, it won't be until they're actually printed out or recorded, but go back in--or just go through YouTube or go through Grants.gov, and look at what resources they have. And you should be able to find a lot of resources that'd help you through that process.

MARY JO GIOVACCHINI: "Are startup organizations encouraged to apply? If so, what are some recommendations for startups to increase their chances of getting funding?"

GREGORY TORAIN: For a startup organization, you--I guess it depends on where you're at in terms of your startup and what you're looking to apply for some of our funding rely you--rely or require you to be somewhat of an established organization, some for non-profits, some are for profits. So it just depends. I wouldn't be able to get you a pinpoint answer to that question.

MARY JO GIOVACCHINI: All right. At this time, we do not have any further questions in the queue. We will give you a moment. Information again on the slide, is for NCJRS. So, you have a few seconds that you can go ahead and jot that information down. I still don't have a follow-up for the person that mentioned that they have a current COPS grant, at least I don't think I do. So, if you're still on the phone and if you want to repost the initial part of your question.

JANEL ZALUSKI: I just want to follow up on that question that was asked previously about the best tutorial for applying for a grant. As indicated in the previous slides, we will be hosting a webinar for what new and seasoned applicants should consider. Again, we know that that webinar is full and at capacity. But that would be an excellent resource for you. Once those materials have been posted to the BJA website and, again, if you subscribe to receive email notifications, you'll be notified when that does become available.

MARY JO GIOVACCHINI: So, we have a COPS grant and I wanted to know if the E-Biz-- if the E-Biz and AOR--and she said it's been answered. Okay.

GREGORY TORAIN: Okay.

MARY JO GIOVACCHINI: I apologize for that. "If the county has a DUNS number that was used for a sheriff, but the court wants to apply for drug treatment, do we need--get a separate DUNS number?"

GREGORY TORAIN: It depends on who is the entity applying. If it's a separate entity, if it's within a county, if that county is itself applying, then it would have to have its own E-Biz Point of Contact.

MARY JO GIOVACCHINI: What's the general timeframe from solicitation release to the due date of a grant?

GREGORY TORAIN: It's usually around about 50 days that an--from release to closure of a solicitation, between 45 to 50 days.

MARY JO GIOVACCHINI: We do not have any further questions in the queue. We'll give you a moment to see if you come up with anything. If you're putting questions in the chat field, can you please move them over to the Q and A and enter them there? The Q and A is the bubble at the bottom with the three dots. If you hover over that, it will--more options will appear, and Q and A is one of them. "So, within an organization-- which each--excuse me, within an organization, would each department have a different DUNS and--DUNS and SAM number?"

GREGORY TORAIN: No. If you have one--if you have one organization, that organization would have its own one DUNS number. The DUNS number represents that one business organization.

It appears we don't have any more questions. I would like to thank everyone for participating on today's webinar. We appreciate you participating and we look forward to you attending a number of more of our webinars. And, again, thank you and you all have a great day.

MARY JO GIOVACCHINI: Actually, we did get a couple more.

GREGORY TORAIN: Oh, really? Okay.

MARY JO GIOVACCHINI: But that was great. So--instead of having dead air. "So we have a CJCC, Criminal Justice Collaboration Council, and are we appropriate for BJA grants?"

GREGORY TORAIN: Criminal Justice Coordinating Council...

MARY JO GIOVACCHINI: Collaboration Council.

GREGORY TORAIN: Collaboration Council.

MARY JO GIOVACCHINI: Are we appropriate?

GREGORY TORAIN: Yeah.

JANEL ZALUSKI: Again, I think you would need to refer to the solicitation for which you are interested in. The eligibility criteria will be stated within that solicitation. As long as you meet that criteria, you would be eligible to apply.

MARY JO GIOVACCHINI: "What is the timeframe for award notification after submission?"

GREGORY TORAIN: Most of our notifications come out in September, around September 30th of that following year--of that--of that year. Okay. And one thing I just want to reiterate to you, guys, is that don't start this process later. Please start it as soon as possible and start it now. It's very important that you do this so that you'll be very prepared for being able to apply for either BJA or OJ--any of the other OJP grants. So, again, I want to completely emphasize that you start this process right away.

MARY JO GIOVACCHINI: Somebody asked if you could please explain the terms when we give information, DUNS number. I'm not sure if they're asking what a DUNS number stands for. She's just saying that not everyone is at the same level. And can you summarize the steps?

GREGORY TORAIN: Okay. So, a DUNS number, it stands for the Data Universal Number System, and it is the numbers you need to start the process for registering either through Grants.gov or to be able to receive an application or to receive funding through any funding agencies. And a DUNS number is pretty much a unique number

that's assigned to your organization that identifies your organization in the public arena. And the steps in terms of going through registration, as mentioned earlier, is that you must first acquire a DUNS number, then you need to then acquire and maintain your SAMs, your System of Management--System of Award Management registration, then request author--an authorized organization representative and complete a user and password through Grants.gov. And then lastly, step four, would be to follow the E-Biz Point of Contact steps in Grants.gov.

MARY JO GIOVACCHINI: "Is there a standard template available for the notarized letter required in SAM?"

JANEL ZALUSKI: You can visit the SAM website to obtain additional information on what needs to be submitted to meet the requirement for a notarized letter. There is a Frequently Asked Questions, as well as the section that does provide guidance on what that letter would need to include and how to submit it.

MARY JO GIOVACCHINI: In response to the question about repeating the answers to the questions that are being asked, the recording will be posted to the BJA website. The slides will also be posted and a full transcript. So, if you don't want to listen to the entire recording, you can review the transcript along with the questions and answers. And that will all be posted to the BJA website. We'll go over the steps one more time and see if any questions come in in the meantime.

GREGORY TORAIN: Okay. So, I won't go in--through it in detail, but there--again, there are four steps. Information that's required when going through those steps, you need to definitely have the name of the organization, your organizational address, the name of Chief Executive Officer or organization owner, legal structure of your organization, year the organization was started and primary type of business. Again, these are--when you're starting that registration process, and before you go into the four steps, that's the information that you will need. In terms of the required registration steps, step one, you need to acquire a DUNS number, which is the Data Universal Number System. And you can go to www.dmb.gov. And you can go into that website where you could register for your DUNS number. Step two would then be once you have your DUNS number, then you need to acquire or maintain registration with SAMs, which is the System of Award Management. So, with SAMs--if you already have--if you already registered with SAMs, then you would need to use your DUNS number, go into the SAMs website, click on the information that says Check Status and then put your DUNS number in to see if you currently have the registration with SAMs. If not, then you would need to register with SAMs as a new entity. Also along with that process, you would need to also send a notarized letter via U.S. Postal Mail who--identifying who your authorized representative would be. Then step four is requesting an authorized organizational representative and Grants.gov user and password. And that is done through Grants.gov. And, again, that's once you completed step one and step two. And then lastly, you need--you will need to follow the e E-Business Point of Contact. And also those steps are part of the Grants.gov registration process in moving forward. And again, that process should take between 10 to 14 business days. And that's--and I

believe that may be the last of the questions. And again, I appreciate you all for participating in this call today. I know we have some tough weather. So, hopefully everyone stays safe and please definitely join us for a number of our other webinars as we have other webinars coming up between this year and even next year. And we look forward to you applying to a number of our grant awards. Thank you, guys, and have a wonderful day.

MARY JO GIOVACCHINI: And if you have any additional questions in the meantime, you can submit them to grants@ncjrs.gov. Thank you.