

# 2023-2024 COMMUNITY VIOLENCE INTERVENTION REQUEST FOR APPLICATIONS FREQUENTLY ASKED QUESTIONS

## **Where do I enter my Unique Employer Identifier (UEI) number and expiration date?**

Enter your UEI on the Organization Information page and enter the UEI expiration date on the Form A Cover Page. The UEI is required to submit the application. Enter your UEI# in the box labeled SAM#. You can find a link to the document "Getting a UEI (Unique Entity ID) from SAM.gov" at [www.doj.state.or.us/CVI](http://www.doj.state.or.us/CVI) (scroll to bottom of page, it is with the grant documents). Also, please know that your Employment Identification Number (EIN) is not the same thing as a UEI number.

## **Do I need to enter a DUNS#?**

You are not required to enter a DUNS# for this grant.

## **In completing the Organization Information Board Roster, what trainings are required?**

This section does not need to be completed for this grant.

## **Who needs to be listed on the Organization Information Staff Roster?**

Only those positions that would be funded by this grant.

## **What do I list on the Organization Information Staff Roster for Training Received?**

This section does not need to be completed for this grant.

## **I plan to hire staff after I know if my organization receives funding. What do I list on the Staff Roster for employee name?**

Enter "To Be Hired" and then complete the rest of the information on the page.

## **Who needs to take the Civil Rights Training? And is this required in advance of submitting our application?**

At a minimum, the program director must certify completion of the Civil Rights training requirements. With regard to other staff, only employees funded by this grant are required to complete the trainings. They are not required to complete the trainings in advance of submitting your application. However, please know that the trainings must be completed before the grant award funds would be sent to your organization. If the employees funded by this grant will be hired after receiving the grant funds, then they would need to complete the trainings within 30 days of hire.

## **Do the Contracts and Memorandums of Understanding (MOUs) need to be signed before attaching to the application?**

No. We understand that contracts and MOUs would be signed after you know if your organization will receive a grant award. Complete as much information as you have at this time, and for information you do not yet know enter To Be Determined (TBD).