

U.S. Department of Justice  
Office of Justice Programs  
Bureau of Justice Assistance



---

The [U.S. Department of Justice, Office of Justice Programs](#) (OJP), [Bureau of Justice Assistance](#) (BJA) is pleased to announce that it is seeking applications for funding under the Project Safe Neighborhoods (PSN) National Training and Technical Assistance Program. This program furthers the Department's mission by supporting the national delivery of training and technical assistance to communities to reduce the presence and impact of gun crime and criminal gangs throughout the nation.

## Project Safe Neighborhoods (PSN) National Training and Technical Assistance Program FY 2010 Competitive Grant Announcement

### Eligibility

Applicants are limited to for-profit organizations, nonprofit organizations, institutions of higher education, faith-based organizations, and consortiums with demonstrated experience in addressing violent crime and anti-gang strategies. This includes but is not limited to prevention, enforcement, intervention, and reentry strategies. Additionally, only applicants who have experience delivering training and technical assistance on a national level are eligible to apply. For-profit organizations must agree to waive any profit or fees for service.

### Deadline

Registration with OJP's Grants Management System (GMS) is required prior to application submission. (See "How to Apply," page 9)

All applications are due by 8:00 p.m. eastern time on May 18, 2010. (See "Deadlines: Registration and Application," page 1.)

### Contact Information

For technical assistance with submitting the application, call the Grants Management System Support Hotline at 1-888-549-9901, option 3, or via e-mail to [GMSHelpDesk@usdoj.gov](mailto:GMSHelpDesk@usdoj.gov).

**Note:** The GMS Support Hotline hours of operation are Monday-Friday from 6:00 a.m. to 12 midnight eastern time, except federal holidays.

For assistance with the requirements of this solicitation, contact BJA toll-free at 1-866-859-2687 or e-mail [james.chavis@usdoj.gov](mailto:james.chavis@usdoj.gov).

BJA encourages stakeholder feedback on its solicitations and award processes. Send feedback on this solicitation to [askbj@usdoj.gov](mailto:askbj@usdoj.gov)

**Release date: March 29, 2010**

# CONTENTS

Overview	1
Deadlines: Registration and Application	1
PSN National Training and Technical Assistance Program—Specific Information	1
Performance Measures	8
How to Apply	9
What an Application Must Include	11
Standard Form 424	
Program Abstract	
Program Narrative	
Budget and Budget Narrative	
Other Attachments	
Selection Criteria	12
Review Process	13
Additional Requirements	13
Applications Checklist	15

# **Project Safe Neighborhoods (PSN) National Training and Technical Assistance Program (CFDA #16.609)**

## **Overview**

The Bureau of Justice Assistance (BJA) is seeking training and technical assistance providers who will develop criminal justice-related curricula and deliver training and other technical assistance to state and local law enforcement agencies, other justice system agencies, and communities. The providers will also be responsible for supporting all aspects of the Project Safe Neighborhoods (PSN) National Training and Technical Assistance (TTA) Program, a collaborative effort of the following Department of Justice (DOJ) component agencies: Federal Bureau of Investigation (FBI), Bureau of Alcohol, Tobacco, Firearms and Explosives (BATF), U.S. Marshals Service (USMS), Criminal Division, National Gang Targeting Enforcement & Coordination Center (Gang TECC), Office of the Deputy Attorney General, Office of Justice Programs, and Bureau of Justice Assistance. This program is authorized by the Consolidated Appropriations Act, 2010, (Pub. L. 111-117).

The PSN National TTA Program is designed to provide TTA resources that are critical to communities' efforts to reduce violent crime, gun-related crimes, and criminal gangs. In addition, the PSN TTA Program provides comprehensive TTA that addresses a range of criminal justice subject areas impacting communities.

The goal of the PSN National TTA Program is to provide assistance to state and local law enforcement and communities to improve the level of knowledge, communication, collaboration, and tactics involved in addressing violent crime and violent offenders that impact communities throughout the nation. The PSN National TTA Program is supported by research and evidence-based practices and strategies. The program combines the leadership of the Department of Justice and the expertise of nationally recognized criminal justice practitioners, community outreach/mobilization, media, and research experts to deliver a wide variety of TTA nationwide. Programs funded under this solicitation are intended to have a national impact.

## **Deadlines: Registration and Application**

Registration is required prior to submission. The deadline to register in GMS is 8:00 p.m. eastern time on May 18, 2010, and the deadline for applying for funding under this announcement is 8:00 p.m. eastern time on May 18, 2010. Please see the "How to Apply" section, page 9, for more details.

## **Eligibility**

Please refer to the cover page of this solicitation for eligibility under this program.

## **PSN National Training and Technical Assistance Program—Specific Information**

*All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. Award recipients will be eligible for non-*

*competitive continuation funding for up to three years pending grantee performance and availability of funding.*

BJA is seeking training and technical assistance providers who will develop the PSN National TTA Program to support and deliver TTA to state and local law enforcement and communities across the United States. The providers will also be responsible for responding to TTA requests from U.S. Attorneys' Offices (USAO). More information about PSN is available at [www.psn.gov/](http://www.psn.gov/).

The PSN National TTA Program is designed to address the growing problem of violent crime, violent offenders, and gun and gang violence facing many communities in the United States. This is accomplished by the delivery of the PSN National TTA Program to state and local law enforcement, criminal justice partners, and communities in areas of the nation that are experiencing these issues. In recent years, BJA and its federal and national partners have expanded their PSN Anti-Gang Trainings (offered to sworn and non-sworn personnel throughout the country) to feature a separate track for gang prevention and intervention personnel and, as appropriate, offer an executive track to bring together key leaders in each jurisdiction to begin formulating strategic plans to address local gang issues.

Because all levels of criminal justice have an important role in gang prevention, the DOJ's PSN Anti-Gang Training Program is tailored to address concerns of all criminal justice practitioners. As such, the following tracks are designed to address these varying needs:

- Executives Track
- Line Law Enforcement Track
- Investigators and Prosecutors Track
- Intervention and Prevention Track

The primary goals of this program are to provide TTA, resources, instruction, tactics, and information that will enable communities and their stakeholders to:

- Be better prepared to address the negative impact of gun and gang violence,
- Effect positive community comprehensive change, and
- Develop community-based and intelligence-led policing strategies, utilizing evidence-based policies and procedures, which lead to a reduction in violent crime, number of offenders, and impact of gun and gang violence.

The **objectives** include:

- Collaboration with local USAOs, BJA, and Executive Office of the United States Attorneys Office (EOUSA) to identify and provide training and/or technical assistance to address a wide range of criminal justice issues for state and local law enforcement and the community.
- Collaboration with the local USAO to present the comprehensive PSN Anti-Gang Training Program to both sworn and non-sworn criminal justice personnel and their related stakeholders, and the provision of supplemental training from a list of core and supplemental courses, and technical assistance to requesting jurisdictions.
- Identification, via a proactive scan of the field, of emerging criminal justice needs and gaps in service, development of new training materials, and support to position relevant stakeholders to address these challenges.

## **Amount and Length of Awards**

Approximately \$2 million is available under this program. The project period for awards is up to 36 months. The project period should begin on or after October 1, 2010.

## **Award Categories**

Applicants must submit a proposal that satisfies one or more of the categories described below. Applicants must clearly indicate on the front page of the Program Abstract and Narrative under which category they are applying.

### **CATEGORY 1: LAW ENFORCEMENT AND COMMUNITY STRATEGIES GRANT** **ANTICIPATED AMOUNT: \$375,000.**

The training and technical assistance through this program will only be provided with BJA pre-approval or in response to an approved request. Additionally, all TTA must be requested from a local agency through the U.S. Attorney's Office and may not be solicited or arranged independently by the technical assistance providers. BJA expects to make up to two awards in this category.

Applications are solicited to provide TTA nationwide to state and local law enforcement and communities to reduce violent crime and gun and gang violence; improve officer safety; and enhance jurisdictions' illegal firearms interdiction and prosecution efforts. The selected applicant(s) will provide site-specific, regional technical assistance sessions to support the PSN National TTA Program and assist jurisdictions in producing strategic plans that, when implemented, will reduce the level of gun and gang crime within communities. Applicants should scan the field to identify new trends and issues relating to gun and gang violence.

Deliverables include:

- Develop and deliver instructional materials for state and local law enforcement, criminal justice stakeholders, and communities throughout the United States in response to violent crime and gun and gang violence.
- Develop 4-5 publications ranging from policy briefs (2–5 pages) to longer documents (10–50 pages) on the following topics: emerging violent crime and gun and gang crime issues.
- Respond to TTA requests from the field, conduct site visits, and develop and deliver gun crime reduction and anti-gang TTA strategies to criminal justice personnel and communities.
- Participate in all aspects of the PSN Anti-Gang Training including, but not limited to, the following: provide support to the law enforcement tracks and executive session as well as the development of track-specific supplemental training materials. Applicants should budget to deliver 7 training sessions.
- Develop and deliver instructional material in addition to the seven PSN Anti-Gang Training sessions. This material is intended to be delivered to a range of personnel within the criminal justice community and its related stakeholders.
- Develop training on the techniques for handling gun crime cases, from initial detection and recovery through the investigation and processing of both the criminal defendant and the firearms evidence toward a successful prosecution.

- Develop and deliver training to identify/recognize armed suspects and their characteristics to improve officer safety.

**CATEGORY 2: CORRECTIONS AND REENTRY STRATEGIES. GRANT ANTICIPATED AMOUNT: \$300,000.**

The training and technical assistance through this program will only be provided with BJA pre-approval or in response to an approved request. Additionally, all TTA must be requested from a local agency through the U.S. Attorney's Office and may not be solicited or arranged independently by the TA providers. BJA expects to make up to two awards in this category.

Applications are solicited to develop and deliver TTA to corrections and law enforcement professionals, allied agencies, and communities to address issues of violent crime, offenders, and gun and gang violence impacting supervised offenders; provide practical, data-driven, and consensus-based strategies; increase public safety and strengthen communities; educate supervised offenders about current gun laws and anti-gang programs; assist local probation and parole officers in searching for and seizing guns held illegally; and promote reentry and anti-violence programs.

Deliverables include:

- Improve probation and parole practices by promoting the most effective community-based corrections programs.
- Provide training and technical assistance, clearinghouse services, research, and advocacy for the field on corrections.
- Develop and deliver training programs to help law enforcement personnel recognize correctional resources (e.g., statutory authority, databases, intelligence sharing, etc.).
- Conduct research and develop activities in support of the field of community corrections.
- Develop 5 publications that range from policy briefs (2–5 pages) to longer documents (10–50 pages) on one of the following topics: supervision of violent offenders or reentry of gang members.
- Develop, deliver, and update corrections specific blocks of instruction for 7 PSN Anti-Gang Trainings.
- Respond to TTA requests from the field, conduct site visits, and develop and deliver corrections-related TTA strategies to criminal justice personnel and communities.
- Provide model programs and promising practices to law enforcement, criminal justice professionals, and communities to include telephone, Internet and onsite training and technical assistance.
- Develop and deliver supplemental training materials for the PSN Anti-Gang Training, as required.

**CATEGORY 3: MEDIA OUTREACH STRATEGIES. GRANT ANTICIPATED AMOUNT: \$350,000.**

The training and technical assistance through this program will only be provided at BJA direction or in response to an approved request. Additionally, all TTA must be requested from a local agency through the U.S. Attorney's Office and may not be solicited by the TA providers. BJA expects to make up to two awards in this category.

Applications are solicited to develop a series of media and communication courses to help local law enforcement, PSN task forces which are comprised of federal state and local law enforcement, and communities build internal and external media outreach capacity. These courses should consist of brief presentations, small and large group discussions, case study teamwork, promising practices, and hands-on practice.

Applicants should develop efforts both to educate and inform the public on the issue of violent crime, offenders, and gun and gang violence. The focus of such efforts should involve public service announcements (PSAs), Internet web/pod casts, and other media and outreach strategies.

Deliverables include the following:

- Develop and present information that informs the public about the issue of violent crime, offenders, and/or the presence and impact of gun and gang violence on the community.
- Develop and present information that addresses prevention, intervention, enforcement, and reentry strategies in response to violent crime and violent offenders.
- Develop and present educational courses and PSAs that help PSN task forces and communities build internal and external media outreach capacity.
- Participate in all aspects of the PSN Anti-Gang Training including, but not limited to, the following: provide support to all tracks to include the executive session as well as the development of supplemental training materials. Applicants should budget to deliver 7 training sessions.
- Respond to TTA requests from the field, conduct site visits, and develop and deliver TTA information regarding media to criminal justice professionals.

**CATEGORY 4: CRIME PREVENTION, COMMUNITY OUTREACH, AND MOBILIZATION STRATEGIES. GRANT ANTICIPATED AMOUNT: \$425,000.**

The training and technical assistance through this program will only be provided at BJA direction or in response to an approved request. Additionally, all TTA must be requested from a local agency through the U.S. Attorney's Office and may not be solicited by the TA providers. BJA expects to make up to two awards in this category.

Applications are solicited to provide customized TTA to help communities engage and empower residents to develop and implement violent crime and gun and gang violence reduction strategies as well as consulting services, technical assistance, and training to law enforcement and criminal justice professionals in the areas of crime prevention and community mobilization. Such efforts should include the following: provide technical assistance to address both youth and adult violent crime and violent offender issues in a range of formats, including online training, networking, and technical assistance; onsite support for strategic planning and networking; and peer-to-peer learning.

Deliverables include the following:

- Develop, deliver, and update crime prevention specific blocks of instruction for 7 PSN Anti-Gang Trainings.
- Develop programs to address cultural factors in the community related to violent crime.
- Develop outreach efforts to identify stakeholders and engage community leaders.
- Develop and maintain partnerships with communities and community organizations.
- Link community engagement strategies with media outreach efforts to enhance the efforts of each.
- Develop and disseminate 4-5 publications that range from policy briefs (2–5 pages) to longer documents (10–50 pages), on the following topics: crime prevention for communities; crime prevention for rural and tribal law enforcement; and community mobilization strategies for medium-sized and rural and tribal communities.

**CATEGORY 5: LEGAL ISSUES TRAINING AND TECHNICAL ASSISTANCE. GRANT ANTICIPATED AMOUNT: \$300,000.**

The training and technical assistance through this program will only be provided at BJA direction or in response to an approved request. Additionally, all TTA must be requested from a local agency through the U.S. Attorney’s Office and may not be solicited by the TA providers. BJA expects to make one award in this category.

Applications are solicited to provide TTA to state and local prosecutors in an effort to increase their knowledge, skills, and practices as they relate to violent crime, violent offenders, and gun and gang violence issues, and serve as a nationwide, interdisciplinary resource center for training, research, technical assistance, and publications reflecting the highest standards and cutting-edge practices of the prosecutorial profession.

Deliverables include the following:

- Develop curricula and programs to address violent crime and anti-gang issues.
- Identify model legislation and laws that address violent crime and criminal gangs.
- Develop policies to reduce the level of violent crime and the presence of criminal gangs.
- Enhance prosecution techniques and programs at the state and/or local level intended to reduce violent crime, violent offenders, and dismantle criminal gangs.

**CATEGORY 6: APPLIED RESEARCH. GRANT ANTICIPATED AMOUNT: \$250,000.**

The training and technical assistance through this program will only be provided at BJA direction or in response to an approved request. Additionally, all TTA must be requested from a local agency through the U.S. Attorney’s Office and may not be solicited by the TA providers. BJA expects to make one award in this category.

PSN focuses on using applied research to identify the nature of local violent crime problems and the prevalence of criminal gangs and formulate strategies to address the most critical aspects of

the crime problems. PSN TTA must include strategic problem solving for communities and anti-gang task forces.

Applicants should provide technical assistance to individual state and local law enforcement and criminal justice agencies, as well as communities located throughout the United States. The applicant should also coordinate the technical assistance delivered with the local U.S. Attorneys' Office in the implementation, operation, and assessment of their violent crime, anti-gang, and PSN initiatives (e.g., Drug Market Intervention, Comprehensive Anti-gang Initiative, etc.). This assistance must focus on all aspects of strategic problem solving to include assessing the problem, implementing strategies, monitoring implementation, and evaluating the impact of programs. In this context, technical assistance should often be delivered onsite using a cadre of experienced individuals and working in a peer-to-peer context. In addition, technical assistance may be provided through teleconferences. In each instance, technical assistance should be tailored to meet the needs of the individual community.

Deliverables include the following:

- Scan the field to identify emerging trends, promising practices, and model programs.
- Conduct research, collect and analyze data, and evaluate local violent crime and anti-gang strategies and work onsite with coordinators and research partners to determine the most appropriate strategies to measure the impact of interventions.
- Conduct criminal justice research in the areas of violent crime and criminal gangs. Upon request from the field, and through TTA requests, conduct site visits and develop and deliver TTA information regarding applied research to the affected stakeholders.
- Develop reports, publications, and other outreach vehicles to relate the research to the affected stakeholders.

### ***Budget Information***

***Limitation on Use of Award Funds for Employee Compensation; Waiver:*** With respect to any award of more than \$250,000 made under this solicitation, federal funds may not be used to pay total cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that exceeds 110 percent of the maximum annual salary payable to a member of the Federal Government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. (The 2010 salary table for SES employees is available at [www.opm.gov/oca/10tables/indexSES.asp](http://www.opm.gov/oca/10tables/indexSES.asp).) Note: A recipient may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

The limitation on compensation rates allowable under an award may be waived on an individual basis at the discretion of the Assistant Attorney General (AAG) for the Office of Justice Programs. An applicant that wishes to request a waiver must include a detailed justification in the budget narrative of its application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that OJP will request that the applicant adjust and resubmit their budget.

The justification should include: the particular qualifications and expertise of the individual, the uniqueness of the service being provided, the individual's specific knowledge of the program or

project being undertaken with award funds, and a statement explaining that the individual's salary is commensurate with the regular and customary rate for an individual with his/her qualifications and expertise, and for the work that is to be done.

## Performance Measures

To assist in fulfilling the Department's responsibilities under the Government Performance and Results Act (GPRA), P.L. 103-62, applicants who receive funding under this solicitation must provide data that measures the results of their work. **Additionally, applicants must discuss in their application their methods for collecting data for performance measures. Please refer to "What An Application Must Include" (below), for additional information on applicant responsibilities for collecting and reporting data.** Grantees are required to provide the data requested in the "Data Grantee Provides" column so that OJP can calculate values for the "Performance Measures" column. Performance measures for this solicitation are as follows:

Objective	Performance Measure(s)	Data Grantee Provides
Increase the knowledge of criminal justice practitioners through in-person training.	<p>Percentage of trainees who successfully completed the program.</p> <p>Percentage of trainees who completed the training who rated the training as satisfactory or better.</p> <p>Percentage of trainees who completed the training whose post-test indicated an improved score over their pre-test.</p>	<p>Number of individuals who completed the training.</p> <p>Number of individuals who attended each training.</p> <p>Number of trainees who completed the training who rated the training as satisfactory or better.</p> <p>Number of individuals who completed an evaluation at the conclusion of the training.</p> <p>Number of individuals who completed the training whose post-test indicated an improved score over their pre-test.</p> <p>Number of individuals who completed a pre and post-test.</p>
Increase the knowledge of criminal justice practitioners through web-based learning.	<p>Percentage of trainees who successfully completed the program.</p> <p>Percentage of trainees who completed the training who rated the training as satisfactory or better.</p> <p>Percentage of trainees who completed the training whose post test indicated an improved score over their pre-test.</p>	<p>Number of individuals who started the training.</p> <p>Number of individuals who completed the training.</p> <p>Number of trainees who completed the training who rated the training as satisfactory or better.</p> <p>Number of individuals who completed an evaluation at the conclusion of the training.</p> <p>Number of individuals who completed a pre- and post-test.</p>
Increase a criminal justice agency's ability to solve problems and/or modify policies or practices.	Percentage of requesting agencies who rated services as satisfactory or better in terms of timeliness and quality following completion of an onsite visit.	<p>Number of requesting agencies who completed an evaluation of other onsite services.</p> <p>Number of requesting agencies who rated services as satisfactory or better</p>

	Percentage of requesting agencies of other onsite services who rated the services provided as satisfactory or better.	<p>in terms of timeliness and quality following completion of a onsite visit.</p> <p>Number of requesting agencies who completed an evaluation of services.</p> <p>Number of requesting agencies of other onsite services who rated the services provided as satisfactory or better.</p> <p>Number of other onsite services provided.</p> <p>Number of onsite visits completed.</p>
Increase information provided to the criminal justice community.	<p>Number of publications developed.</p> <p>Number of publications disseminated.</p>	<p>Number of publications developed.</p> <p>Number of publications disseminated.</p>
Increase the knowledge of criminal justice practitioners through the development and/or revision of training curricula.	<p>Percentage of curricula that were pilot tested.</p> <p>Percentage of curricula that were revised after pilot testing.</p>	<p>Number of training curricula developed.</p> <p>Number of training curricula pilot tested.</p> <p>Number of training curricula revised after being pilot tested.</p>

## How to Apply

Applications will be submitted through OJP's Grants Management System ([GMS](#)). [GMS](#) is a web-based, data-driven computer application that provides cradle to grave support for the application, award, and management of grants at OJP. Applicants should begin the process immediately to meet the GMS registration deadline, especially if this is the first time they have used the system. Complete instructions on how to register and submit an application in GMS can be found at [www.ojp.usdoj.gov/gmscbt/](http://www.ojp.usdoj.gov/gmscbt/). If you experience technical difficulties at any point during this process, please e-mail [GMSHelpDesk@usdoj.gov](mailto:GMSHelpDesk@usdoj.gov) or call 1-888-549-9901 (option 3), Monday-Friday from 6:00 a.m. to 12 midnight eastern time, except federal holidays. The Office of Justice Programs highly recommends starting the registration process as early as possible to prevent delays in the application submission by the specified deadline.

All applicants are required to complete the following steps:

1. **Acquire a DUNS Number.** A DUNS number is required to submit an application in GMS. The Office of Management and Budget requires that all businesses and nonprofit applicants for Federal funds include a DUNS (Data Universal Numbering System) number in their application for a new award or renewal of an existing award. A DUNS number is a 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 for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Obtain a DUNS number by calling 1-866-705-5711 or by applying online at [www.dunandbradstreet.com](http://www.dunandbradstreet.com). Individuals are exempt from this requirement.

2. **Acquire or Renew Registration with the Central Contractor Registration (CCR) Database.** CCR registration is required to receive funding. OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the Central Contractor Registration (CCR) database. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Please note, however, that applicants must update or renew their CCR registration at least once per year to maintain an active status. Information about CCR registration procedures can be accessed at [www.ccr.gov](http://www.ccr.gov).
3. **Acquire a GMS Username and Password.** If you are a new user, please create a GMS profile by selecting the first time user link under the sign-in box of the [GMS](#) home page. For more information on how to register in GMS, go to [www.ojp.usdoj.gov/gmscbt/](http://www.ojp.usdoj.gov/gmscbt/).
4. **Search for the Funding Opportunity on GMS.** After you log in to GMS or complete your GMS profile for your username and password, go to the Funding Opportunities link on the left hand side of the page. Please select the Bureau of Justice Assistance and the Project Safe Neighborhoods (PSN) National Training and Technical Assistance Program.
5. **Select the Correct Solicitation Title.** Some OJP solicitations posted in GMS contain multiple purpose areas, denoted by the solicitation categories identified in the solicitation title. If you are applying to a solicitation with multiple solicitation categories, select the appropriate solicitation title for the intended purpose area of your application.
6. **Select the Apply Online Button Associated with the Solicitation Title.** The search results from step 4 will display the solicitation title along with the Registration and Application Deadlines for this funding opportunity. Please select the Apply Online button in the Action Column to create an application in the system.
7. **Submit an Application Consistent with this Solicitation by Following the Directions in GMS.** Once submitted, GMS will display a confirmation screen stating your submission was successful. **Important:** You are urged to submit your application at least 72 hours prior to the due date of the application.

**Note: OJP's Grants Management System (GMS) does not accept executable file types as application attachments.** These disallowed file types include, but are not limited to, the following extensions: ".com," ".bat," ".exe," ".vbs," ".cfg," ".dat," ".db," ".dbf," ".dll," ".ini," ".log," ".ora," ".sys," and ".zip."

### **Experiencing Unforeseen GMS Technical Issues**

If you experience unforeseen GMS technical issues beyond your control which prevent you from submitting your application by the deadline, you must contact BJA staff **within 24 hours after the deadline** and request approval to submit your application. At that time, BJA staff will require you to e-mail the complete grant application, your DUNS number, and provide a GMS Help Desk tracking number(s). After the program office reviews all of the information submitted, and contacts the GMS Helpdesk to validate the technical issues you reported, OJP will contact you to either approve or deny your request to submit a late application. If the technical issues you reported cannot be validated, your application will be rejected as untimely.

To ensure a fair competition for limited discretionary funds, the following conditions are not valid reasons to permit late submissions: (1) failure to begin the registration process in sufficient time;

(2) failure to follow GMS instructions on how to register and apply as posted on its Web site; (3) failure to follow all of the instructions in the OJP solicitation; and (4) technical issues experienced with the applicant's computer or information technology (IT) environment.

Notifications regarding known technical problems with GMS are posted on the OJP funding Web page, [www.ojp.usdoj.gov/funding/solicitations.htm](http://www.ojp.usdoj.gov/funding/solicitations.htm).

## **What an Application Must Include**

This section describes what an application is expected to include and sets out a number of elements. Applicants should anticipate that failure to submit an application that contains all of the specified elements may negatively affect the review of the application and, should a decision nevertheless be made to make an award, may result in the inclusion of special conditions that preclude access to or use of award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that applications that are not responsive to the scope of the solicitation, or do not include a program narrative, budget, and budget narrative will not proceed to peer review and will not receive further consideration.

OJP strongly recommends use of appropriately descriptive file names (e.g., "Program Narrative," "Budget and Budget Narrative," "Timelines," "Memoranda of Understanding," "Resumes") for all attachments. OJP recommends that, if applicable, all resumes be included in a single file.

### **Standard Form 424**

Please see [www07.grants.gov/assets/SF424Instructions.pdf](http://www07.grants.gov/assets/SF424Instructions.pdf) for instructions on how to complete your SF-424. When selecting "type of applicant," if the applicant is a for-profit entity, please select "For-Profit Organization" or "Small Business" (as applicable) in the Type of Applicant 1 data field. For-profit applicants also may select additional applicable categories (e.g., "Private Institution of Higher Education").

### **Program Abstract (Attachment #1)**

The program abstract should be a single page; it may be single-spaced. The program abstract should provide a short and accurate summary of the proposed project and specify the name of the category under which the applicant is seeking funding.

### **Program Narrative (Attachment #2)**

The program narrative must respond to the solicitation and the Selection Criteria (1-3, 5) listed below in the order given. The program narrative must be:

- Double-spaced (except that any included graphs and charts may be single-spaced)
- 8 ½ x 11 inch paper
- Not less than 1" inch margins
- Standard 12-point font (Times New Roman is preferred)
- No more than 12 pages. Please number pages "1 of 12" "2 of 12," etc.
- Specify the name of the category under which the applicant is applying

Applicants should anticipate that if the program narrative fails to comply with these length-related restrictions, such that it provides a significant competitive advantage, the failure to comply may be considered in peer review and in final award decisions.

### **Budget and Budget Narrative (Attachment #3)**

Applicants must provide a budget detail worksheet and budget narrative that is allowable and reasonable in response to Selection Criteria 4. A budget detail worksheet form is available on OJP's web site at [www.ojp.usdoj.gov/funding/forms/budget\\_detail.pdf](http://www.ojp.usdoj.gov/funding/forms/budget_detail.pdf). When using this form, applicants must also include a budget narrative, in MS Word or PDF format, as a separate attachment. Both the budget detail worksheet and narrative explanation of costs can be provided in a single document using this acceptable MS Word Budget template, available at [www.ojp.usdoj.gov/BJA/funding/Budget\\_Worksheet\\_Narrative\\_Template.doc](http://www.ojp.usdoj.gov/BJA/funding/Budget_Worksheet_Narrative_Template.doc). Applicants may submit the budget and budget narrative in a different format (i.e., Excel spreadsheet), but it must contain all categories listed within the budget detail worksheet.

Please see the OJP Financial Guide for questions pertaining to budget including allowable and unallowable costs at [www.ojp.gov/financialguide/index.htm](http://www.ojp.gov/financialguide/index.htm).

### **Position Descriptions/Resumes (Attachment #4)**

Applicants should provide position descriptions for all positions the applicant seeks to fund under this grant and any resumes of staff already identified.

## **Selection Criteria**

### **1. Statement of the Problem (10 percent of 100)**

Identify which category will be addressed. Provide specific information on the project to include an overview of any materials developed, information, area of instruction, and/or technical assistance to be provided. Provide a thorough understanding of the need for gathering and transferring knowledge, best practices, and information to state and local law enforcement and criminal justice professionals as well as to communities to support the PSN principles (e.g., partnerships, strategic planning, training, outreach, and accountability).

### **2. Program Design and Implementation (20 percent of 100)**

Fully describe how the project will reach the stated goals and objectives by providing a complete description of its content and the methods of intended delivery (e.g., adult learning principles, development sources, process for information assessment and revision).

### **3. Capabilities/Competencies (45 percent of 100)**

Fully describe the applicant's capabilities to implement the project within established timelines to enable the timely and effective delivery of the information, material, training, and technical assistance. Provide an overview of the competencies of the staff assigned to develop and deliver all of the information, instruction, and technical assistance specifically required under each category. Demonstrate experience in addressing violent crime, offenders (e.g., criminal street gangs), gun and gang violence, criminal prosecutions, and corrections strategies, as well as the delivery of TTA on a national level to include any prior experience supporting or delivering PSN TTA. **Applicants must include discussion of the organization's experience with and capacity to provide effective training and technical assistance to the audiences being served (e.g., law enforcement, district attorneys, probation and parole, community organizations, etc.).**

### **4. Budget (15 percent of 100)**

Provide a comprehensive budget that is complete, allowable, and justified based on the proposed project (as Attachment 3).

## **5. Impact/Outcomes and Evaluation/ Plan for Collecting Data for Performance Measures (10 percent of 100)**

Clearly explain how the material, instruction, and allied documents to be developed for this program will be current, comprehensive, and effective. One method of demonstrating this would be to reference prior delivery of the information, material and instruction and the resulting impact on the organization/area that it was directed to. Detail what will be measured (see Performance Measures), who is responsible for performance measurement, and how the information will be used to guide the program.

## **Review Process**

OJP is committed to ensuring a standardized process for awarding grants. The Office of Justice Programs, Bureau of Justice Assistance reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation.

Peer Reviewers will be reviewing the applications submitted under this solicitation as well. The Bureau of Justice Assistance (BJA) may use either internal peer reviewers, external peer reviewers or a combination of both to review the applications under this solicitation. An external peer reviewer is an expert in the field of the subject matter of a given solicitation who is NOT a current U.S. Department of Justice employee. An internal reviewer is an expert in the field of the subject matter of a given solicitation who is a current U.S. Department of Justice employee. Applications will be screened initially to determine whether the applicant meets all eligibility requirements. Only applications submitted by eligible applicants that meet all other requirements will be evaluated, scored, and rated by a peer review panel. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations may include, but are not limited to, underserved populations, strategic priorities, past performance, and available funding.

After the peer review is finalized, the Office of the Chief Financial Officer (OCFO), in consultation with the Bureau of Justice Assistance, conducts a financial review of all potential discretionary awards and cooperative agreements to evaluate the fiscal integrity and financial capability of applicants; examines proposed costs to determine if the budget and budget narrative accurately explain project costs; and determines whether costs are reasonable, necessary, and allowable under applicable Federal cost principles and agency regulations. OCFO also reviews the award document and verifies the OJP Vendor Number.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final grant award decisions will be made by the Assistant Attorney General (AAG), who may also give consideration to factors including, but not limited to, underserved populations, strategic priorities, past performance, and available funding when making awards.

## **Additional Requirements**

Successful applicants selected for award must agree to comply with some or all of the additional requirements below prior to receiving grant funding. We strongly encourage you to review the information pertaining to these additional requirements prior to submitting your application.

Additional information for each can be found at [www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

- Civil Rights Compliance

- Funding to Faith-Based Organizations
- Confidentiality and Human Subjects Protections Regulations
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) Compliance
- DOJ Information Technology Standards
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with Office of the Chief Financial Officer [Financial Guide](#) *[hyperlink]*
- Suspension or Termination of Funding
- Non-Profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006

## **Application Checklist**

### **FY 2010 PSN National Training and Technical Assistance Program**

The application checklist has been created to aid you in developing your application.

#### **Eligibility Requirement:**

Applicant meets the eligibility requirements

#### **The Application Components:**

Program Abstract (1 page or less)

Program Narrative that includes the following:

Statement of the Problem

Project Design and Implementation

Capabilities/Competencies

Impact/Outcomes and Evaluation/Plan for Collecting Data for Performance Measures

Budget and Budget Narrative

Position Descriptions/Resumes

#### **Program Narrative Format:**

Double-spaced

12-point standard font

Not less than 1" margins

Program Narrative is 12 pages or less

Identifies the category being applied under

#### **Other:**

Standard 424 Form

DUNS Number

Central Contractor Registration (CCR)