

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



The [U.S. Department of Justice](#) (DOJ), [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) Grant Program. This program furthers DOJ's mission by providing grants to support and expand PSN task force efforts to reduce gun- and gang-related crime.

Project Safe Neighborhoods (PSN) FY 2010 Grant Announcement

Eligibility

The PSN task force must identify a fiscal agent for the district, which must be certified by the U.S. Attorney's Office. Eligible fiscal agents include states, units of local government, educational institutions, faith-based and other community organizations, and private nonprofit organizations. BJA recommends that districts select their current PSN fiscal agent, or consider using the State Administering Agency (SAA) for DOJ funding as SAAs can better leverage state resources to assist in the implementation of the district's PSN initiative. For a list of SAAs, see www.ojp.usdoj.gov/saa/. For details on the fiscal agent certification process, see www.ojp.usdoj.gov/BJA/psngrants/cert_process.html.

Deadline

Registration with OJP's Grants Management System (GMS) is required prior to application submission. (See "How to Apply," page 4.)

All applications are due by 8:00 p.m. eastern time on June 10, 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 GMS.HelpDesk@usdoj.gov.

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

For assistance with any other requirement of this solicitation, contact: Jonathan Faley, BJA Division Chief, at 202-514-2350 or jonathan.faley@usdoj.gov.

BJA encourages stakeholder feedback on its solicitations and award processes. Send feedback on this solicitation to askbjia@usdoj.gov.

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Project Safe Neighborhoods (CFDA #16.609)

Overview

Project Safe Neighborhoods (PSN) is a nationwide network designed to create safer neighborhoods by reducing gang and gun violence and crime, and sustaining that reduction. The program's effectiveness is based on the cooperation of local, state, and federal agencies in a unified offensive led by the U.S. Attorney (USA) in each of the 94 federal judicial districts. Each USA is responsible for establishing a collaborative PSN task force of federal, state, and local law enforcement and other community members to implement PSN initiatives within the district. Through the PSN task force, each USA will implement the five core elements of PSN—partnerships, strategic planning, training, outreach, and accountability—to address specific gun and gang crime problems in that district. Details on the five elements can be found online at www.ncjrs.gov/html/bja/205263/. This initiative is authorized by the Omnibus Consolidated Appropriations Act, 2010 (Pub. L. 111-117).

Deadlines: Registration and Application

Registration is required prior to submission. The deadline to register in GMS is 8:00 p.m. eastern time on June 10, 2010 and the deadline for applying for funding under this announcement is 8:00 p.m. eastern time on June 10, 2010. Please see the “How to Apply” section, page 4, for more details.

Eligibility

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

Project Safe Neighborhoods—Specific Information

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law.

Congress has appropriated funding to maintain and expand PSN comprehensive gun crime reduction and anti-gang strategies. Grant funds may be used to maintain or expand the district's gun crime reduction and/or anti-gang activities. Additional guidance on PSN may be found at www.ojp.usdoj.gov/BJA/psngrants/. Each district should coordinate, to the extent possible, their PSN anti-gang and gun crime reduction strategies and funding.

Award Amount

Each district is eligible to apply for a formula-based allocation, based on crime and population, which will flow through the PSN fiscal agent. DOJ will determine each district's final grant award, which may take into account the district's need for funding and past performance. Past performance includes, but is not limited to, the timely submission of progress and financial reports and active PSN grant balances. A list of amounts each district is eligible to apply for is available at www.ojp.usdoj.gov/BJA/grant/psn.html.

Because future funding amounts and the basis for allocating future funding is undetermined (i.e., competitive allocation vs. formula allocation), it is highly recommended that all districts place priority consideration on using funds to sustain current efforts in a manner that is not dependent on future PSN funding.

Administrative Funds

Fiscal agents may use up to 10 percent of their award for costs associated with administering the funds.

Length of the Award

Awards will be made for a period of up to 36 months.

Unallowable Costs

Unallowable costs for PSN grant funds include:

- Gun locks (for details, see www.projectchildsafe.org).
- Gun buy-back programs.
- Air-time to run the national public service announcements “Mothers,” “Sentenced,” and “Family Prison.”

Federal funds must be used to supplement existing funds for program activities and cannot replace, or supplant, nonfederal funds that have been appropriated for the same purpose. For additional unallowable costs, see the Office of Justice Programs’ (OJP) [Financial Guide](#).

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.) 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 Measures	Data Grantee Provides
To create safer neighborhoods by reducing gun violence and gun crime, and sustaining that reduction.	<p>Percentage of targeted PSN sites reporting a reduction over the previous year in the number of homicides with a firearm.</p> <p>Percentage of targeted PSN sites reporting a reduction in the combined number of homicides, aggravated assaults, and robberies that are committed with a firearm.</p>	<p>Number of homicides with a firearm experienced during the current reporting period within the targeted PSN site.</p> <p>Combined number of homicides, aggravated assaults, and robberies that are committed with a firearm during the current reporting period within the targeted PSN site.</p>
Reduce the occurrence of violent gang-related* incidents through both reactive and proactive efforts supported by enforcement planning coordinated with federal, state, and local law enforcement and informed by data and real-time intelligence.	The percentage of combined homicides, aggravated assaults, and robberies that are gang-related.*	<ul style="list-style-type: none"> • The total number of gang-related* homicides that occurred during the current reporting period. • The total number of gang-related* aggravated assaults that occurred during the current reporting period. • The total number of gang-related* robberies that occurred during the current reporting period. • The total number (gang-related* and non gang-related) of homicides, aggravated assaults, and robberies that occurred during the current reporting period.

<p>Reduce the occurrence of youth gang-related* incidents and increase positive outcomes for youth at high risk for gang involvement through targeted, evidenced-based gang prevention (for grantees using funding for prevention programming).</p>	<p>The percentage of youth completing program requirements.</p>	<ul style="list-style-type: none"> • Total number of youth participating in the program during the current reporting period. • Number of youth that completed the program during the current reporting period. • Number of youth that exited the program during the current reporting period without completing the program.
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***Note:** The operational definition for "gang-related" will be established by each local district at the outset of the project and included on all progress reports.

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/. If you experience technical difficulties at any point during this process, please e-mail GMS.HelpDesk@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. 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.

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/.
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 solicitation.
5. **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.
6. **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 (see cover page) **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.

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.

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

Standard Form 424

Please see www07.grants.gov/assets/SF424Instructions.pdf for instructions on how to complete your SF-424.

Program Narrative (Attachment 1)

The program narrative must be no more than 15 pages, addressing elements A–D. Applicants are encouraged to consider comprehensive strategies and promising practices to address gun crime. For more on these innovative approaches visit www.ojp.usdoj.gov/bja.

A. Problem and Proposed Strategy: Develop a concise picture of the gun and/or gang crime problem to be addressed with the requested funds. Describe the district’s current gun and/or gang crime problem, including data to support the problem, and what has been done to date. Identify the target area (district-wide, county, etc.) for focused PSN efforts. Describe which elements of the district’s PSN strategy need additional funding and why, and identify any gaps in services. Explain how additional funding will be coordinated with other programs or related funding. Briefly explain how this initiative will be coordinated, listing organizations and partners involved in the planning and implementation process..

B. Goals and Objectives: Describe the goals and objectives of the proposed project. Goals should specifically address the problem identified in (A) above. Objectives are specific statements outlining how the strategy’s broader goals will be achieved; are quantifiable; and focus on the methods used by the project to address the problem.

C. Implementation Plan: Include a plan for implementing the strategy in (A) above. The implementation plan should provide a clear overview of when the project’s objectives and action steps will be implemented and completed. The plan should also include a detailed timeline, in chart form, that identifies milestones for significant tasks.

D. Program Evaluation/Plan for Collecting Data for Performance Measures: Applicants must collect data relevant to the goals listed in their application. Identify how data for goals and objectives will be collected and used for future improvements or strategies. BJA will provide grantees with specific performance measures to be used for semi-annual progress reports.

Budget and Budget Narrative (Attachment 2)

Applicants must provide a budget that is allowable, reasonable, cost effective, and reflects the activities in the program narrative. Applicants must submit a budget worksheet and budget narrative in one file. The budget must be in the same format (i.e., budget categories, item, computation, totals) as show in the sample budget detail worksheet available on OJP's web site at www.ojp.gov/funding/forms/budget_detail.pdf. It is not recommended that applicants use the actual sample form since the text boxes in the online form have limited character space and may not show all the information entered into the form.

If there are not sufficient travel funds available from previous PSN awards, BJA strongly urges districts to budget for non-federal employees to attend the PSN National Conference in New Orleans in July 2010. Please ensure the project start date is no later than July 1.

U.S. Attorney Certification Letter (Attachment 3)

The U.S. Attorney's letter certifying the fiscal agent must be submitted as part of the application for funding. To submit, scan and upload the letter as an attachment to the application

Tribal Authorizing Resolution (Attachment 4, if applicable)

If an application is being submitted by either 1) a tribe or tribal organization, or 2) by a third party proposing to provide direct services or assistance to residents on tribal lands, then a current authorizing resolution of the governing body of the tribal entity or other enactment of the tribal council or comparable governing body authorizing the inclusion of the tribe or tribal organization and its residents must be included with the application. The Tribal Authorizing Resolution should acknowledge the application, authorize the inclusion of the tribe or tribal organization and its residents in the application, and should endorse the strategy described in the application. In those instances when an organization or consortium of tribes proposes to apply for a grant on behalf of a tribe or multiple specific tribes, then the application must include a resolution from all tribes which will be included as a part of the services/assistance provided under the grant. If an applicant fails to submit either a signed or an unsigned copy of a tribal resolution as part of its application, it will be eliminated from funding consideration. If selected for funding, any applicant that has submitted an unsigned tribal resolution must submit the signed copy of the tribal resolution to BJA within 30 days of acceptance of the award. In all such cases, use of and access to funds will be contingent on receipt of the signed tribal resolution.

Review Process

OJP is committed to ensuring a fair and open process for awarding grants. The 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.

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).

Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. 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.

- [Civil Rights Compliance](#)
- Faith-Based and Other Community Organizations
- Confidentiality
- Research and Protection of Human Subjects
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) (if applicable)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Nonsupplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with [Office of Justice Programs Financial Guide](#)
- Suspension or Termination of Funding
- Nonprofit Organizations
- For-Profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006
- Awards in excess of \$5,000,000 – federal taxes certification requirement

**Application Checklist
FY 2010 Project Safe Neighborhoods**

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

Eligibility Requirement:

_____ State, unit of local government, educational institution, faith-based and other community organization, or private nonprofit organization

The Application Components:

- _____ Program Narrative that includes the following:
 - _____ Problem and Proposed Strategy
 - _____ Goals and Objectives
 - _____ Implementation Plan
 - _____ Program Evaluation/Plan for Collecting Data for Performance Measures
- _____ Budget Narrative and Budget Detail Worksheet
- _____ U.S. Attorney Certification Letter
- _____ Tribal Authorizing Resolution (if applicable)

Program Narrative:

_____ 15 pages or less

Other:

- _____ Standard 424 Form
- _____ DUNS Number
- _____ Central Contractor Registration (CCR)