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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 seeking applications for funding under the Project Safe Neighborhoods (PSN) program. This program furthers DOJ's mission and violent crime reduction strategy by providing support to state, local, and tribal efforts to reduce violent crime.

The Project Safe Neighborhoods FY 2019 Grant Announcement

Applications Due: June 25, 2019

Eligibility

Eligible applicants are Project Safe Neighborhoods (PSN) team fiscal agents for the federal judicial districts. **All fiscal agents must be certified by the relevant district United States Attorney's Office (USAO).** Eligible USAO-certified fiscal agents include states, units of local government, educational institutions, faith-based and other community organizations, private nonprofit organizations, and federally recognized Indian tribal governments (as determined by the Secretary of the Interior). For details on the responsibilities of a fiscal agent, see page 4 of the solicitation. For details on the fiscal agent certification process, please visit www.bja.gov/programs/psn/cert_process.html. BJA recommends that districts select their current PSN fiscal agent, or consider using the State Administering Agency (SAA) for DOJ funding because SAAs may better leverage state resources to assist in the implementation of the district's PSN initiative. For a list of SAAs, visit https://ojp.gov/saa/.

NOTE: If an applicant is a fiscal agent or other entity that has not received the required certification by its local USAO, its application will not be considered for funding.

All recipients and subrecipients (including any for-profit organization) must forgo any profit or management fee.

Deadline

Applicants must register in the OJP Grants Management System (GMS) at https://grants.ojp.usdoj.gov/ prior to submitting an application under this solicitation. All applicants must register, even those that previously registered in GMS. Select the "Apply

Online" button associated with the solicitation title. All registrations and applications are due by 11:59 p.m. eastern time on June 25, 2019.

For additional information, see How To Apply in Section D. Application and Submission Information.

Contact Information

For technical assistance with submitting an application, contact the Grants Management System Support Hotline at 888-549-9901, option 3, or via email at GMS.HelpDesk@usdoj.gov. The GMS Support Hotline operates 24 hours a day, 7 days a week, including on federal holidays.

An applicant that experiences unforeseen GMS technical issues beyond its control that prevent it from submitting its application by the deadline must email the BJA contact identified below **within 24 hours after the application deadline** in order to request approval to submit its application after the deadline. For information on reporting technical issues, see "Experiencing Unforeseen GMS Technical Issues" under How To Apply in Section D. Application and Submission Information.

For assistance with any other requirement of this solicitation, contact the National Criminal Justice Reference Service (NCJRS) Response Center: toll-free at 800–851–3420; via TTY at 301–240–6310 (hearing impaired only); email grants@ncjrs.gov; fax to 301–240–5830; or web chat at https://webcontact.ncjrs.gov/ncjchat/chat.jsp. The NCJRS Response Center hours of operation are 10:00 a.m. to 6:00 p.m. eastern time, Monday through Friday, and 10:00 a.m. to 8:00 p.m. eastern time on the solicitation close date.

Release date: April 23, 2019

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The Project Safe Neighborhoods FY 2019 Grant Announcement CFDA 16.609

A. Program Description

Overview
Project Safe Neighborhoods (PSN) is designed to create and foster safer neighborhoods through a sustained reduction in violent crime. The program's effectiveness depends upon the ongoing coordination, cooperation, and partnerships of local, state, tribal, and federal law enforcement agencies working together with the communities they serve—engaged in a unified approach led by the U.S. Attorney (USA) in all 94 districts. Acting decisively in a coordinated manner at all levels—federal, state, local, and tribal—will help sustain recently achieved reductions in crime and keep our communities safe. PSN provides the critical funding, resources, and training for PSN teams—including law enforcement, prosecutors, community groups, researchers, and others—to combat violent crime and make their communities safer through a comprehensive approach to public safety that marries targeted law enforcement efforts with community engagement, prevention, and reentry efforts.

Statutory Authority: Awards under this solicitation will be made under statutory authority provided by the Consolidated Appropriations Act, 2019, Public Law No. 116-6, 133 Stat. 13, 112, and the Project Safe Neighborhoods Grant Program Authorization Act of 2018, Public Law No. 115-185, 132 Stat. 1485.

Program-specific Information
With PSN, each USAO is responsible for establishing a collaborative team of federal, state, local, and tribal (where applicable) law enforcement and community partners to implement a strategic plan for investigating, prosecuting, and preventing violent crime. Through the PSN team (referred to as the “PSN task force”), each district will implement the five design features of PSN—leadership, partnership, targeted and prioritized enforcement, prevention, and accountability—to address violent crime in their respective districts. PSN also encourages the development of practitioner-researcher partnerships that use data, evidence, and innovation to create strategies and interventions that are effective and make communities safer. This data-driven approach enables jurisdictions to understand the full nature and extent of the crime challenges they are facing and to direct resources to the highest priorities.

Each federal judicial district is eligible to apply for a funding allocation, based on its violent crime rate and population. The funding allocation will be posted when available. In order to expedite the award process, certified fiscal agents should submit their application for one dollar ($1) as a placeholder until formula amounts are finalized. Once the FY19 allocation amounts are available, applicants will be notified to revise their applications with the correct allocation amount. Please note that the FY 2019 Project Safe Neighborhoods authorizing legislation included a requirement that 30 percent of PSN funding be used to support “gang task forces in

regions in the United States experiencing a significant or increased presence of criminal or transnational organizations engaging in high levels of violent crime, firearms offenses, human trafficking, and drug trafficking." Each PSN District must account for this requirement in its submitted grant application materials as outlined on page 14 of this solicitation. This should include a clear explanation of how funds will be used to enhance, or coordinate with, task forces that focus on these crime issues.

Required PSN Design Features

There are five **PSN design features** that all PSN grant applicants must address in their PSN strategy. The five design features are:

1. **Leadership**
   United States Attorneys, working with state, local, and tribal law enforcement, are the cornerstone of the law enforcement response to crime in their jurisdictions, and are best positioned to take the leadership role in developing and implementing a crime-reduction program. This includes serving as a convener to ensure coordination among federal, state, local, and tribal agencies, and among existing initiatives and task forces that can help reduce violent crime.

2. **Partnership**
   The USAO must work in partnership with federal, state, local, and tribal law enforcement and prosecutors, as well as the community. Under the leadership of the USAO, the PSN task force typically includes federal and local prosecutors; federal law enforcement agencies; local, state, and tribal law enforcement agencies; probation and parole agencies; and the certified fiscal agent. The involvement of local government leaders, social service providers, neighborhood leaders, members of the faith community, and business leaders also enhances a task force's effectiveness. PSN sites also have the option of engaging a research partner. For information on identifying and working with a research partner, please visit: http://www.psnmsu.com/documents/ResearchPartnerQ&A.pdf.

3. **Targeted and Prioritized Enforcement**
   PSN requires each district to develop data-driven strategies to target enforcement efforts in locations with significant violent crime problems and against offenders who are driving the violence. District-based enforcement efforts must accomplish three goals: 1) identify the locations within the district that have the most significant issues with violence; 2) identify the offenders who are driving the violence in those areas; and 3) prosecute those offenders to provide the most certain and appropriate sanctions.

4. **Prevention**
   The PSN task force must develop effective relationships with community leaders and residents, understand the needs and priorities of the community, and effectively communicate how law enforcement efforts are helping to reduce crime and increase public safety. Additionally, PSN encourages partnerships with local prevention and offender reentry programs that can help prevent violent crime.

5. **Accountability**

PSN maintains accountability by measuring outcomes (i.e., reduction of violent crime), as well as number and quality of investigations and prosecutions. PSN task forces must collect and analyze relevant data that focus on these relevant outcomes.

Assistance of BJA's Training and Technical Assistance Providers
Award recipients will have the opportunity to work closely with BJA's national PSN training and technical assistance (TTA) partners who can help them build capacity, strengthen the program, and incorporate data driven policing in their response to violent crime.

Deconfliction and Officer Safety
Given DOJ's commitment to officer safety, PSN funding can be used to address critical law enforcement officer safety concerns related to PSN target areas and activities. This includes the identification of specific officer safety threats through improved local analytical capabilities; situational awareness and information sharing; training; and access to protective equipment.[1] Applicants must demonstrate a direct nexus to PSN in order for these costs to be considered.

BJA also strongly encourages that PSN task forces deconflict enforcement operations and events (e.g., surveillance, warrant service, undercover operations, etc.) through the DOJ-funded RISSafe Deconfliction System and other no-cost systems. More information about RISSafe can be found at www.riss.net/Resources/RISSafe.

Information about Selecting Potential Fiscal Agents
Each federal judicial district must use a fiscal agent to receive the federal funds and then make subawards to, or enter contracts with, each entity that will carry out the strategy. Each fiscal agent will need to be certified by the USA in the relevant district. After the fiscal agent is certified, the certification letter must be included in the application materials. A copy of a sample certification letter is located at: https://www.bja.gov/programs/psn/psn12.html.

This agent will be responsible for accepting the full funding allocation and overseeing the management of this funding, including all of the subawards.
A PSN task force may enter into an agreement with the State Administering Agency (SAA) responsible for managing its state's Byrne Justice Assistance Grant Program awards to serve as fiscal agent. For a list of SAAs, visit https://ojp.gov/saa/.

The PSN task force may determine that the fiscal agent is the most appropriate entity to carry out aspects of the district's PSN violence reduction strategy in addition to its administration of the grant. In these cases, the fiscal agent is permitted to retain PSN funds, in addition to the 10 percent in administrative funds, to support allowable activities associated with the implementation of the PSN strategy. These additional retained funds are considered direct costs, and not a contract or subaward, since the fiscal agent will carry out these activities directly. Under such circumstances, the fiscal agent cannot participate in discussions to determine the funding allocation amounts, and cannot be involved in the identification of the PSN target area(s) due to possible perceived or actual conflicts of interest. In this case, the

[1] In terms of information sharing, training, and equipment, applicants should note that the DOJ-funded Regional Information Sharing Systems (RISS) Program provides state, local, tribal, and federal law enforcement agencies with secure methods for sharing criminal intelligence information, no-cost analytic services, training, and loans of specialized investigative equipment and confidential funds. RISS membership fees are allowable costs under this program. More on RISS can be found at www.riss.net.

fiscal agent cannot participate in discussions to determine the funding allocation amounts. The fiscal agent cannot be involved in the identification of the PSN target area(s). All funding decisions should be made by the PSN task force with clear documentation of the decision and task force participants.

Each fiscal agent will be expected to:

- Organize and submit the required PSN application materials.
- Manage all fiscal matters, including, but not limited to:
    - Working with the PSN task force to oversee the contracts entered into and subawards made.
    - Accounting for all funds awarded.
    - Drawing down federal funds, as needed.
    - Making payments to each contractor or subrecipient.
- Prepare required federal reports.
- Work with BJA staff to submit Grant Adjustment Notices (GANs), as needed.
- Provide requested information and revisions in a timely manner.
- Work with federal monitors or auditors, as needed.
- Establish a process to monitor each subaward to ensure that subaward recipients adhere to the financial and administrative rules in the DOJ Grants Financial Guide.
- Complete the DOJ Grants Financial Management training online or in person within 120 days of accepting the federal grant award, unless the chosen fiscal agent has already done so.

It is preferred that a fiscal agent have a track record in overseeing and accounting for funds, especially federal grant funds.

Objectives and Deliverables

The PSN Program's objectives are to:

- Implement[2] effective programs and strategies that enable PSN task forces to prevent, respond to, and reduce violent crime.
- Effectively use intelligence and data to identify high crime areas and prolific violent offenders.
- Foster effective collaboration with affected communities.
- Create and maintain ongoing coordination among federal, state, local, and tribal law enforcement officials.

This grant program's required deliverables are:

- The completion of a Grant Action Plan (GAP). The GAP, produced by the fiscal agent at the outset of each award.
- Periodic reports (including the PSN semi-annual report), presentations, and briefings for the PSN team and community members.

[2] See Natalie Kroovand Hipple and Edmund F. McGarrell, "Supporting Effective Implementation of Strategic Crime Reduction Efforts," Research in Brief, *The Police Chief* 81 (September 2014): 14–15. http://www.policechiefmagazine.org/research-in-brief-supporting-effective-implementation-of-strategic-crime-reduction-efforts/.

- A final analysis report of the program's implementation and outcomes for PSN grant projects that include a grant-funded research partner, submitted to BJA at the conclusion of the project.

The Objectives and Deliverables are directly related to the performance measures discussed in Section D. Application and Submission Information, under Program Narrative.

Evidence-based Programs or Practices
OJP strongly emphasizes the use of data and evidence in policy making and program development in criminal justice, juvenile justice, and crime victim services. OJP is committed to:

- improving the quantity and quality of evidence OJP generates
- integrating evidence into program, practice, and policy decisions within OJP and the field
- improving the translation of evidence into practice

OJP considers programs and practices to be evidence-based when their effectiveness has been demonstrated by causal evidence, generally obtained through one or more outcome evaluations. Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence, based on the factors described above, will influence the degree to which OJP considers a program or practice to be evidence-based. The OJP CrimeSolutions.gov website at https://www.crimesolutions.gov/ is one resource that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

Information Regarding Potential Evaluation of Programs and Activities
The Department of Justice has prioritized the use of evidence-based programming and deems it critical to continue to build and expand the evidence informing criminal and juvenile justice programs to reach the highest level of rigor possible. Therefore, applicants should note that OJP may conduct or support an evaluation of the programs and activities funded under this solicitation. Recipients and subrecipients will be expected to cooperate with program-related assessments or evaluation efforts, including through the collection and provision of information or data requested by OJP (or its designee) for the assessment or evaluation of any activities and/or outcomes of those activities funded under this solicitation. The information or data requested may be in addition to any other financial or performance data already required under this program.

B. Federal Award Information

BJA will determine the amount of each district's final grant award based upon its population and violent crime rate.

BJA expects to make 93[3] awards based on the formula previously described in this solicitation. BJA expects to make awards for project periods of up to 36 months, beginning on October 1, 2019.

Award recipients will have up to 6 months to develop the team's PSN GAP. An awardee's PSN project implementation and **access to all award funding** are contingent upon BJA's approval of its GAP. Additionally, as part of the GAP development, all award recipients will be asked to identify potential gaps or training needs associated with their projects. BJA will work with awardees, the PSN TTA providers, and BJA's NTTAC to identify possible solutions.

Award recipients must reserve funds in their budget to support three non-federal members of the PSN task force's participation in the 2020 PSN National Conference.

If selected for funding, in addition to implementing the funded project consistent with the OJP-approved application, the recipient must comply with award conditions, as well as all applicable requirements of federal statutes and regulations. OJP strongly encourages prospective applicants to review information on post-award legal requirements and common OJP award conditions prior to submitting an application.

Individual FY 2019 awards made pursuant to this solicitation will, as appropriate and to the extent consistent with law, include conditions that will require the recipient (and any subrecipient) that accepts the award to do various things, with respect to the "program or activity" that would receive federal financial assistance thereunder. Although the specific terms of each of those conditions are what will govern the awards, included among such conditions will be some that, generally speaking, will require the recipient (and any subrecipient) that accepts the award to comply with 8 U.S.C. § 1373 (prohibiting restrictions on— (1) communication to/from the Department of Homeland Security ("DHS") of information regarding the citizenship or immigration status of any individual; and (2) maintaining, or exchanging with any government entity, information regarding the immigration status of any individual). See Appendix F.

The reasonable costs (to the extent not reimbursed under any other federal program) of complying with conditions, including honoring any duly authorized requests from DHS that is encompassed by these conditions, will be allowable costs under the award.

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

Type of Award

BJA expects to make any award under this solicitation in the form of a grant. See Administrative, National Policy, and Other Legal Requirements, under Section F. Federal Award Administration Information, for a brief discussion of important statutes, regulations, and award conditions that apply to many (or in some cases, all) OJP grants.

[3] There are 94 USA Districts; however, there are 93 U.S. Attorneys, and one formula award will be made per U.S. Attorney.

Financial Management and System of Internal Controls
Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities[4]) must, as described in the Part 200 Uniform Requirements[5] as set out at 2 C.F.R. 200.303:

(a) Establish and maintain effective internal control over the Federal award that provides reasonable assurance that [the recipient (and any subrecipient) is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award. These internal controls should be in compliance with guidance in "Standards for Internal Control in the Federal Government" issued by the Comptroller General of the United States and the "Internal Control Integrated Framework", issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

(b) Comply with Federal statutes, regulations, and the terms and conditions of the Federal awards.

(c) Evaluate and monitor [the recipient's (and any subrecipient's)] compliance with statutes, regulations, and the terms and conditions of Federal awards.

(d) Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings.

(e) Take reasonable measures to safeguard protected personally identifiable information and other information the Federal awarding agency or pass-through entity designates as sensitive or [the recipient (or any subrecipient)] considers sensitive consistent with applicable Federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.

To help ensure that applicants understand administrative requirements and cost principles, OJP encourages prospective applicants to enroll, at no charge, in the DOJ Grants Financial Management Online Training, available at https://onlinegfmt.training.ojp.gov. (This training is required for all OJP award recipients.)

Also, applicants should be aware that OJP collects information from applicants on their financial management and systems of internal controls (among other information) which is used to make

[4] For purposes of this solicitation, the phrase "pass-through entity" includes any recipient or subrecipient that provides a subaward (subgrant) to a subrecipient (subgrantee) to carry out part of the funded award or program. Additional information on proposed subawards is listed under What an Application Should Include, Section D of this solicitation.
[5] The "Part 200 Uniform Requirements" means the DOJ regulation at 2 C.F.R Part 2800, which adopts (with certain modifications) the provisions of 2 C.F.R. Part 200.

award decisions. Under Section D. Application and Submission Information, applicants may access and review the OJP Financial Management and System of Internal Controls Questionnaire (https://ojp.gov/funding/Apply/Resources/FinancialCapability.pdf) that OJP requires **all** applicants (other than an individual applying in his/her personal capacity) to download, complete, and submit as part of the application.

Budget Information
Currently, the FY 2019 allocation amounts are unavailable. As a result, applicants should submit their PSN application based on last year's allocation and plan as a place holder to be revised later.

Fiscal agents may use up to 10 percent of their award for costs associated with administering the funds. Administrative costs (when utilized) must be tracked separately; a recipient must report in separate financial status reports (SF-425) those expenditures that specifically relate to each particular PSN Award during any particular reporting period.

Please note that the FY 2019 Project Safe Neighborhoods authorizing legislation included a requirement that 30 percent of PSN funding be used to support "gang task forces in regions experiencing a significant or increased presence of criminal or transnational organizations engaging in high levels of violent crime, firearms offenses, human trafficking, and drug trafficking." BJA is therefore requiring each PSN District to devote 30% formula funds received to support activities to combat these illegal activities associated with criminal groups/gangs or transnational organizations.

Cost Sharing or Match Requirement
This program does not require a match. However, if a successful application proposes a voluntary match amount, and OJP approves the budget, the total match amount incorporated into the approved budget becomes mandatory and subject to audit.

For additional cost sharing and match information, see the DOJ Grants Financial Guide at https://ojp.gov/financialguide/DOJ/index.htm.

Pre-agreement Costs (also known as Pre-award Costs)
Pre-agreement costs are costs incurred by the applicant prior to the start date of the period of performance of the grant award.

OJP does **not** typically approve pre-agreement costs; an applicant must request and obtain the prior written approval of OJP for all such costs. All such costs incurred prior to award and prior to approval of the costs are incurred at the sole risk of the applicant. (Generally, no applicant should incur project costs *before* submitting an application requesting federal funding for those costs.) Should there be extenuating circumstances that make it appropriate for OJP to consider approving pre-agreement costs, the applicant may contact the point of contact listed on the title page of this solicitation for the requirements concerning written requests for approval. If approved in advance by OJP, award funds may be used for pre-agreement costs, consistent with the recipient's approved budget and applicable cost principles. See the section on Costs Requiring Prior Approval in the DOJ Grants Financial Guide at https://ojp.gov/financialguide/DOJ/index.htm for more information.

Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs
OJP strongly encourages every applicant that proposes to use award funds for any conference-, meeting-, or training-related activity (or similar event) to review carefully—before submitting an application—the OJP and DOJ policy and guidance on approval, planning, and reporting of such events, available at https://www.ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm. OJP policy and guidance (1) encourage minimization of conference, meeting, and training costs; (2) require prior written approval (which may affect project timelines) of most conference, meeting, and training costs for cooperative agreement recipients, as well as some conference, meeting, and training costs for grant recipients; and (3) set cost limits, which include a general prohibition of all food and beverage costs.

Costs Associated with Language Assistance (if applicable)
If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits for individuals with limited English proficiency may be allowable. Reasonable steps to provide meaningful access to services or benefits may include interpretation or translation services, where appropriate.

For additional information, see the "Civil Rights Compliance" section under "Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2018 Awards" in the OJP Funding Resource Center at https://ojp.gov/funding/index.htm.

C. Eligibility Information

For eligibility information, see the title page.

For information on cost sharing or match requirements, see Section B. Federal Award Information.

D. Application and Submission Information

What an Application Should Include
This section describes in detail what an application should include. An applicant should anticipate that if it fails to submit an application that contains all of the specified elements, it may negatively affect the review of its application; and, should a decision be made to make an award, it may result in the inclusion of award conditions that preclude the recipient from accessing or using award funds until the recipient satisfies the conditions and OJP makes the funds available.

NOTE: OJP has combined the Budget Detail Worksheet and Budget Narrative in a single document collectively referred to as the Budget Detail Worksheet. See "Budget Information and Associated Documentation" below for more information about the Budget Detail Worksheet and where it can be accessed.

OJP strongly recommends that applicants use appropriately descriptive file names (e.g., "Program Narrative," "Budget Detail Worksheet," "Timelines," "Memoranda of Understanding," "Résumés") for all attachments. Also, OJP recommends that applicants include résumés in a single file.

Please review the "Note on File Names and File Types" under How To Apply to be sure applications are submitted in permitted formats.

1. **Information to Complete the Application for Federal Assistance (SF-424)**
   The SF-424 is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. GMS takes information from the applicant's profile to populate the fields on this form.

   To avoid processing delays, an applicant must include an accurate legal name on its SF-424. On the SF-424, current OJP award recipients, when completing the field for "Legal Name" (box 5), should use the same legal name that appears on the prior year award document (which is also the legal name stored in OJP's financial system.) Also, these applicants should enter the Employer Identification Number (EIN) in box 6 exactly as it appears on the prior year award document. An applicant with a current, active award(s) must ensure that its GMS profile is current. If the profile is not current, the applicant should submit a Grant Adjustment Notice updating the information on its GMS profile prior to applying under this solicitation.

   A new applicant entity should enter its official legal name, its address, its EIN, and its Data Universal Numbering System (DUNS). A new applicant entity should attach official legal documents to its application (e.g., articles of incorporation, 501(c)(3) status documentation, organizational letterhead) to confirm the legal name, address, and EIN entered into the SF-424. OJP will use the System for Award Management (SAM) to confirm the legal name and DUNS number entered in the SF-424; therefore, an applicant should ensure that the information entered in the SF-424 matches its current registration in SAM. See the How To Apply section for more information on SAM and DUNS numbers.

   Intergovernmental Review: This solicitation ("funding opportunity") **is** subject to Executive Order 12372. An applicant may find the names and addresses of State Single Points of Contact (SPOCs) at the following website: https://www.whitehouse.gov/wp-content/uploads/2017/11/Intergovernmental_-Review-_SPOC_01_2018_OFFM.pdf. If the State appears on the SPOC list, the applicant must contact the State SPOC to find out about, and comply with, the State's process under E.O. 12372. In completing the SF-424, an applicant whose State appears on the SPOC list is to make the appropriate selection in response to question 16 once the applicant has complied with its State E.O. 12372 process. (An applicant whose State does not appear on the SPOC list should answer question 16 by selecting the response that the "Program is subject to E.O. 12372 but has not been selected by the State for review.")

2. **Project Abstract**
   Applications should include a high quality project abstract that summarizes the proposed project in 400 words or fewer. Project abstracts should be:

- Written for a general public audience.
- Submitted as a separate attachment with "Project Abstract" as part of its file name.
- Single-spaced, using a standard 12-point font (such as Times New Roman) with 1-inch margins.

Please ensure the abstract includes information on:

- The proposed project period
- Summary of PSN grant strategy
- Geographic focus of the grant-funded activities
- Name of research partner, if applicable
- Key partners

As a separate attachment, the project abstract will **not** count against the page limit for the program narrative

3. Program Narrative

The Program Narrative must respond to the solicitation (see Program-specific Information on pages 4–8). The Program Narrative should be double-spaced, using a standard 12-point font (Times New Roman is preferred) with 1-inch margins, and should not exceed 10 pages. Number pages "1 of 10," "2 of 10," etc. The following sections should be included as part of the program narrative:[6]

Statement of the Problem

Provide a clear description of the PSN strategy to be implemented with the awarded funds. Identify the target area (district, county, etc.) for the grant-funded PSN activities.

Project Design and Implementation

Include a plan for implementing the PSN grant-supported activities. Specifically, applicants should describe the following:

- The organizations and partners that are or will be members of the PSN task force for the grant-funded strategy implementation.
- How the PSN grant-funded activities will address the five PSN design features (leadership, partnership, targeted and prioritized enforcement, prevention, and accountability).
- How 30 percent or more of awarded funds will be used to support gang task forces in regions experiencing a significant or increased presence of criminal or transnational organizations engaging in high levels of violent crime, firearms offenses, human trafficking, and/or drug trafficking.
- Identified subaward recipients.

Capabilities and Competencies

Please provide information about the members of the proposed PSN task force, subrecipients, the fiscal agent, and the anticipated partners and collaborators who will support the implementation of the grant-funded activities.

[6] For information on subawards (including the details on proposed subawards that should be included in the application), see "Budget and Associated Documentation" under Section D. Application and Submission Information.

Plan for Collecting the Data Required for this Solicitation's Performance Measures
OJP will require each award recipient to submit regular performance data that demonstrate the results of the work carried out under the award (see "General Information about Post-federal Award Reporting Requirements" in Section F. Federal Award Administration Information). The performance data directly relate to the objectives and deliverables identified under "Objectives and Deliverables" in Section A. Program Description.

Award recipients will be required to provide the relevant data by submitting quarterly performance metrics through BJA's online Performance Measurement Tool (PMT) located at https://bjapmt.ojp.gov. Applicants should examine the complete list of performance indicators at https://bjapmt.ojp.gov/help/PSNMeasures.pdf.
Applicants should visit OJP's performance measurement page at www.ojp.gov/performance for an overview of performance measurement activities at OJP.

The application should demonstrate the applicant's understanding of the performance data reporting requirements for this grant program and detail how the applicant will gather the required data should it receive funding.

Please note that applicants are **not** required to submit performance data with the application. Performance measures information is included as an alert that successful applicants will be required to submit performance data as part of the reporting requirements under an award.

Note on Project Evaluations
An applicant that proposes to use award funds through this solicitation to conduct project evaluations should be aware that certain project evaluations (such as systematic investigations designed to develop or contribute to generalizable knowledge) may constitute "research" for purposes of applicable DOJ human subjects protection regulations. However, project evaluations that are intended only to generate internal improvements to a program or service, or are conducted only to meet OJP's performance measure data reporting requirements, likely do not constitute "research." Each applicant should provide sufficient information for OJP to determine whether the particular project it proposes would either intentionally or unintentionally collect and/or use information in such a way that it meets the DOJ regulatory definition of research that appears at 28 C.F.R. Part 46 ("Protection of Human Subjects").

"Research," for the purposes of human subjects protection for OJP-funded programs, is defined as "a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge." 28 C.F.R. 46.102(d).

For additional information on determining whether a proposed activity would constitute research for purposes of human subjects protection, applicants should consult the decision tree in the "Research and the Protection of Human Subjects" section of the "Requirements related to Research" webpage of the "Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2018 Awards" available through the OJP Funding Resource Center at https://ojp.gov/funding/index.htm. Every prospective applicant

whose application may propose a research or statistical component also should review the "Data Privacy and Confidentiality Requirements" section on that webpage.

4. Budget and Associated Documentation

The Budget Detail Worksheet and the Budget Narrative are now combined in a single document collectively referred to as the Budget Detail Worksheet. The Budget Detail Worksheet is a user-friendly, fillable, Microsoft Excel-based document designed to calculate totals. Additionally, the Excel workbook contains worksheets for multiple budget years that can be completed as necessary. **All applicants should use the Excel version when completing the proposed budget in an application, except in cases where the applicant does not have access to Microsoft Excel or experiences technical difficulties.** If an applicant does not have access to Microsoft Excel or experiences technical difficulties with the Excel version, then the applicant should use the 508-compliant accessible Adobe Portable Document Format (PDF) version.

Both versions of the Budget Detail Worksheet can be accessed at https://ojp.gov/funding/Apply/Forms/BudgetDetailWorksheet.htm.

a. Budget Detail Worksheet

The Budget Detail Worksheet should provide the detailed computation for each budget line item, listing the total cost of each and showing how it was calculated by the applicant. For example, costs for personnel should show the annual salary rate and the percentage of time devoted to the project for each employee paid with grant funds. The Budget Detail Worksheet should present a complete itemization of all proposed costs.

For questions pertaining to budget and examples of allowable and unallowable costs, see the DOJ Grants Financial Guide at https://ojp.gov/financialguide/DOJ/index.htm.

Allowable Uses for Award Funds

Allowable costs (for all non-federal entities, other than for-profit entities and hospitals) are those costs consistent with the principles set out in the Uniform Guidance 2 C.F.R. § 200, Subpart E, and those permitted by the grant program's authorizing legislation. To be allowable under federal awards, costs must be reasonable, allocable, and necessary to the project, and they must also comply with the funding statute and agency requirements. Allowable uses of this funding include support of:

- Salary, wage, and fringe benefits of individuals supporting the PSN project
- Overtime compensation of individuals supporting the PSN project
- Workshops and events associated with the support of the PSN project (pending approval by OJP/BJA)
- Travel associated with implementation and evaluation of the PSN project
- Equipment purchased to support the execution of the PSN project
- Printing, publication and duplication of materials that support the PSN project
- Administrative costs (up to 10 percent of the award) incurred by the fiscal agent.
- Travel associated with DOJ-sponsored PSN events

b. Budget Narrative

The Budget Narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. OJP expects proposed budgets to be complete,

cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities).

An applicant should demonstrate in its budget narratives how it will maximize cost effectiveness of award expenditures. Budget narratives should generally describe cost effectiveness in relation to potential alternatives and the goals of the project. For example, a budget narrative should detail why planned in-person meetings are necessary, or how technology and collaboration with outside organizations could be used to reduce costs, without compromising quality.

The Budget Narrative should be mathematically sound and correspond clearly with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how the applicant estimated and calculated all costs, and how those costs are necessary to the completion of the proposed project. The narrative may include tables for clarification purposes, but need not be in a spreadsheet format. As with the Budget Detail Worksheet, the budget narrative should describe costs by year.

c. Information on Proposed Subawards (if any) and on Proposed Procurement Contracts (if any)

Applicants for OJP awards typically may propose to make *subawards*. Applicants also may propose to enter into procurement *contracts* under the award.

Whether an action—for federal grants administrative purposes—is a subaward or procurement contract is a critical distinction as significantly different rules apply to subawards and procurement contracts. If a recipient enters into an agreement that is a subaward of an OJP award, specific rules apply—many of which are set by federal statutes and DOJ regulations; others by award conditions. These rules place particular responsibilities on an OJP recipient for any subawards the OJP recipient may make. The rules determine much of what the written subaward agreement itself must require or provide. The rules also determine much of what an OJP recipient must do both before and after it makes a subaward. If a recipient enters into an agreement that is a procurement contract under an OJP award, a substantially different set of federal rules applies.

OJP has developed the following guidance documents to help clarify the differences between subawards and procurement contracts under an OJP award and outline the compliance and reporting requirements for each. This information can be accessed online at https://ojp.gov/training/training.htm.

- Subawards under OJP Awards and Procurement Contracts under Awards: A Toolkit for OJP Recipients
- Checklist to Determine Subrecipient or Contractor Classification
- Sole Source Justification Fact Sheet and Sole Source Review Checklist

In general, the central question is the relationship between what the third-party will do under its agreement with the recipient and what the recipient has committed (to OJP) to do under its award to further a public purpose (e.g., services the recipient will provide, products it will develop or modify, research or evaluation it will conduct). If a third party

will provide some of the services the recipient has committed (to OJP) to provide, will develop or modify all or part of a product the recipient has committed (to OJP) to develop or modify, or will conduct part of the research or evaluation the recipient has committed (to OJP) to conduct, OJP will consider the agreement with the third party a *subaward* for purposes of federal grants administrative requirements.

This will be true **even if** the recipient, for internal or other non-federal purposes, labels or treats its agreement as a procurement, a contract, or a procurement contract. Neither the title nor the structure of an agreement determines whether the agreement -- for purposes of federal grants administrative requirements -- is a *subaward* or is instead a procurement *contract* under an award. The substance of the relationship should be given greater consideration than the form of agreement between the recipient and the outside entity.

1. Information on proposed subawards
A recipient of an OJP award may not make subawards ("subgrants") unless the recipient has specific federal authorization to do so. Unless an applicable statute or DOJ regulation specifically authorizes (or requires) subawards, a recipient must have authorization from OJP before it may make a subaward.

A particular subaward may be authorized by OJP because the recipient included a sufficiently-detailed description and justification of the proposed subaward in the Program Narrative, Budget Detail Worksheet, and Budget Narrative as approved by OJP. If, however, a particular subaward is not authorized by federal statute or regulation, and is not approved by OJP, the recipient will be required, post-award, to request and obtain written authorization from OJP before it may make the subaward.

If an applicant proposes to make one or more subawards to carry out the federal award and program, and those subawards are not specifically authorized (or required) by statute or regulation, the applicant should-- (1) identify (if known) the proposed subrecipient(s), (2) describe in detail what each subrecipient will do to carry out the federal award and federal program, and (3) provide a justification for the subaward(s), with details on pertinent matters such as special qualifications and areas of expertise. Pertinent information on subawards should appear not only in the Program Narrative, but also in the Budget Detail Worksheet and Budget Narrative.

2. Information on proposed procurement contracts (with specific justification for proposed noncompetitive contracts over $250,000[7])
Unlike a recipient contemplating a subaward, a recipient of an OJP award generally does not need specific prior federal authorization to enter into an agreement that—for purposes of federal grants administrative requirements—is considered a procurement contract, **provided that** (1) the recipient uses its own documented procurement procedures and (2) those procedures conform to applicable federal law, including the

[7] Consistent with the provisions of Office of Management and Budget memorandum, OMB M-18-18, dated June 20, 2018, and entitled, “Implementing Statutory Changes to the Micro-Purchase and the Simplified Acquisition Thresholds for Financial Assistance,” DOJ will allow recipients (and any subrecipients) of awards made under this solicitation to use a simplified acquisition threshold of $250,000 and a micro-purchase threshold of $10,000, for federal grants administrative purposes.

Procurement Standards of the (DOJ) Part 200 Uniform Requirements (as set out at 2 C.F.R. 200.317 - 200.326). The Budget Detail Worksheet and Budget Narrative should identify proposed procurement contracts. (As discussed above, subawards must be identified and described separately from procurement contracts.)

The Procurement Standards in the Part 200 Uniform Requirements, however, reflect a general expectation that agreements that (for purposes of federal grants administrative requirements) constitute procurement "contracts" under awards will be entered into on the basis of full and open competition. All noncompetitive (sole source) procurement contracts must meet the OJP requirements outlined at https://ojp.gov/training/subawards-procurement.htm. If a proposed procurement contract would exceed the Simplified Acquisition Threshold—currently, $250,000—a recipient of an OJP award may not proceed without competition unless and until the recipient receives specific advance authorization from OJP to use a non-competitive approach for the procurement. An applicant that (at the time of its application) intends—without competition—to enter into a procurement contract that would exceed $250,000 should include a detailed justification that explains to OJP why, in the particular circumstances, it is appropriate to proceed without competition.

If the applicant receives an award, sole source procurements that do not exceed the Simplified Acquisition Threshold (currently $250,000) must have written justification for the noncompetitive procurement action maintained in the procurement file. If a procurement file does not have the documentation that meets the criteria outlined in 2 C.F.R. 200, the procurement expenditures may not be allowable. Sole source procurement over the $250,000 Simplified Acquisition Threshold must have prior approval from OJP using a Sole Source Grant Adjustment Notice (GAN). Written documentation justifying the noncompetitive procurement must be submitted with the GAN and maintained in the procurement file.

d. Pre-agreement Costs

For information on pre-agreement costs, see Section B. Federal Award Information.

5. Indirect Cost Rate Agreement (if applicable)

Indirect costs may be charged to an award only if:

(a) The recipient has a current (unexpired), federally-approved indirect cost rate; or
(b) The recipient is eligible to use, and elects to use, the "de minimis" indirect cost rate described in the Part 200 Uniform Requirements, as set out at 2 C.F.R. 200.414(f).

An applicant with a current (unexpired) federally-approved indirect cost rate is to attach a copy of the indirect cost rate agreement to the application. An applicant that does not have a current federally-approved rate may request one through its cognizant federal agency, which will review all documentation and approve a rate for the applicant entity, or, if the applicant's accounting system permits, applicants may propose to allocate costs in the direct cost categories.

For assistance with identifying the appropriate cognizant federal agency for indirect costs, please contact the Office of the Chief Financial Officer (OCFO) Customer Service Center at 1-800-458-0786 or at ask.ocfo@usdoj.gov. If DOJ is the cognizant federal agency,

applicants may obtain information needed to submit an indirect cost rate proposal at www.ojp.gov/funding/Apply/Resources/IndirectCosts.pdf.

Certain OJP recipients have the option of electing to use the “de minimis” indirect cost rate. An applicant that is eligible to use the “de minimis” rate that wishes to use the "de minimis" rate should attach written documentation to the application that advises OJP of both-- (1) the applicant’s eligibility to use the “de minimis” rate, and (2) its election to do so. If an eligible applicant elects the “de minimis” rate, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. The "de minimis" rate may no longer be used once an approved federally-negotiated indirect cost rate is in place. (No entity that ever has had a federally-approved negotiated indirect cost rate is eligible to use the "de minimis" rate.) For the “de minimis” rate requirements (including information on eligibility to elect to use the rate), see Part 200 Uniform Requirements, at 2 C.F.R. 200.414(f).

6. Tribal Authorizing Resolution (if applicable)

A tribe, tribal organization, or third party that proposes to provide direct services or assistance to residents on tribal lands should include in its application a resolution, a letter, affidavit, or other documentation, as appropriate, that demonstrates (as a legal matter) that the applicant has the requisite authorization from the tribe(s) to implement the proposed project on tribal lands. In those instances when an organization or consortium of tribes applies for an award on behalf of a tribe or multiple specific tribes, the application should include appropriate legal documentation, as described above, from all tribes that would receive services or assistance under the award. A consortium of tribes for which existing consortium bylaws allow action without support from all tribes in the consortium (i.e., without an authorizing resolution or comparable legal documentation from each tribal governing body) may submit, instead, a copy of its consortium bylaws with the application.

An applicant unable to submit an application that includes a fully-executed (i.e., signed) copy of legal appropriate documentation, as described above, consistent with the applicable tribe’s governance structure, should, at a minimum, submit an unsigned, draft version of such legal documentation as part of its application (except for cases in which, with respect to a tribal consortium applicant, consortium bylaws allow action without the support of all consortium member tribes). If selected for funding, OJP will make use of and access to award funds contingent on receipt of the fully-executed legal documentation.

7. Financial Management and System of Internal Controls Questionnaire (including applicant disclosure of high-risk status)

Every OJP applicant (other than an individual applying in his or her personal capacity) is required to download, complete, and submit the OJP Financial Management and System of Internal Controls Questionnaire (Questionnaire) located at https://ojp.gov/funding/Apply/Resources/FinancialCapability.pdf as part of its application. The Questionnaire helps OJP assess the financial management and internal control systems, and the associated potential risks of an applicant as part of the pre-award risk assessment process.

The Questionnaire should only be completed by financial staff most familiar with the applicant's systems, policies, and procedures in order to ensure that the correct responses

are recorded and submitted to OJP. The responses on the Questionnaire directly impact the pre-award risk assessment and should accurately reflect the applicant's financial management and internal control system at the time of the application. The pre-award risk assessment is only one of multiple factors and criteria used in determining funding. However, a pre-award risk assessment that indicates that an applicant poses a higher risk to OJP may affect the funding decision and/or result in additional reporting requirements, monitoring, special conditions, withholding of award funds, or other additional award requirements.

Among other things, the form requires each applicant to disclose whether it currently is designated "high-risk" by a federal grant-making agency outside of DOJ. For purposes of this disclosure, high risk includes any status under which a federal awarding agency provides additional oversight due to the applicant's past performance, or other programmatic or financial concerns with the applicant. If an applicant is designated high risk by another federal awarding agency, the applicant must provide the following information:

- The federal awarding agency that currently designates the applicant high risk
- The date the applicant was designated high risk
- The high-risk point of contact at that federal awarding agency (name, phone number, and email address)
- The reasons for the high-risk status, as set out by the federal awarding agency

OJP seeks this information to help ensure appropriate federal oversight of OJP awards. An applicant that is considered "high-risk" by another federal awarding agency is not automatically disqualified from receiving an OJP award. OJP may, however, consider the information in award decisions, and may impose additional OJP oversight of any award under this solicitation (including through the conditions that accompany the award document).

8. Disclosure of Lobbying Activities

Each applicant must complete and submit this information. An applicant that expends any funds for lobbying activities is to provide all of the information requested on the form Disclosure of Lobbying Activities (SF-LLL). An applicant that does not expend any funds for lobbying activities is to enter "N/A" in the text boxes for item 10 ("a. Name and Address of Lobbying Registrant" and "b. Individuals Performing Services").

9. Applicant Disclosure of Pending Applications

Each applicant is to disclose whether it has (or is proposed as a subrecipient under) any pending applications for federally-funded grants or cooperative agreements that (1) include requests for funding to support the same project being proposed in the application under this solicitation, **and** (2) would cover all identical cost items outlined in the budget submitted to OJP as part of the application under this solicitation. The applicant is to disclose applications made directly to federal awarding agencies, and also applications for subawards of federal funds (e.g., applications to agencies that will subaward ("subgrant") federal funds).

OJP seeks this information to help avoid inappropriate duplication of funding. Leveraging multiple funding sources in a complementary manner to implement comprehensive programs or projects is encouraged and is not seen as inappropriate duplication.

Each applicant that has one or more pending applications as described above is to provide the following information about pending applications submitted within the last 12 months:

- The federal or state funding agency
- The solicitation name/project name
- The point of contact information at the applicable federal or state funding agency

Federal or State Funding Agency	Solicitation Name/Project Name	Name/Phone/E-mail for Point of Contact at Federal or State Funding Agency
DOJ/Office of Community Oriented Policing Services (COPS Office)	COPS Hiring Program	Jane Doe, 202/000-0000; jane.doe@usdoj.gov
Health and Human Services/ Substance Abuse and Mental Health Services Administration	Drug-Free Communities Mentoring Program/ North County Youth Mentoring Program	John Doe, 202/000-0000; john.doe@hhs.gov

Each applicant should include the table as a separate attachment to its application. The file should be named "Disclosure of Pending Applications." The applicant Legal Name on the application must match the entity named on the disclosure of pending applications statement.

Any applicant that does not have any pending applications as described above is to submit, as a separate attachment, a statement to this effect: "[Applicant Name on SF-424] does not have (and is not proposed as a subrecipient under) any pending applications submitted within the last 12 months for federally-funded grants or cooperative agreements (or for subawards under federal grants or cooperative agreements) that request funding to support the same project being proposed in this application to OJP and that would cover all identical cost items outlined in the budget submitted as part of this application."

10. Applicant Disclosure and Justification – DOJ High Risk Grantees[8] (if applicable)

An applicant that is designated as a DOJ High Risk Grantee is to submit in GMS, as a separate attachment to its application, information that OJP will use, among other pertinent information, to determine whether it will consider or select the application for an award under this solicitation. The file should be named "DOJ High Risk Grantee Applicant Disclosure and Justification." (See, also, "Review Process," below, under Section E. Application Review Information, for a brief discussion of how such information may considered in the application review process.)

[8] A "DOJ High Risk Grantee" is a recipient that has received a DOJ High-Risk designation based on a documented history of unsatisfactory performance, financial instability, management system or other internal control deficiencies, or noncompliance with award terms and conditions on prior awards, or that is otherwise not responsible.

OJP constantly seeks to optimize its investments in criminal- and juvenile justice-focused programs and activities, increase program effectiveness, and maximize the return – and program impact – from limited programmatic resources. Therefore, OJP may remove from consideration or not select for award a "DOJ High Risk Grantee" applicant that is determined to pose a substantial risk of program implementation failure. In making such determinations, OJP will consider one or more of the following factors: the applicant's lack of sufficient progress in addressing required corrective actions necessary for removal of the DOJ High Risk Grantee designation; the nature and severity of the issues leading to or accompanying the applicant's DOJ High Risk Grantee designation; or the applicant's expected ability to manage grant funds and achieve grant goals and objectives.

In this attachment, the applicant is to provide any additional information or justification – especially with regard to corrective actions yet to be implemented (as of the application date) – that may help demonstrate how the applicant has addressed or otherwise mitigated such uncorrected matters, such that any negative impact on the proposed program and its implementation would be immaterial or would be significantly reduced or eliminated. (To the extent that the applicant believes that any of the information provided pursuant to this disclosure may be confidential in nature, the applicant should specifically identify it.)

11. Additional Attachments

a. Information regarding Communication with the Department of Homeland Security (DHS) and/or Immigration and Customs Enforcement (ICE)

Each applicant must provide responses to the following questions as an attachment to the application:

(1) Does your jurisdiction have any laws, policies, or practices related to whether, when, or how employees may communicate with DHS or ICE?

(2) Is your jurisdiction subject to any laws from a superior political entity (e.g., a state law that binds a city) that meet the description in question 1?

(3) If yes to either:

- Please provide a copy of each law or policy.
- Please describe each practice.
- Please explain how the law, policy, or practice complies with section 1373.

Note: Responses to these questions must be provided by the applicant as part of the application. Further, the requirement to provide this information applies to all tiers of funding and for all subawards made to state or local government entities, including public institutions of higher education. All subrecipient responses must be collected and maintained by the direct recipient of funding and must be made available to DOJ upon request. Responses to these questions are not required from subrecipients that are either a tribal government/organization, a nonprofit organization, or a private institution of higher education.

OJP will not deny an application for an FY 2019 award for failure to submit these required responses by the application deadline, but a recipient will not receive

award funds (and its award will include a condition that withholds funds) until it submits these responses.

b. Research and Evaluation Independence and Integrity

If an application involves research (including research and development) and/or evaluation, the applicant must demonstrate research/evaluation independence and integrity, including appropriate safeguards, before it may receive award funds. The applicant must demonstrate independence and integrity regarding both this proposed research and/or evaluation, and any current or prior related projects.

Each application should include an attachment that addresses **both** i. and ii. below.

i. For purposes of this solicitation, each applicant is to document research and evaluation independence and integrity by including one of the following two items:

   a. A specific assurance that the applicant has reviewed its application to identify any actual or potential apparent conflicts of interest (including through review of pertinent information on the principal investigator, any co-principal investigators, and any subrecipients), and that the applicant has identified no such conflicts of interest—whether personal or financial or organizational (including on the part of the applicant entity or on the part of staff, investigators, or subrecipients)—that could affect the independence or integrity of the research, including the design, conduct, and reporting of the research.

   OR

   b. A specific description of actual or potential apparent conflicts of interest that the applicant has identified—including through review of pertinent information on the principal investigator, any co-principal investigators, and any subrecipients—that could affect the independence or integrity of the research, including the design, conduct, or reporting of the research. These conflicts may be personal (e.g., on the part of investigators or other staff), financial, or organizational (related to the applicant or any subrecipient entity). Some examples of potential investigator (or other personal) conflict situations are those in which an investigator would be in a position to evaluate a spouse's work product (actual conflict), or an investigator would be in a position to evaluate the work of a former or current colleague (potential apparent conflict). With regard to potential organizational conflicts of interest, as one example, generally an organization would not be given an award to evaluate a project, if that organization had itself provided substantial prior technical assistance to that specific project or a location implementing the project (whether funded by OJP or other sources), because the organization in such an instance might appear to be evaluating the effectiveness of its own prior

work. The key is whether a reasonable person understanding all of the facts would be able to have confidence that the results of any research or evaluation project are objective and reliable. Any outside personal or financial interest that casts doubt on that objectivity and reliability of an evaluation or research product is a problem and must be disclosed.

ii. In addition, for purposes of this solicitation, each applicant is to address possible mitigation of research integrity concerns by including, at a minimum, one of the following two items:

a. If an applicant reasonably believes that no actual or potential apparent conflicts of interest (personal, financial, or organizational) exist, then the applicant should provide a brief narrative explanation of how and why it reached that conclusion. The applicant also is to include an explanation of the specific processes and procedures that the applicant has in place, or will put in place, to identify and prevent (or, at the very least, mitigate) any such conflicts of interest pertinent to the funded project during the period of performance. Documentation that may be helpful in this regard may include organizational codes of ethics/conduct and policies regarding organizational, personal, and financial conflicts of interest. There is no guarantee that the plan, if any, will be accepted as proposed.

OR

b. If the applicant has identified actual or potential apparent conflicts of interest (personal, financial, or organizational) that could affect the independence and integrity of the research, including the design, conduct, or reporting of the research, the applicant is to provide a specific and robust mitigation plan to address each of those conflicts. At a minimum, the applicant is expected to explain the specific processes and procedures that the applicant has in place, or will put in place, to identify and eliminate (or, at the very least, mitigate) any such conflicts of interest pertinent to the funded project during the period of performance. Documentation that may be helpful in this regard may include organizational codes of ethics/conduct and policies regarding organizational, personal, and financial conflicts of interest. There is no guarantee that the plan, if any, will be accepted as proposed.

OJP will assess research and evaluation independence and integrity based on considerations such as the adequacy of the applicant's efforts to identify factors that could affect the objectivity or integrity of the proposed staff and/or the applicant entity (and any subrecipients) in carrying out the research, development, or evaluation activity; and the adequacy of the applicant's existing or proposed remedies to control any such factors.

c. Other

- Project Time and Task Plan detailing each project objective, activity, expected completion date, and responsible person or organization.

- Résumés for staff identified for key grant-funded positions, if known.
- Letters of support and commitment from the PSN task force and other key partners, including the research partner, if applicable.

  Applicant Disclosure of Proposed Subrecipients of grant funding, if applicable, that includes the name, organizational affiliation, and location of the proposed subrecipient entity.
- Certification letter of the fiscal agent from the local United States Attorney.

How To Apply
An applicant must submit its application through the Grants Management System (GMS), which provides support for the application, award, and management of awards at OJP. Each applicant entity **must register in GMS for each specific funding opportunity.** Although the registration and submission deadlines are the same, OJP urges each applicant entity to **register promptly**, especially if this is the first time the applicant is using the system. Find complete instructions on how to register and submit an application in GMS at www.ojp.gov/gmscbt/. An applicant that experiences technical difficulties during this process should email GMS.HelpDesk@usdoj.gov or call 888-549-9901 (option 3), available 24 hours a day, 7 days a week, including during federal holidays. OJP recommends that each applicant **register promptly** to prevent delays in submitting an application package by the deadline.

Note on File Types: 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." GMS may reject applications with files that use these extensions. It is important to allow time to change the type of file(s) if the application is rejected.

Unique Entity Identifier (DUNS Number) and System for Award Management (SAM)
Every applicant entity must comply with all applicable SAM and unique entity identifier (currently, a DUNS number) requirements. SAM is the repository for certain standard information about federal financial assistance applicants, recipients, and subrecipients. A DUNS number is a unique nine-digit identification number provided by the commercial company Dun and Bradstreet. More detailed information about SAM and the DUNS number is in the numbered sections below.

If an applicant entity has not fully complied with the applicable SAM and unique identifier requirements by the time OJP makes award decisions, OJP may determine that the applicant is not qualified to receive an award and may use that determination as a basis for making the award to a different applicant.

If the applicant entity already has an Employer Identification Number (EIN), the SAM registration will take **up to two weeks to process**. If the entity does not have an EIN, then **the applicant should allow two to five weeks for obtaining the information from IRS when requesting the EIN via phone, fax, mail or Internet**. For more information about EIN, visit https://www.irs.gov/individuals/international-taxpayers/taxpayer-identification-numbers-tin.

Registration and Submission Steps

All applicants should complete the following steps:

1. **Acquire a unique entity identifier (currently, a DUNS number).** The Office of Management and Budget requires every applicant for a federal award (other than an individual) to include a "unique entity identifier" in each application, including an application for a supplemental award. Currently, a DUNS number is the required unique entity identifier.

   This unique entity identifier is used for tracking purposes, and to validate address and point of contact information for applicants, recipients, and subrecipients. It will be used throughout the life cycle of an OJP award. Obtaining a DUNS number is a free, one-time activity. Call Dun and Bradstreet at 866–705–5711 to obtain a DUNS number or apply online at www.dnb.com/. A DUNS number is usually received within 2 business days.

2. **Acquire or maintain registration with SAM.** Any applicant for an OJP award creating a new entity registration (or updating or renewing a registration) in SAM.gov must submit an original, signed notarized letter appointing the authorized Entity Administrator within thirty (30) days of the registration activation. ***Notarized letters must be submitted via U.S. Postal Service Mail.*** *Read the Alert at sam.gov/SAM/ to learn more about what is required in the notarized letter, and read the Frequently Asked Questions (FAQs) at www.gsa.gov/samupdate to learn more about this process change.* All applicants for OJP awards (other than individuals) must maintain current registrations in the SAM database. Applicants will need the authorizing official of the organization and an Employer Identification Number (EIN). Information about SAM registration procedures can be accessed at sam.gov/SAM/. Each applicant must **update or renew its SAM registration at least annually** to maintain an active status. SAM registration and renewal can take as long as 10 business days to complete (2 more weeks to acquire an EIN).

3. **Acquire a GMS username and password**. New users must 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.gov/gmscbt. Previously registered applicants should ensure, prior to applying, that the user profile information is up-to-date in GMS (including, but not limited to, address, legal name of agency and authorized representative) as this information is populated in any new application.

4. **Verify the SAM (formerly CCR) registration in GMS.** OJP requires each applicant to verify its SAM registration in GMS. Once logged into GMS, click the "CCR Claim" link on the left side of the default screen. Click the submit button to verify the SAM (formerly CCR) registration.

5. **Search for the funding opportunity on GMS.** After logging into GMS or completing the GMS profile for username and password, go to the "Funding Opportunities" link on the left side of the page. Select "BJA" and "Project Safe Neighborhoods FY 2019 Grant Solicitation."

6. **Register by selecting the "Apply Online" button associated with the funding opportunity title.** The search results from step 5 will display the "funding opportunity" (solicitation) title along with the registration and application deadlines for this solicitation. Select the "Apply Online" button in the "Action" column to register for this solicitation and create an application in the system.

7. **Follow the directions in GMS to submit an application consistent with this solicitation.** Once the application is submitted, GMS will display a confirmation screen stating the submission was successful. **Important:** In some instances, an applicant must wait for GMS approval before submitting an application. OJP urges each applicant to submit its application **at least 72 hours prior** to the application due date.

Note: Application Versions
If an applicant submits multiple versions of the same application, OJP will review only the most recent system-validated version submitted.

Experiencing Unforeseen GMS Technical Issues
An applicant that experiences unforeseen GMS technical issues beyond its control that prevent it from submitting its application by the deadline must contact the GMS Help Desk or the SAM Help Desk (Federal Service Desk) at https://www.fsd.gov/fsd-gov/home.do to report the technical issue and receive a tracking number. The applicant must email the BJA contact identified in the Contact Information section on the title page **within 24 hours after the application deadline** to request approval to submit its application after the deadline. The applicant's email must describe the technical difficulties, and must include a timeline of the applicant's submission efforts, the complete grant application, the applicant's DUNS number, and any GMS Help Desk or SAM tracking number(s).

Note: OJP does not automatically approve requests to submit a late application. After OJP reviews the applicant's request, and contacts the GMS Help Desk to verify the reported technical issues, OJP will inform the applicant whether the request to submit a late application has been approved or denied. If OJP determines that the untimely application submission was due to the applicant's failure to follow all required procedures, OJP will deny the applicant's request to submit its application.

The following conditions generally are insufficient to justify late submissions:

- Failure to register in SAM or GMS in sufficient time (SAM registration and renewal can take as long as 10 business days to complete)
- Failure to follow GMS instructions on how to register and apply as posted on the GMS website
- Failure to follow each instruction in the OJP solicitation
- Technical issues with the applicant's computer or information technology environment, such as issues with firewalls

E. Application Review Information

Review Process
OJP is committed to ensuring a fair and open process for making awards. BJA reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation. BJA will also review applications to ensure that the statutory requirements have been met.

Pursuant to the Part 200 Uniform Requirements, before award decisions are made, OJP also reviews information related to the degree of risk posed by applicants. Among other things, to help assess whether an applicant that has one or more prior federal awards has a satisfactory record with respect to performance, integrity, and business ethics, OJP checks whether the applicant is listed in SAM as excluded from receiving a federal award.

In addition, if OJP anticipates that an award will exceed $250,000 in federal funds, OJP also must review and consider any information about the applicant that appears in the non-public segment of the integrity and performance system accessible through SAM (currently, the Federal Awardee Performance and Integrity Information System; "FAPIIS").

Important note on FAPIIS: An applicant, at its option, may review and comment on any information about itself that currently appears in FAPIIS and was entered by a federal awarding agency. OJP will consider any such comments by the applicant, in addition to the other information in FAPIIS, in its assessment of the risk posed by the applicant. The evaluation of risks goes beyond information in SAM, however. OJP itself has in place a framework for evaluating risks posed by applicants. OJP takes into account information pertinent to matters such as:

1. Applicant financial stability and fiscal integrity
2. Quality of the applicant's management systems, and the applicant's ability to meet prescribed management standards, including those outlined in the DOJ Grants Financial Guide
3. Applicant's history of performance under OJP and other DOJ awards (including compliance with reporting requirements and award conditions), as well as awards from other federal agencies
4. Reports and findings from audits of the applicant, including audits under the Part 200 Uniform Requirements
5. Applicant's ability to comply with statutory and regulatory requirements, and to effectively implement other award requirements.

Absent explicit statutory authorization or written delegation of authority to the contrary, the Assistant Attorney General will make all final award decisions.

F. Federal Award Administration Information

Federal Award Notices
Award notifications will be made by September 30, 2019. OJP sends award notification by email through GMS to the individuals listed in the application as the point of contact and the authorizing official. The email notification includes detailed instructions on how to access and

view the award documents, and steps to take in GMS to start the award acceptance process. GMS automatically issues the notifications at 9:00 p.m. eastern time on the award date.

For each successful applicant, an individual with the necessary authority to bind the applicant will be required to log in; execute a set of legal certifications and a set of legal assurances; designate a financial point of contact; thoroughly review the award, including all award conditions; and sign and accept the award. The award acceptance process requires a physical signature on the award document by the authorized representative. The fully-executed award document must then be scanned and submitted to OJP.

Administrative, National Policy, and Other Legal Requirements
If selected for funding, in addition to implementing the funded project consistent with the OJP-approved application, the recipient must comply with award conditions, as well as all applicable requirements of federal statutes and regulations (including applicable requirements referred to in the assurances and certifications executed at the time of award acceptance). OJP strongly encourages prospective applicants to review information on post-award legal requirements and common OJP award conditions **prior** to submitting an application.

Awards under this solicitation will include a condition (the specific terms of which will govern the award) related to verification of employment eligibility. The condition will, generally speaking, require the recipient (and any subrecipient) that accepts the award to verify the employment eligibility of any individual hired under the award, consonant with 8 U.S.C. § 1324a(a)(1).

OJP will include as appropriate an award condition (the specific terms of which will govern the award) requiring recipients of OJP grant funding that will support projects that involve or serve minors under the age of 18 to develop and implement written screening procedures (consistent with pertinent federal, state, and local law) for individuals who will interact in a staff or volunteer capacity with minors involved in the grant-funded programs.

Awards under this solicitation will include a condition (the specific terms of which will govern the award) related to competition requirements set forth at 2 C.F.R. § 200.319. The condition will, generally speaking, prohibit recipients (and any subrecipients) from procuring goods and services with award funds by means of any competition that disadvantages or excludes vendors on the basis of their having (or their having had) a prior or existing contractual relationship with the federal government.

Applicants should consult the "Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2018 Awards", available in the OJP Funding Resource Center at https://ojp.gov/funding/index.htm. In addition, applicants should examine the following two legal documents, as each successful applicant must execute both documents before it may receive any award funds. (An applicant is not required to submit these documents as part of an application.)

- Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements

- Certified Standard Assurances

The webpages accessible through the "Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2018 Awards" are intended to give applicants for OJP awards a general overview of important statutes, regulations, and award conditions that apply to many (or in some cases, all) OJP grants and cooperative agreements awarded in FY 2019. Individual OJP awards typically also will include additional award conditions. Those additional conditions may relate to the particular statute, program, or solicitation under which the award is made; to the substance of the funded application; to the recipient's performance under other federal awards; to the recipient's legal status (e.g., as a for-profit entity); or to other pertinent considerations.

Express Award Conditions
Individual FY 2019 awards made pursuant to this solicitation will, as appropriate and to the extent consistent with law, include conditions that will require the recipient (and any subrecipient) that accepts the award to do some or all of the following, with respect to the "program or activity" that would receive federal financial assistance thereunder:

- Not to violate (and certify that it is not in violation of) 8 U.S.C. § 1373 (prohibiting restrictions on — (1) communication to/from the Department of Homeland Security ("DHS") of information regarding the citizenship or immigration status of any individual; and (2) maintaining, or exchanging with any government entity, information regarding the immigration status of any individual).

General Information about Post-federal Award Reporting Requirements
In addition to the deliverables described in Section A. Program Description, any recipient of an award under this solicitation will be required to submit the following reports and data.

Required reports. Recipients typically must submit quarterly financial reports, semi-annual progress reports, final financial and progress reports, and, if applicable, an annual audit report in accordance with the Part 200 Uniform Requirements or specific award conditions. Future awards and fund drawdowns may be withheld if reports are delinquent. (In appropriate cases, OJP may require additional reports.)

Awards that exceed $500,000 will include an additional condition that, under specific circumstances, will require the recipient to report (to FAPIIS) information on civil, criminal, and administrative proceedings connected with (or connected to the performance of) either the OJP award or any other grant, cooperative agreement, or procurement contract from the federal government. Additional information on this reporting requirement appears in the text of the award condition posted on the OJP web site at https://ojp.gov/funding/FAPIIS.htm

Data on performance measures. In addition to required reports, each award recipient also must provide data that measure the results of the work done under the award. To demonstrate program progress and success, as well as to assist DOJ with fulfilling its responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103-62, and the GPRA Modernization Act of 2010, Public Law 111–352, OJP will require any award recipient, post award, to provide performance data as part of regular progress reporting. Successful applicants will be required to access OJP's performance measurement page at www.ojp.gov/performance for an overview of performance measurement activities at OJP.

G. Federal Awarding Agency Contact(s)

For OJP Contact(s), see the title page.

For contact information for GMS, see page 2.

H. Other Information

Freedom of Information Act and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a)
All applications submitted to OJP (including all attachments to applications) are subject to the federal Freedom of Information Act (FOIA) and to the Privacy Act. By law, DOJ may withhold information that is responsive to a request pursuant to FOIA if DOJ determines that the responsive information either is protected under the Privacy Act or falls within the scope of one of nine statutory exemptions under FOIA. DOJ cannot agree in advance of a request pursuant to FOIA not to release some or all portions of an application.

In its review of records that are responsive to a FOIA request, OJP will withhold information in those records that plainly falls within the scope of the Privacy Act or one of the statutory exemptions under FOIA. (Some examples include certain types of information in budgets, and names and contact information for project staff other than certain key personnel.) In appropriate circumstances, OJP will request the views of the applicant/recipient that submitted a responsive document.

For example, if OJP receives a request pursuant to FOIA for an application submitted by a nonprofit or for-profit organization or an institution of higher education, or for an application that involves research, OJP typically will contact the applicant/recipient that submitted the application and ask it to identify -- quite precisely -- any particular information in the application that the applicant/recipient believes falls under a FOIA exemption, the specific exemption it believes applies, and why. After considering the submission by the applicant/recipient, OJP makes an independent assessment regarding withholding information. OJP generally follows a similar process for requests pursuant to FOIA for applications that may contain law-enforcement sensitive information.

Provide Feedback to OJP
To assist OJP in improving its application and award processes, OJP encourages applicants to provide feedback on this solicitation, the application submission process, and/or the application review process. Provide feedback to OJPSolicitationFeedback@usdoj.gov.

IMPORTANT: This email is for feedback and suggestions only. OJP does **not** reply to messages it receives in this mailbox. A prospective applicant that has specific questions on any program or technical aspect of the solicitation **must** use the appropriate telephone number or email listed on the front of this solicitation document to obtain information. These contacts are provided to help ensure that prospective applicants can directly reach an individual who can address specific questions in a timely manner.

If you are interested in being a reviewer for other OJP grant applications, please email your résumé to ojpprsupport@usdoj.gov. (Do not send your résumé to the OJP Solicitation Feedback email account.) **Note:** Neither you nor anyone else from your organization or entity can be a peer reviewer in a competition in which you or your organization/entity has submitted an application.

Appendix A: Application Checklist
Project Safe Neighborhoods FY 2019 Grant Solicitation

This application checklist has been created as an aid in developing an application.

What an Applicant Should Do:

Prior to Registering in GMS:
_____ Acquire a DUNS Number (see page 27)
_____ Acquire or renew registration with SAM (see page 27)

To Register with GMS:
_____ For new users, acquire a GMS username and password* (see page 27)
_____ For existing users, check GMS username and password* to ensure account access (see page 27)
_____ Verify SAM registration in GMS (see page 27)
_____ Search for correct funding opportunity in GMS (see page 27)
_____ Select correct funding opportunity in GMS (see page 27)
_____ Register by selecting the "Apply Online" button associated with the funding opportunity title (see page 27)
_____ Read OJP policy and guidance on conference approval, planning, and reporting available at ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm (see page 11)
_____ If experiencing technical difficulties in GMS, contact GMS Support Hotline (see page *2*)

*Password Reset Notice – GMS users are reminded that while password reset capabilities exist, this function is only associated with points of contact designated within GMS at the time the account was established. Neither OJP nor the GMS Help Desk will initiate a password reset unless requested by the authorized official or a designated point of contact associated with an award or application.

Overview of Post-Award Legal Requirements:

_____ Review the "Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2018 Awards" in the OJP Funding Resource Center at https://ojp.gov/funding/index.htm.

Scope Requirement:

_____ The federal amount requested is within the allowable limit(s).

Eligibility Requirement: Eligible applicants are PSN team fiscal agents for the USAO districts. **All fiscal agents must be certified by the relevant USAO.** Eligible USAO-certified fiscal agents include states, units of local government, educational institutions, faith-based and other community organizations, private nonprofit organizations, and federally recognized Indian tribal governments (as determined by the Secretary of the Interior).

What an Application Should Include:

_____ Application for Federal Assistance (SF-424) (see page 13)
_____ Intergovernmental Review (see page 13)
_____ Approval "certification" letter from the relevant U.S. Attorney (see pages 6–7)
_____ Project Abstract (see page 13)
_____ Program Narrative (see page 14)
_____ Budget Detail Worksheet (see page 16)
_____ Budget Narrative (see page 16)
_____ Indirect Cost Rate Agreement (if applicable) (see page 19)
_____ Tribal Authorizing Resolution (if applicable) (see page 20)
_____ Financial Management and System of Internal Controls Questionnaire (see page 20)
_____ Disclosure of Lobbying Activities (SF-LLL) (see page 21)
_____ Applicant Disclosure of Pending Applications (see page 21)
_____ Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable) (see page 22)
_____ Additional Attachments
- _____ Time and Task Plan (see page 25)
- _____ Research and Evaluation Independence and Integrity (see page 24)
- _____ Applicant disclosure of subrecipients (see page 26)
- _____ Information regarding Communication with DHS and/or ICE (see page 23)

Appendix B
Resources

BJA Center for Research Partnerships and Program Evaluation (CRPPE)
https://www.bja.gov/programs/crppe/

BJA Police and Mental Health Toolkit
https://pmhctoolkit.bja.gov/

BJA Project Safe Neighborhoods webpage
https://www.bja.gov/ProgramDetails.aspx?Program_ID=74#horizontalTab1

Center for Evidence-Based Crime Policy: Community Policing and Procedural Justice
http://cebcp.org/evidence-based-policing/what-works-in-policing/research-evidence-review/community-policing/

CrimeSolutions.gov
http://www.crimesolutions.gov/

Identifying and Working With a Research Partner:
Frequently Asked Questions and Answers
http://www.psnmsu.com/documents/ResearchPartnerQ&A.pdf

National Gang Center
https://www.nationalgangcenter.gov/

PSN Resources webpage
www.psntta.org

Strategies in Policing Innovation (SPI) webinars/videos webpage
http://www.strategiesforpolicinginnovation.com/tta/webinars

Public Safety Clearinghouse
https://www.nationalpublicsafetypartnership.org/Clearinghouse

Webinar: Analyzing your Crime Problem
https://www.bja.gov/programs/spi-webinar.html

Appendix C
PSN-related research information

McGarrell, E.F., Circo, G., and J. Rydberg. (2015). *Detroit Project Safe Neighborhoods: Final Project Report*. East Lansing, MI: Michigan Justice Statistics Center, School of Criminal Justice, Michigan State University.
This report presents the findings of the Detroit PSN program that was part of the Comprehensive Violence Reduction Partnership (CVRP). PSN/CVRP involved a multi-agency collaboration of local, state, and federal criminal justice agencies, community partners, and a research partner following a data-driven strategic effort to reduce gun crime and criminal gang violence. The strategy combined focused enforcement with youth outreach and intervention. Detroit PSN focused on two high violent crime precincts on the west side of Detroit (6th and 8th precincts). The results of the evaluation indicated a 17 percent decrease in gun crime victimization. When controlling for violent crime trends in similar parts of the city, it appeared that PSN was responsible for an approximate 9 percent decline in gun crime.

Braga, A.A., Hureau, D.M., & Papachristos, A.V. (2014). "Deterring Gang-Involved Gun Violence: Measuring the Impact of Boston's Operation Ceasefire on Street Gang Behavior." *Journal of Quantitative Criminology, 30:*113-139.
http://link.springer.com/article/10.1007/s10940-013-9198-x
This article asserts that the original evaluation of Boston's Ceasefire program had a relatively weak design, leading to uncertainty about the results. To remedy this, this revised study used a more rigorous design to find that the total number of shootings involving Boston gangs dropped by 31% when subjected to Operation Ceasefire. This result helps to bolster the findings in previous studies.

Bynum, T. S., Grommon, E., et al. (2014). *Evaluation of a Comprehensive Approach to Reducing Gun Violence in Detroit.* Washington, DC: U.S. Department of Justice, Office of Justice Programs, National Institute of Justice.
https://www.ncjrs.gov/pdffiles1/nij/grants/244866.pdf
This report examines the PSN program in Detroit, MI. The Detroit program followed the standard PSN model with mixed-agency teams and case reviews. The process evaluation found a significant increase in the number of charges for carrying a concealed weapon. The outcome evaluation found a significant decrease in the number of fatal and non-fatal shootings in the target areas.

Braga, A. A., Apel, R., et al. (2013). "The Spillover Effects of Focused Deterrence on Gang Violence." *Evaluation Review, 37*(3/4): 314–342.
http://www.ncbi.nlm.nih.gov/pubmed/24569771
This article examines the diffusion of benefits from a focused deterrent program such as PSN. The article finds that when certain criminal gangs are targeted for enforcement, other gangs take notice and can be deterred as well. Total shootings went down for both gangs targeted and those targeted vicariously (allies and rivals of targeted gangs).

Corsaro, N., R. Brunson, and E.F. McGarrell. (2013). "Problem-Oriented Policing and Open-Air Drug Markets: Examining the Pulling Levers Deterrence Strategy in Rockford, Illinois."*Crime and Delinquency.*
https://www.ncjrs.gov/App/AbstractDB/AbstractDBDetails.aspx?id=267149
This article presents the results of the Drug Market Intervention (DMI) strategy conducted in Rockford, Illinois. The results indicated a significant reduction in crime, drug and nuisance offenses in the DMI neighborhood.

Engel, R.S., M.S. Tillyer, and N. Corsaro. (2013). Reducing Gang Violence Using Focused Deterrence: Evaluating the Cincinnati Initiative to Reduce Violence (CIRV). *Justice Quarterly* 30,3: 403-439.
http://www.tandfonline.com/doi/abs/10.1080/07418825.2011.619559
This article presents the findings of the evaluation of the Cincinnati Initiative to Reduce Violence (CIRV). The article describes the nature of the initiative and reports significant declines in group member involved homicides and violent firearm incidents.

McGarrell, E.F., N. Corsaro, C. Melde, N. Hipple, T. Bynum, and J. Cobbina. (2013) "Attempting to Reduce Firearms Violence Through a Comprehensive Anti-Gang Initiative (CAGI): An Evaluation of Process and Impact." *Journal of Criminal Justice* 41:33-43.
https://www.ncjrs.gov/App/AbstractDB/AbstractDBDetails.aspx?id=264734
This article presents the results of an evaluation of the Comprehensive Anti-Gang Initiative (CAGI). The results did not indicate a consistent impact on gang violence but rather reductions in violent crime were limited to those jurisdictions that were able to successfully implement the enforcement components of the strategy. Suggestions for addressing implementation challenges are presented.

Braga, Anthony A., and David L. Weisburg. 2012. *Pulling Levers Focused Deterrence Strategies to Prevent Crime*. No. 6 of Crime Prevention Research Review. Washington, D.C.: U.S. Department of Justice, Office of Community Oriented Policing Services.
https://nnscommunities.org/uploads/Pulling_Levers.pdf
The authors examined the effectiveness of pulling levers focused deterrence programs by reviewing all available academic studies evaluating pulling levers strategies. The basic findings of the review were very positive. Nine out of 10 eligible studies reported strong and statistically significant crime reductions associated with the approach. In addition, the findings of eligible focused deterrence evaluations fit well within existing research suggesting that deterrence-based strategies, if applied correctly, can reduce crime.

Corsaro, N., Hunt, E. D., et al. (2012). "The Impact of Drug Market Pulling Levers Policing on Neighborhood Violence: An Evaluation of the High Point Drug Market Intervention." *Criminology and Public Policy, 11*(2):167−199.
http://onlinelibrary.wiley.com/doi/10.1111/j.1745-9133.2012.00798.x/abstract
This program was rated on Crimesolutions.gov as effective.
This report details the DMI program in High Point, NC, that concentrated resources on problem areas and chronic offenders involved in the drug markets. The program focused on identifying

these areas, notifying offenders of the harsh sanctions, and offering community resources. Areas targeted by the program saw an almost 8 percent drop in violence, while a comparison area had a similar increase in violence.

Corsaro, N., R.K. Brunson, and E.F. McGarrell. (2010). "Evaluating a Policing Strategy Intended to Disrupt an Illicit Street-Level Drug Market." ***Evaluation Review*** **34,6: 513-548.**
http://erx.sagepub.com/content/early/2010/12/15/0193841X10389136.abstract
This study examined the implementation of the Drug Market Intervention (DMI) in a neighborhood in Nashville, Tennessee that had long experienced open air drug dealing. The results indicated a significant reduction in drug incidents and reports of large increases in the perceived quality of neighborhood life.

McGarrell, Edmund, Nicholas Corsaro, Natalie Kroovand Hipple, and Timothy Bynum. (2010). "Project Safe Neighborhoods and Violent Crime Trends in US Cities: Assessing Violent Crime Impact." ***Journal of Quantitative Criminology*** **26: 165–90.**

This program was rated on Crimesolutions.gov as promising. ☑
Compared with cities that did not implement Project Safe Neighborhoods (PSN), McGarrell and colleagues (2010) found that treatment cities experienced a statistically significant decline in violent crime. Between 2000 and 2006, PSN cities experienced an average 4.1 percent decline in violent crime, while non-PSN cities experienced a 0.9 percent decline. Furthermore, cities that received a higher dosage of PSN were significantly more likely to experience decreases in violent crime, relative to cities that did not fully implement PSN. Every unit increase in PSN implementation was associated with a 5.7 percent decrease in the city's violent crime rate.

Corsaro, N., & McGarrell, E. (2009). "Testing a Promising Homicide Reduction Strategy: Reassessing the Impact of the Indianapolis 'Pulling Levers' Intervention." ***Journal of Experimental Criminology, 5*****(1):63–82.**
https://www.ncjrs.gov/App/publications/abstract.aspx?ID=248740

This program was rated on Crimesolutions.gov as promising. ☑
This article evaluates the Indianapolis "Pulling Levers" program, modeled after Boston's Operation Ceasefire. The program focused on reducing gang homicide by targeting chronic offenders. The results show an overall decrease in homicides. However, when the data are disaggregated, the authors show that the program had a greater effect on gang homicides than non-gang homicides. This supports the proposition that the program caused the decrease.

Appendix D
Examples of Data Sources for PSN teams

The following list provides examples of data sources PSN task forces could collect and review (and/or ask their research partners to collect and review, if applicable) to define their problem and determine the best use of PSN grant resources:

Police Department Data

Violent crime incident data	Data on violent crime incidents, in particular on homicides, robberies, and aggravated assaults
Gun crime data	Information on any crime in which at least one of the associated charges explicitly involved firearms, including information on victims, offenders, and settings
Gun recovery data	Information on the number of guns recovered and traced by law enforcement
Child exploitation data	Data on reported child exploitation incidents, in particular on child sex trafficking/the prostitution of children; child sex tourism involving commercial sexual activity; the commercial production of child pornography; and the online transmission of live video of a child engaged in sexual activity in exchange for anything of value.
Calls for police service	Calls for service generally refers to assignments that are typically distributed to public safety professionals that require their presence to resolve, correct or assist a particular situation
Police incident reports	A police incident report is a police agency's compiling of basic public information related to arrests, accidents or investigations made by law enforcement. It includes who was involved, what happened, and when and where the incident took place.
Systematic crime incident reviews	Crime incident reviews provide one way of sharing detailed information about specific types of crime, most often homicide, in the local criminal justice system and using that information to develop strategic approaches to reduce that crime. The programs rely on input from front-line staff with street-level knowledge of the crimes being discussed. Representatives from across the criminal justice system—including law enforcement, prosecutors, probation and parole officers, and often others—participate in the process. Finally, the process involves researchers whose task it is to analyze the information presented and to identify patterns or other issues that may be useful in responding strategically to the crime problem.

Prosecution Data

Local prosecution filings for homicides, aggravated assaults, and robbery	
Pretrial data	Information relating to prior convictions, ties to gangs and violent groups, community connections (*e.g.,* employment and education information), and substance use/abuse.
Federal prosecution – cases and defendants charged for firearms-related cases (18 U.S.C. §§ 922 and 924), gang-related crime (RICO, Violent Crimes in Aid of Racketeering), and other violent crime (*e.g.,* Hobbs Act robbery, kidnapping, carjacking)	

Tracing data available from ATF and local police

Shots fired/Gun-shot detection system	A gun-shot detection systems identifies and provides a time-stamp specific of impulsive noises. It also classifies and triangulates the location and type of gunshots within 10 feet, within 30–45 seconds of a gun being fired.
NIBIN (National Integrated Ballistics Intelligence Network) hits	NIBIN is a specialized computer network in the United States. It contains digital images of recovered pieces of ballistic evidence.
Crime guns traced	The types of manufacture, models, calibers, patterns in crime gun purchase and recovery locations and, in some cities, the most frequently traced crime guns.
Information on possessors	The age group and crimes of the gun crime possessors, relationship between possessors and purchasers, and whether the possessor or purchaser is associated with other traced guns.
Gun trafficking indicators	The time-to-crime and geographic sources of crime guns, associations between recovered crime guns, multiple sales information, location of last retail sale, and percentage of crime guns with obliterated serial numbers.
Federal Firearms Licensees (FFL) and interstate theft information	Data on thefts and losses from interstate carriers, thefts and loses from licensed gun dealers and manufacturers, source areas of stolen firearms, types of firearms most frequently stolen, FFLs reporting multiple thefts, recovery locations for stolen firearms, and a record of the modus operandi of reported thefts.
Firearms seized	

Court Data

Case outcomes, convictions, sentences, bond/pretrial detention determinations	

Department of Corrections Data

Probation data	
Parolee return to the community data	
Open warrants/absconding information for violent parolees and probationers	

Young adult-focused data

Juvenile justice system data	
Gang-related data	
School police data	
School data	
Youth-Risk Behavior Surveillance System (YRBSS) data	The Youth Risk Behavior Surveillance System (YRBSS) monitors six types of health risk behaviors that contribute to the leading causes of death and disability among youth and adults, including: • Behaviors that contribute to unintentional injuries and violence • Sexual behaviors related to unintended pregnancy and sexually transmitted diseases, including HIV infection • Alcohol and other drug use • Tobacco use • Unhealthy dietary behaviors • Inadequate physical activity

Public Health/Community Data

Citizen perception surveys	
Community characteristics	
Social service provider data	Number of clients, number of sessions
Client risk assessment information	
Foreclosures, health & human services data	

Center for Disease Control & Prevention	https://www.cdc.gov/violenceprevention/sexualviolence/datasources.html

Other Data

Crime survey and intelligence reports from *federal agencies*.	
Crime survey and intelligence reports from *state and local agencies.*	
FBI/POC reports of NICS denials	Available through NCIC in searchable format
High-Intensity Drug Trafficking Areas (HIDTA) data	
Crime Victimization Survey data	
FBI social network analysis	https://leb.fbi.gov/2013/march/social-network-analysis-a-systematic-approach-for-investigating

Appendix E
Key dimensions for Fiscal Agents to consider when developing a PSN grant action plan

The last several decades of criminal justice research has revealed some key findings: (1) law enforcement and communities can reduce crime and violence through data-driven processes and evidence-based strategies; and (2) effective implementation of these processes and strategies is central to crime reduction. There are several key dimensions that have been identified as critical to successful implementation:

Governance and Project Management
Successful crime reduction implementation requires the application of sound project management skills to the effort, the commitment of sufficient personnel and resources by relevant stakeholders for a period of time long enough to complete the project, and thorough project governance. This type and length of commitment is needed to ensure that problem assessment, program design, and program implementation occur. This is particularly important for law enforcement agencies, as they typically are the lead agency or one of the lead agencies when it comes to implementing a crime reduction strategy. If strategic crime reduction efforts are to be pursued, committed leadership and effective management are critical.

Partnerships
Given the current climate of doing more with less and the realization that crime problems are more than just police problems, the ability to communicate and to establish partnerships with other law enforcement agencies, community groups, governmental entities, and social service agencies is vital to the comprehensive nature of implementing a crime reduction strategy. Leveraging and strengthening current partnerships, and creating new ones when needed, will often increase the likelihood of success for an initiative. The existence (or absence) and depth of two partnership types are relevant to the crime reduction strategy: (1) criminal justice partnerships and (2) community partnerships (private, nongovernment, and public institutions).

Reliable, Accurate, and Current data and Analysis
The successful implementation of any crime reduction strategy requires the capabilities to gather, share, and interpret vast quantities of criminal justice or other data to identify the setting and those involved with the crime problem, as well as to measure the progress and impact of the strategies. Although law enforcement agencies collect large amounts of data, the ability of an agency to analyze the data and the resources available to do so vary greatly across the United States. It may be easy to overlook the information and data issues involved in this work, but experience has shown them to be key factors in program success.

Feedback and Awareness
As the crime reduction strategy progresses, it is crucial that partners provide feedback and share updates, both positive and negative. Sharing this information with all partners facilitates continuous learning and improvement. Additionally, it is imperative that the organization provides the necessary training to partners, properly tracks output and outcome measures, and determines if resource allocation is effective. Feedback is important to keeping stakeholders invested, from those on the line level to the command staff, and contributes to achieving the long-term goal of crime reduction.

Ultimately, these four components are interconnected and reinforce one another. For example, data are needed for feedback and accountability. Positive feedback and information suggesting mid-course corrections are critical for maintaining executive-level commitment and the necessary resources.

Information in this section has been adapted from:
Natalie Kroovand Hipple and Edmund F. McGarrell, “Supporting Effective Implementation of Strategic Crime Reduction Efforts,” Research in Brief, *The Police Chief* 81 (September 2014): 14–15.

Appendix F
8 U.S.C. § 1373 (in effect for 2019)

Communication between government agencies and the Immigration and Naturalization Service

(a) In general

Notwithstanding any other provision of Federal, State, or local law, a Federal, State, or local government entity or official may not prohibit, or in any way restrict, any government entity or official from sending to, or receiving from, the Immigration and Naturalization Service information regarding the citizenship or immigration status, lawful or unlawful, of any individual.

(b) Additional authority of government entities

Notwithstanding any other provision of Federal, State, or local law, no person or agency may prohibit, or in any way restrict, a Federal, State, or local government entity from doing any of the following with respect to information regarding the immigration status, lawful or unlawful, of any individual:

(1) Sending such information to, or requesting or receiving such information from, the Immigration and Naturalization Service.
(2) Maintaining such information.
(3) Exchanging such information with any other Federal, State, or local government entity.

(c) Obligation to respond to inquiries

The Immigration and Naturalization Service shall respond to an inquiry by a Federal, State, or local government agency, seeking to verify or ascertain the citizenship or immigration status of any individual within the jurisdiction of the agency for any purpose authorized by law, by providing the requested verification or status information.

See also provisions set out at (or referenced in) 8 U.S.C. § 1551 note ("Abolition … and Transfer of Functions")