BUREAU OF JUSTICE ASSISTANCE

FUNDING OPPORTUNITY: FY 2024 PROJECT SAFE NEIGHBORHOODS

August 20, 2024

Bureau of Justice Assistance
U.S. Department of Justice

Presenters

- **Kate McNamee -** Senior Policy Advisor, BJA
- **Stephen Fender -** Division Chief, BJA
- **Brandy Donini-Melanson -** Program Manager, EOUSA

Agenda

- Welcome and Introduction to OJP and BJA
- Program Overview
- Eligibility and Application Requirements
- EOUSA Information
- Training and Technical Assistance
- Application Resources
- Q&A

SECTION 1

WELCOME AND INTRODUCTION

BJA
Bureau of Justice Assistance
U.S. Department of Justice

What is the Office of Justice Programs?

- The Office of Justice Programs (OJP) provides grant funding, training, research, and statistics to the criminal justice community.
- OJP is one of three grant-making components of the Department of Justice along with the **Office on Violence Against Women (OVW)** and the **Office of Community Oriented Policing Services (COPS)**.

BJA – Bureau of Justice Assistance

BJS – Bureau of Justice Statistics

NIJ – National Institute of Justice

OVC – Office for Victims of Crime

OJJDP – Office of Juvenile Justice and Delinquency Prevention

SMART – Office of Sex Offender Sentencing, Monitoring, Apprehending, Registering, and Tracking

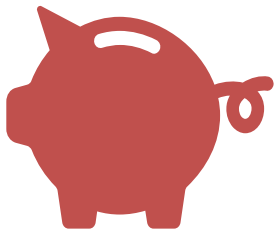
U.S. Department of Justice
Bureau of Justice Assistance

Mission: BJA's mission is to provide leadership and services in grant administration and criminal justice policy development to support state, local, and tribal justice strategies to achieve safer communities. BJA works with communities, governments, and nonprofit organizations to reduce crime, recidivism, and unnecessary confinement, and promote a safe and fair criminal justice system.

Karhlton F. Moore, BJA Director

https://bja.ojp.gov/

How BJA Supports the Field



Investments

Provide diverse funding to accomplish goals.

Sharing Knowledge

Research, develop, and deliver what works to build capacity and improve outcomes.

Engagement

Consult, connect, and convene.

Poll Question

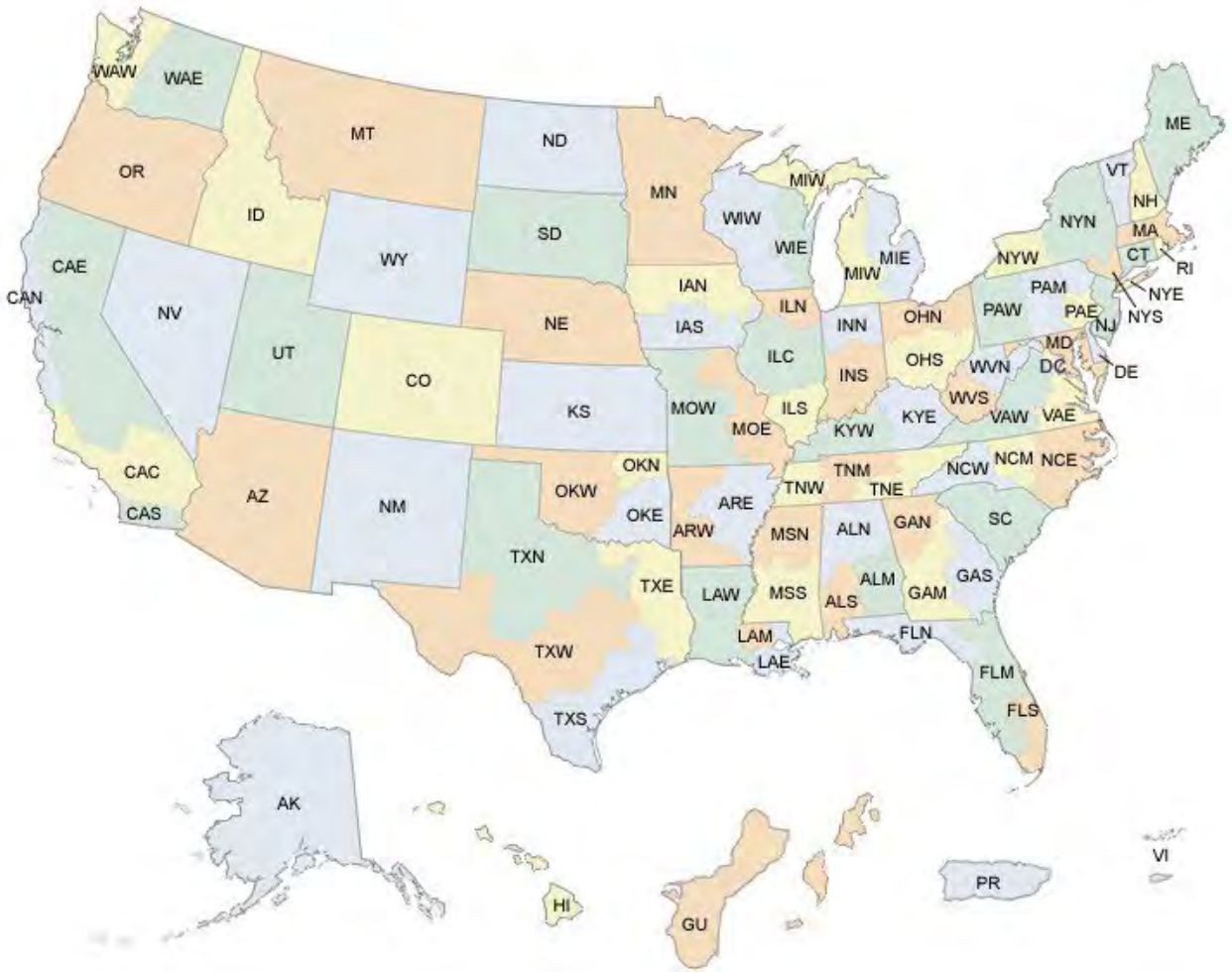
Has your organization been awarded federal grants in the past?

- Yes, my organization has extensive experience with federal grants.
- Yes, though my organization does not currently have any federal grants.
- My organization has limited experience with federal grants.
- My organization is new to federal grants and looking to learn more!

SECTION 2

PROGRAM OVERVIEW

The Purpose of PSN



PSN's Four Pillars

- Community Engagement
- Prevention and Intervention
- Focused and Strategic Enforcement
- Accountability

Community Engagement

- District of NE
- Omaha 360 Violence Intervention and Prevention Collaborative
- Brings together community member and other key stakeholders to focus on gang and gun violence

Prevention and Intervention

- Northern District of GA
- Use of the Credible Messenger Model to intervene with high-risk youth and adults
- Both a prevention and reentry strategy

Focused and Strategic Enforcement

- Middle District of LA
- Implementation of Crime Gun Intelligence Model
- Identify individuals driving violence through CGIC data and law enforcement intelligence information
- Identification of high-risk places through shots fired data

Accountability

- District of MT
- Missoula and Billings PD collaboration with Michigan State University
- Development of violent crime case review process
- Monthly violent crime data provided to USAO
- Ensures close to "real time" data informing operational decisions

SECTION 3

ELIGIBILITY AND APPLICATION REQUIREMENTS

BJA
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U.S. Department of Justice

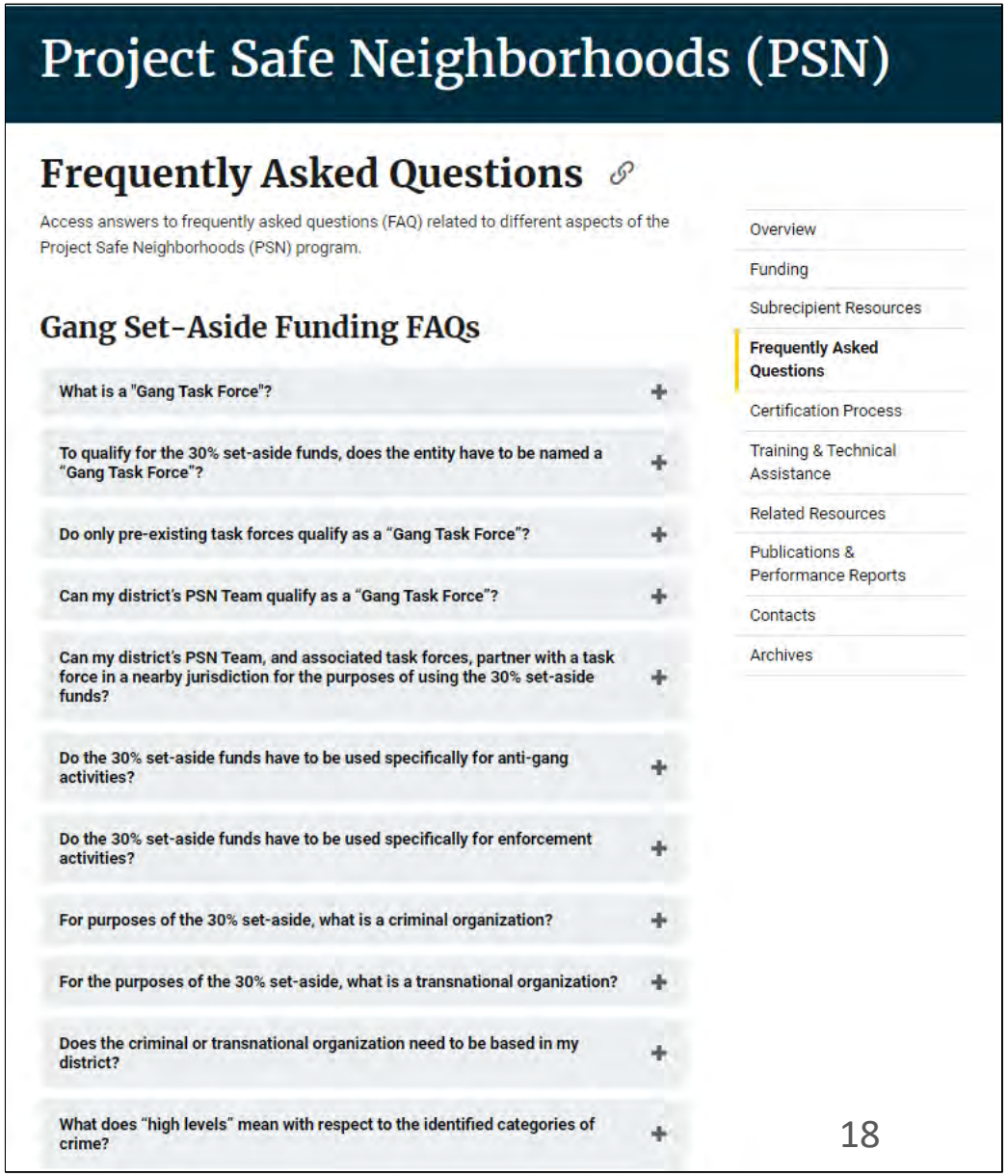
Who May Apply

- 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).
    - United States Attorney signed letter to BJA certifying the fiscal agent applicant.
  - Eligible USAO-certified fiscal agents include:
    - states
    - units of local government
    - educational institutions
    - faith-based and other community organizations
    - private nonprofit organizations
    - federally recognized Indian tribal governments (as determined by the Secretary of the Interior)
- BJA recommends that districts 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/.

Funding Allocation

- Up to 93 awards
- 36 months beginning on October 1, 2024
- Certified fiscal agents may use up to 10% for administration
- 30% 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.”

https://bja.ojp.gov/program/project-safe-neighborhoods-psn/faqs



Capturing Goals & Objectives

Goals, Objectives, Deliverables, and Timeline Web-Based Form

- **Goals:** describe the project's intent to change, reduce, or eliminate the problem noted in the proposal narrative.
  - How will this PSN grant funding contribute to your achieving the goals of your District's PSN Strategy?
- **Program Objectives and Timeline:** include objectives to accomplish its goals.
  - Objectives are specific, measurable actions to reach the project's desired results.
  - Timelines should be clearly linked to the goal.
  - How will this PSN grant funding contribute to your reaching specific objectives that support your District's PSN Strategy?

Abstract

Proposed project period

Jurisdiction’s crime rate and crime drivers

Summary of PSN grant strategy

Key partners

- research partner if applicable

Geographic focus of the grant funded activities

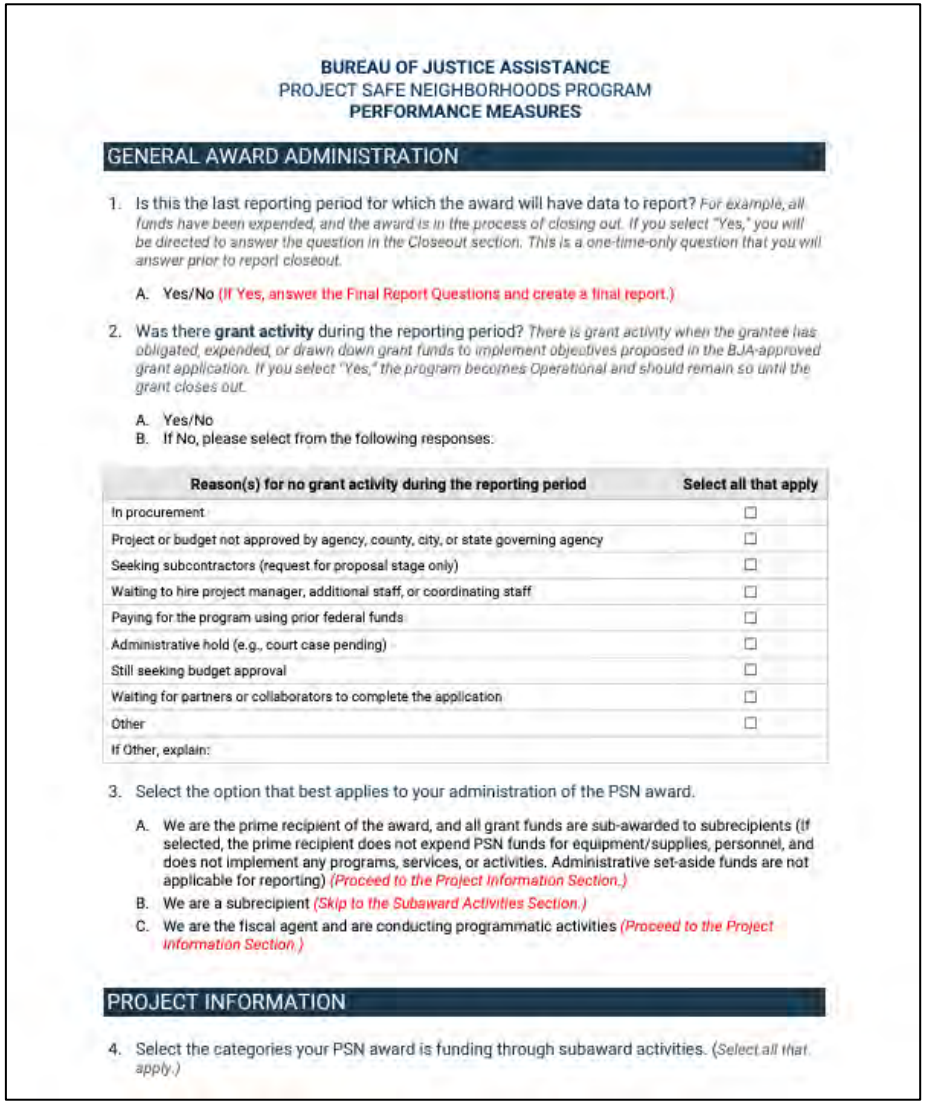
Program Narrative

Components:

- Description of the Issue
- Program Implementation
  - Gang Task Force Set Aside
- Capabilities and Competencies
- Plan for Collecting the Data Required for This Solicitation's Performance Measures

Performance Metrics

- The program narrative should include information related to the applicant's plan for collecting the data required for PSN's Performance Measures.
- Describe the process for measuring project performance.
  - Identify who will collect the data, who is responsible for performance measurements, and how the information will be used to guide and evaluate the impact of the project.
  - Describe the process to accurately report data.



BUREAU OF JUSTICE ASSISTANCE
PROJECT SAFE NEIGHBORHOODS PROGRAM
PERFORMANCE MEASURES

GENERAL AWARD ADMINISTRATION

1. Is this the last reporting period for which the award will have data to report? *For example, all funds have been expended, and the award is in the process of closing out. If you select "Yes," you will be directed to answer the question in the Closeout section. This is a one-time-only question that you will answer prior to report closeout.*
   A. Yes/No *(If Yes, answer the Final Report Questions and create a final report.)*
2. Was there **grant activity** during the reporting period? *There is grant activity when the grantee has obligated, expended, or drawn down grant funds to implement objectives proposed in the BJA-approved grant application. If you select "Yes," the program becomes Operational and should remain so until the grant closes out.*
   A. Yes/No
   B. If No, please select from the following responses:

Reason(s) for no grant activity during the reporting period	Select all that apply
In procurement	☐
Project or budget not approved by agency, county, city, or state governing agency	☐
Seeking subcontractors (request for proposal stage only)	☐
Waiting to hire project manager, additional staff, or coordinating staff	☐
Paying for the program using prior federal funds	☐
Administrative hold (e.g., court case pending)	☐
Still seeking budget approval	☐
Waiting for partners or collaborators to complete the application	☐
Other	☐
If Other, explain:	

3. Select the option that best applies to your administration of the PSN award.
   A. We are the prime recipient of the award, and all grant funds are sub-awarded to subrecipients (If selected, the prime recipient does not expend PSN funds for equipment/supplies, personnel, and does not implement any programs, services, or activities. Administrative set-aside funds are not applicable for reporting) *(Proceed to the Project Information Section.)*
   B. We are a subrecipient *(Skip to the Subaward Activities Section.)*
   C. We are the fiscal agent and are conducting programmatic activities *(Proceed to the Project Information Section.)*

PROJECT INFORMATION

4. Select the categories your PSN award is funding through subaward activities. *(Select all that apply.)*

Budget Information

- Submit indirect cost rate agreement by uploading as an attachment in JustGrants
- Complete the following sections of the application web-based form:
  - The Financial Management and System of Internal Controls Questionnaire
  - JustGrants Web-Based Budget Form

JustGrants Web-Based Budget Form

Travel

Funds to support 3 nonfederal members of the PSN Team to participate in one in-person workshop supported by the PSN Training and Technical Assistance Program (estimated costs should be based for 3 days and 2 nights in the DC area)

Sub-Awards

- Funds for subrecipient programmatic work (line item can be entered as, "*Subrecipients TBD*")

Indirect Costs

- Ensure the rate applied is current and consistent with your agency's approved indirect cost rate agreement or if electing to use the De Minimis Rate, ensure this is stated

Administrative Costs

- Fiscal Agents may allocate up to 10 percent of the award amount for direct costs associated with administering the award *in addition to eligible indirect costs.*

Unallowable Costs

- Prizes, rewards, entertainment, trinkets (or any type of monetary incentive)
- Client stipends
- Gift Cards
- Food and beverage
- Unmanned Aircraft Systems and Unmanned Aircraft Vehicles
- Executive Order 14074: Advancing Effective, Accountable Policing and Criminal Justice Practices To Enhance Public Trust and Public Safety

Subaward Review

All subawards require BJA approval post award. Required for approval:

- **Budget**
  - Allowable expenses only
  - Indirect costs
    - Federally approved IDC vs. De-minimus
    - Total direct costs vs. modified direct costs
- **Subaward Summary**
  - Summary of program (who, what, when, where, why)
  - Explicit violent crime connection for all costs
  - Explain the selection committee decision for funding
  - Confirm 30% gang set aside in summary
  - Confirm selection committee decision

Subawards and Procurement Contracts

A **subaward** is for the purpose of **carrying out a portion** of a federal award and creates a federal assistance relationship with the subrecipient. **Characteristics which support the classification of a subrecipient include** when the non-federal entity:	A **procurement contract** is for the purpose of obtaining goods and services for the non-federal entity's own use and creates a procurement relationship with the contractor. **Characteristics indicative of a procurement relationship** are when the contractor:
Determines who is eligible to receive what federal assistance	Provides the goods and services within normal business operations
Has its performance measured in relation to whether objectives of a federal program were met;	Provides similar goods or services to many different purchasers
Has responsibility for programmatic decision-making	Normally operates in a competitive environment
Is responsible for adherence to applicable federal program requirements specified in the federal award	Provides goods or services that are ancillary to the operation of the federal program
In accordance with its agreement, uses the federal funds to carry out a program for a public purpose specified in authorizing statute, as opposed to providing goods or services for the benefit of the pass-through entity.	Is not subject to compliance requirements of the federal program as a result of the agreement, though similar requirements may apply for other reasons.

SECTION 4

EXECUTIVE OFFICE FOR U.S. ATTORNEYS

Background

- Every U.S. Attorney's Office (USAO) has a written PSN strategic plan with goals, objectives, strategies, and performance measures for the PSN pillar areas.
- The PSN strategic plan focus on the most pressing violent crime issues and drivers in the district.
- Every USAO has been asked to lead a multi-agency/multi-disciplinary "team" (aka PSN team) to help develop/implement elements of the PSN strategy.
- The PSN team should discuss and identify the PSN strategic plan goals and objectives that should be prioritized with PSN grant funding.
- The PSN team should discuss and identify project-specific elements that will assist the Fiscal Agent and PSN Selection Committee make subawards.

PSN Grant Funding

Decisions about the agencies/organizations that will receive grant funding must be made by non-federal/non-conflicted individuals (aka Selection Committee).

PSN Grant Funded Projects

- The USAO, PSN team, Fiscal Agent, and Selection Committee should discuss the following:
  - specific grant-funded project elements and criteria for selection;
  - timeline for the Selection Committee to identify subrecipients and contractors and other deadlines;
  - the subaward process and how the Fiscal Agent will initiate the process; and
  - method of notifying subrecipients and other details related to the subaward process.
- The USAO should not assume the responsibilities of the Fiscal Agent but should provide programmatic assistance.
- The USAO may provide the Fiscal Agent with written project-related information, as discussed by the PSN team and Selection Committee, to assist the Fiscal Agent complete the Proposal Narrative and subaward summaries for BJA.

Point of Contact for U.S. Attorneys' Offices

Brandy Donini-Melanson
Program Manager, Legal Programs
Executive Office for United States Attorneys
(202) 252-1328
Brandy.Donini-Melanson@usdoj.gov

SECTION 5

PSN TRAINING AND TECHNICAL ASSISTANCE

Training and Technical Assistance (TTA)

- TTA assists PSN task forces, local and state law enforcement, criminal justice agencies, and communities with planning, implementing, and assessing their violence reduction PSN strategies.
- There are no costs unless a site is asked to provide a match or a small portion of the cost (e.g., meeting space, A/V needs).

PSN TTA Takes Many Forms

- Consultation
- Informational resources
- Virtual training
- In-person training
- Peer-to-peer exchanges
- Assessments

PSN TTA Aligns with Design

- Community Engagement
- Prevention and Intervention
- Accountability
- Strategic and Focused Enforcement

TTA Providers

CNA Institute for Public Research

Michigan State University

National Center for Victims of Crime

National District Attorneys Association

Most Requested TTA

- Crime Analysis (Foundations, Capacity Assessment)
- Law Enforcement and Prosecution (Detective Function Assessment, NFS Assessment)
- Strategic Planning (Grant Start-up, Research Partner Assistance Grant Writing Series)
- Victim and Witness Centered (Trauma-informed Practice, Intimate Partner Violence)

For **more information**, visit the TTA website: https://psntta.org

SECTION 6

APPLICATION RESOURCES

Contents

- How To Apply
- Application Elements and Formatting Instructions
  - Complete the Application for Federal Assistance(Standard Form (SF)-424)
  - Disclosure of Lobbying Activities
    - Unique Entity Identifier and System for Award Management (SAM)
  - Proposal Abstract
  - Budget Preparation and Submission Information
    - Detailed Computations and Allowable Costs
    - Narrative Justification for Every Cost
    - Consolidated Budget Summary
    - Information on Proposed Subawards (if any) and Proposed Procurement Contracts (if any)
    - Indirect Cost Rate Agreement (if applicable)
  - Tribal Authorizing Resolution (if applicable)
- Application Attachments
  - Applicant Disclosure of Pending Applications (Duplication in Cost Items)
  - Applicant Disclosure and Justification – DOJ High Risk Grantees
  - Research and Evaluation Independence and Integrity
  - Disclosure of Process Related to Executive Compensation
- Financial Information
  - Financial Management and System of Internal Controls
  - Financial Management and System of Internal Controls Questionnaire (including Applicant Disclosure of High-Risk Status)
  - Cost Sharing or Matching Requirement
  - Pre-agreement Costs (also known as Pre-award Costs)
  - Limitation on Use of Award Funds for Employee Compensation; Waiver
  - Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs
  - Costs Associated with Language Assistance (if applicable)
- Application Review Information
- Federal Award Administration Information
  - Federal Award Notices
  - Administrative, National Policy, and Other Legal Requirements
  - Information Technology (IT) Security Clauses
  - General Information about Post-Federal Award Reporting Requirements
- Programmatic Information
  - Evidence-Based Programs or Practices
  - Information Regarding Potential Evaluation of Programs and Activities
  - Note on Project Evaluations
- Other Information
  - Freedom of Information and Privacy Act (5 U.S.C. § 552 and 5 U.S.C. § 552a)
  - Provide Feedback to OJP
  - To Become an OJP Peer Reviewer

https://www.ojp.gov/funding/apply/ojp-grant-application-resource-guide

https://justicegrants.usdoj.gov/

Application Assistance

Grants.gov

- Provides technical assistance with submitting the **SF-424** and **SF-LLL.**
  - **Customer Support Hotline**
    - 800–518–4726 or 606–545–5035
    - Operates 24 hours a day, 7 days a week, except on federal holidays.
  - **Web and Email**
    - https://www.grants.gov/web/grants/support.html
    - support@grants.gov
- Provides information on available federal funding opportunities for various federal agencies.

JustGrants

Provides technical assistance with submitting the full application in DOJ's Justice Grants System (JustGrants).

- **Customer Support Hotline:**
  - 833–872–5175
  - Monday – Friday between 7:00 a.m. and 9:00 p.m. ET
  - Saturday, Sunday, and federal holidays from 9:00 a.m. – 5:00 p.m. ET
- **Web and Email**
  - https://justicegrants.usdoj.gov/user-support
  - JustGrants.Support@usdoj.gov

Email Updates
Text OJP [your email address] to 468-311 to subscribe.

(Message and data rates may apply.)

Stay Connected

- Subscribe to:
  - OJP News Releases for the latest OJP press releases and publication advisories
  - JUSTINFO, a twice-monthly email newsletter
  - Funding News , a weekly notice of new grant opportunities and application tips
  - *JusticeGrants Update* e-newsletter for the latest information and updates on JustGrants, DOJ's grants management system
  - OJP email newsletters and topical messages available from OJP program offices (BJA, BJS, NIJ, OJJDP, OVC, and SMART)
- Sign up for U.S. Department of Justice Email Updates

https://www.ojp.gov/subscribe

Stay Connected!

- **Facebook:** https://www.facebook.com/DOJBJA
- **X:** https://x.com/DOJBJA
- **YouTube:** https://www.youtube.com/dojbja
- Use the QR code to subscribe to **"Justice Matters" and "News From BJA"** to receive the latest information from BJA and the field.
- For information on funding opportunities, publications, and initiatives, visit **BJA's website:** www.bja.ojp.gov.

Quick Reference: Important Contacts

For technical assistance submitting the SF-424 and SF-LLL into Grants.Gov, **call:** 800–518–4726 or 606–545–5035, 24 hours a day, or **email:** support@grants.gov.

For technical assistance submitting the **full application** into JustGrants, **call:** 833–872–5175, 7–9 ET, M–F, and 9–5 ET, weekends and holidays, or **email:** JustGrants.Support@usdoj.gov.

For technical assistance with the programmatic requirements, **call the OJP Response Center**: 800–851–3420, 10–6 ET, M–F, or **email:** grants@ncjrs.gov.

Reminder: Dual Deadlines

Applications must be submitted in a two-step process, each with its own deadline:

- Step 1: Submit an SF-424 and an SF-LLL at Grants.gov **by August 21, 2024.**

- Step 2: Submit the full application, with attachments, at JusticeGrants.usdoj.gov **by August 26, 2024.**

NOTE: Submission deadline times for both Grants.gov and JustGrants are 8:59 p.m.

Read the solicitation carefully for further guidance.

Questions?

Enter in the **Q&A** box and send to **All Panelists.**