



The [U.S. Department of Justice, Office of Justice Programs](#) (OJP), [Bureau of Justice Assistance](#) (BJA) is pleased to announce that it is seeking applications for funding under the FY 2009 President-Elect Security Assistance Reimbursement Grant Program. This program furthers the Department's mission by providing reimbursements to state and local agencies, entities serving multiple states and those entities that are a part of regional/state compact agreement, for expenses incurred in connection with President-elect security services.

## FY 2009 President-Elect Security Assistance Reimbursement Grant Program

### Eligibility

Applicants are limited to State Administering Agencies (SAAs) applying on behalf of state and local agencies in their jurisdiction that engaged in security-related activities for the President-elect during the period of 11:00 p.m. (Eastern Time) November 4, 2008, through 11:59 p.m. (Eastern Time) January 18, 2009.

**Exception:** Entities serving multiple states or that are part of a state/regional compact arrangement, may apply independently for this Reimbursement Grant Program.

(See "Eligibility," page 1)

### Deadline

Registration with OJP's [Grants Management System](#) is required prior to application submission. All applications are due by 8:00 p.m. Eastern Time on July 2, 2009.

(See "Deadline: Applications," page 1)

### Contact Information

For assistance with the programmatic requirements of this solicitation, contact BJA toll-free at 1-866-859-2687, or contact the following BJA staff member: Gregory V. Joy, BJA Policy Advisor at 202-514-1369 or [gregory.joy@usdoj.gov](mailto:gregory.joy@usdoj.gov).

This application must be submitted through OJP's [Grants Management System \(GMS\)](#). For technical assistance with submitting the application, call the Grants Management System Support Hotline at 1-888-549-9901, option 3. The GMS Support Hotline hours of operation are Monday-Friday from 7:00 a.m. to 9:00 p.m. Eastern Time. For step-by-step GMS guidance, please utilize OJP's online Grants Management System training tool: [www.ojp.usdoj.gov/gmscbt](http://www.ojp.usdoj.gov/gmscbt).

**Release date: June 4, 2009**

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# **FY 2009 President-Elect Security Assistance Reimbursement Grant Program**

## **Overview of the FY 2009 President-Elect Security Assistance Reimbursement Grant Program**

The stated purpose of the FY 2009 President-Elect Security Assistance Reimbursement Grant Program is to reimburse state and local agencies (and those entities serving multiple states or that are part of a state/regional compact arrangement) for security and related costs directly associated with the extraordinary security required to protect the President-elect during the Presidential transition period. At the discretion of the Bureau of Justice Assistance (BJA), up to \$7 million will be made available to reimburse state and local agencies (and those entities serving multiple states or that are part of a state/regional compact arrangement) for extraordinary security-related costs including but not limited to: personnel overtime, equipment, and security-related supplies necessary to protect the President-elect during the Presidential transition period of 11:00 p.m. (Eastern Time) November 4, 2008, through 11:59 p.m. (Eastern Time) January 18, 2009.

It is the goal of BJA to reimburse state and local agencies (and those entities serving multiple states or that are part of a state/regional compact arrangement), on a *pro-rata* basis, for extraordinary security-related costs incurred during the stated transition period. The determination as to the level and extent of such reimbursements may be adjusted in part in consideration of the overall costs to the agencies and jurisdictions involved, which are not covered by some other federal source of funding (e.g., Federal Emergency Management Agency (FEMA), direct appropriation, etc.).

This program is authorized by the Omnibus Appropriations Act, 2009 (Public Law 111-8, 123 Stat. 524, 579-80).

### **Deadline: Registration**

Applications must be submitted through OJP's online [Grants Management System \(GMS\)](#). Applicants should begin the process immediately to meet the GMS registration deadline, especially if this is the first time they have used the system. Each application requires a separate GMS registration. The registration process for organizations includes: (1) obtaining a Data Universal Numbering System (DUNS) number; (2) registering your organization with the Central Contractor Registration (CCR) database; and (3) registering with GMS prior to applying. See How To Apply (page 3) for further information on DUNS numbers and the CCR.

The deadline to register is **8:00 p.m. Eastern Time on July 2, 2009**.

### **Deadline: Applications**

The due date for applying for funding under this announcement is **8:00 p.m. Eastern Time on July 2, 2009**.

## Eligibility

Applicants are limited to State Administering Agencies (SAAs) applying on behalf of state and local agencies in their jurisdiction who engaged in security-related activities for the President-elect during the period 11:00 p.m. (Eastern Time) November 4, 2008, through 11:59 pm (ET) January 18, 2009.

**Exception:** Entities serving multiple states or that are part of a state/regional compact arrangement, may independently apply for this Reimbursement Grant Program.

## FY 2009 President-Elect Security Assistance Reimbursement Grant Program—Specific Information

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

SAAs applying on behalf of state and local agencies, and those entities serving multiple states or that are part of a state/regional compact agreement, must ensure that all costs, requested for reimbursement, are:

- Extraordinary;
- Incurred as a result of official security requirements;
- Associated with law enforcement or security functions, directly related to provision of security for the President-elect during the stated transition period; and
- Not otherwise reimbursable through currently available federal funding sources.

Extraordinary costs are considered to be those costs over and above normal expenditures, which cumulatively present a burden on the jurisdiction resulting in an economic hardship.

Costs incurred as a result of normal agency activities (e.g., salaries incurred during normal patrol hours for security operations that do not require overtime to accomplish or to backfill a position) are not allowable for reimbursement.

Personnel-related expenses will be given priority consideration for reimbursement followed by equipment and other related costs.

The administrative cost that an SAA may charge under this solicitation is limited to 3 percent of the award amount.

Because the total funding available is limited to \$7 million and there may be a significant number of agencies that contributed to the security for the President-elect, BJA will give priority to those agencies that do not have the opportunity for reimbursement from currently available federal sources or appropriations.

### Amount and Length of Awards

Applicants should anticipate that awards under the FY 2009 President-Elect Security Assistance Reimbursement Grant Program will be **one-time awards**.

**Project Period:** Only expenses incurred during the President-elect transition period of 11:00 p.m. (Eastern Time) November 4, 2008, through 11:59 pm (ET) January 18, 2009 are eligible under this program. Applicants will have 180 days from award to draw down funds.

**Non-Supplanting:** For purposes of this solicitation, the general non-supplanting requirement of the OJP Financial Guide ([Part II, Chapter 3](#)) does not apply.

## Performance Measures

Awards granted under this solicitation are to reimburse law enforcement agencies for extraordinary security-related costs incurred during a prior fiscal period, and as such, there are no required performance measures beyond the required information to be provided in the program narrative and budget documents submitted with the application.

## How To Apply

**Grants Management System Instructions.** Applications must be submitted through OJP's online Grants Management System (GMS). To access the system, go to <https://grants.ojp.usdoj.gov>. Applicants should begin the process a few weeks prior to the GMS registration deadline, especially if this is the first time they have used the system. Each application requires a separate GMS registration. For a step-by-step guide, visit <http://www.ojp.usdoj.gov/gmscbt/> and refer to the section entitled "External Overview: Locating & Applying for Funding Opportunities." For additional assistance, call the GMS Help Desk at 1-888-549-9901 from 7:00 a.m. to 9:00 p.m. Eastern Time Monday to Friday.

**Note: OJP will not review any application with attachments in Microsoft Vista or Microsoft 2007 format.** Applications submitted via GMS must be in the following formats: Microsoft Word (\*.doc), Work Perfect (\*.wpd), Microsoft Excel (\*.xls), PDF files (\*.pdf) or Text Documents (\*.txt). GMS is not yet compatible with Vista and cannot yet process Microsoft Word 2007 documents saved in the new default format with the extension ".docx." Please ensure the documents you are submitting are saved using "Word 97-2003 Document (\*.doc)" format.

**Please also note: OJP's Grants Management System (GMS) does not accept executable file types as application attachments.** OJP's Grants Management System (GMS) downloads applications from Grants.gov and is the system in which OJP reviews applications and manages awarded grants. 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."

**CFDA Number:** The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is [TBD].

**A DUNS number is required:** The Office of Management and Budget requires that all businesses and nonprofit applicants for federal funds include a DUNS (Data Universal Numeric System) number in their application for a new award or renewal of an award. Applications without a DUNS number are incomplete. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information. The DUNS number will be used throughout the grant life cycle. Obtaining a

DUNS number is a free, simple, one-time activity. Obtain one by calling 1–866–705–5711 or by applying online at [www.dunandbradstreet.com](http://www.dunandbradstreet.com). Individuals are exempt from this requirement.

**Central Contractor Registration (CCR) is required:** In addition to the DUNS number requirement, OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the Central Contractor Registration (CCR) database. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Please note, however, that applicants must update or renew their CCR at least once per year to maintain an active status. Information about registration procedures can be accessed at [www.ccr.gov](http://www.ccr.gov).

## What an Application Must Include

### Standard Form 424

#### Program Narrative (Attachment 1)

The program narrative must include a:

1. Title;
2. Description of the activities engaged in related to providing security for the President-elect during the transition period;
3. List of each agency covered under the application; and
4. Reference to the existence of any and all agreements and/or memorandums of understanding (MOU) that were enacted to establish the security-related activities undertaken.

The program narrative should be double-spaced, using a standard 12-point font (Times New Roman is preferred) with 1-inch margins, and must not exceed 10 pages. Please number pages “1 of 10,” “2 of 10,” etc.

#### Budget and Budget Narrative (Attachment 2)

Applicants must provide a budget that is allowable and reasonable.

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

#### Allowable and Unallowable Costs

Costs incurred as a result of normal agency activities (e.g., salaries incurred during normal patrol hours for security operations that do not require overtime to accomplish or to backfill a position) are not allowable for reimbursement. For example:

- **Allowable:** Law enforcement personnel on overtime who are assigned to operations directly related to the security of the President-elect; personnel assigned on overtime to a fusion center to coordinate information relevant to the President-elect security.
- **Not Allowable:** Law enforcement personnel assigned to back fill for other personnel who were diverted for President-elect security

**Additional Budget Narrative Requirements:**

Budget narratives must be separately broken out to identify each covered agency, and as applicable, explain each of the following budget line items:

- Personnel Overtime:
  - List each employee’s name, position, compensation rate, and total number of hours.
  - Provide a brief 1-2 sentence explanation of the security-related activities engaged in during the stated transition period.
- Temporary Personnel:
  - List each employee’s name, position, compensation rate, and total number of hours.
  - Provide a brief 1-2 sentence explanation of the security-related activities engaged in during the stated transition period.
- Travel:
  - List the name and position of each employee covered.
  - Provide a brief 1-2 sentence explanation of the relevance of the travel to security-related activities during the stated transition period.
  - Provide a description of all travel-related expenditures.
- Equipment:
  - List the description of each equipment item purchased/leased.
  - Provide a brief 1-2 sentence explanation of the equipment’s relevance to security activities during the stated transition period.
- Supplies:
  - List the supplies procured/expended.
  - Provide a brief 1-2 sentence explanation of the relevance of the supplies procured/expended to the security activities during the stated transition period.

The budget narrative must include, for each covered state or local entity:

1. A complete and detailed list of all President-Elect security-related costs; and
2. The identification of any and all additional monies awarded or known to be committed to the applicant/listed agencies, for any portion of such expenses. This requirement holds true regardless of whether or not such expenses and/or category of expenses are specifically being requested for reimbursement within the applicant’s budget.

Entities serving multiple states or that are part of a state/regional compact arrangement that are applying independently of SAAs, must provide all information requested above, but do not need to break down the budget by state and local jurisdiction.

**Other Attachments (Optional Attachment 3)**

Applicants are encouraged to attach any formal requests, official correspondence, documents, and/or memorandums of understanding (MOU) that were enacted between federal government agencies and the agencies seeking reimbursement in order to establish the security-related activities that were undertaken. Agencies that have been denied reimbursement through other federal sources should include documentation of such denials.

## **Selection Criteria**

BJA will review each application and make a determination as to the level of reimbursement, if any, after consideration of the information provided, including whether or not costs are determined to be extraordinary, in response to this solicitation, and relative to reimbursement requests submitted by all applications received.

Jurisdictions that have identified other sources of reimbursement (e.g., FEMA, direct appropriation, etc.) for President-elect security-related expenses may not be reimbursed or may not be reimbursed at the same level as other jurisdictions.

## **Review Process**

OJP is committed to ensuring a standardized process for awarding grants. BJA will review each application to make sure that the information presented is reasonable, complete and as requested, as well as consistent with program or legislative requirements as stated in the solicitation.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final grant award decisions will be made by the Assistant Attorney General (AAG).

## **Additional Requirements**

Successful applicants selected for award must agree to comply with additional applicable requirements prior to receiving grant funding. We strongly encourage you to review the list below pertaining to these additional requirements prior to submitting your application. Additional information for each can be found at [www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

- Civil Rights Compliance
- Funding to Faith-Based Organizations
- Confidentiality and Human Subjects Protection
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) Compliance
- DOJ Information Technology Standards
- Single Point of Contact Review
- Criminal Penalty for False Statements
- Compliance with Office of Justice Programs [Financial Guide](#)
- Suspension or Termination of Funding



- Non-Profit Organizations
- For-Profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006