



---

The [U.S. Department of Justice, Office of Justice Programs' Bureau of Justice Assistance](#) is pleased to announce that it is seeking applications for funding under the Project Safe Neighborhoods (PSN) Grant Program. This program furthers DOJ's mission by providing grants to support and expand PSN task force efforts to reduce gun- and gang-related crime.

## Project Safe Neighborhoods (PSN) FY 2009 Grant Announcement

### Eligibility

Each of the 94 PSN districts will select a fiscal agent to apply for this program. Fiscal agent applicants are limited to states, units of local government, educational institutions, faith-based and other community organizations, and private nonprofit organizations.  
(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 13, 2009.  
(See "Deadline: Applications," page 1)

### Contact Information

For assistance with the requirements of this solicitation, contact: Jonathan Faley, BJA Division Chief, at 202-514-2350 or [jonathan.faley@usdoj.gov](mailto:jonathan.faley@usdoj.gov).

This application must be submitted through OJP's [Grants Management System \(GMS\)](#). For technical assistance with submitting the application, call the GMS 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 11, 2009**

# CONTENTS

Overview of Project Safe Neighborhoods	1
Deadline: Registration	1
Deadline: Applications	1
Eligibility	1
Project Safe Neighborhoods—Specific Information	2
Performance Measures	3
How To Apply	5
What An Application Must Include:	6
Standard Form 424	
Program Narrative	
Budget and Budget Narrative	
U.S. Attorney Certification Letter	
Review Process	7
Additional Requirements	7

# Project Safe Neighborhoods CDFA #16.609

## Overview of Project Safe Neighborhoods

Project Safe Neighborhoods (PSN) is a nationwide network designed to create safer neighborhoods by reducing gang and gun violence and crime, and sustaining that reduction. The program's effectiveness is based on the cooperation of local, state, and federal agencies in a unified offensive led by the U.S. Attorney (USA) in each of the 94 federal judicial districts. Each USA is responsible for establishing a collaborative PSN task force of federal, state, and local law enforcement and other community members to implement PSN initiatives within the district. Through the PSN task force, each USA will implement the five core elements of PSN—partnerships, strategic planning, training, outreach, and accountability—to address specific gun-crime problems in that district. Details on the five elements can be found online at [www.ncjrs.gov/html/bja/205263/](http://www.ncjrs.gov/html/bja/205263/). This initiative is authorized by Pub. L. 110-5, embedded secs. 101-104; Pub. L. 109-108, 119 Stat. 2290, 2302.

## 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 5) for further information on DUNS numbers and the CCR.

The deadline to register is **8:00 p.m. Eastern Time on July 13, 2009**.

## Deadline: Applications

The due date for applying for funding under this announcement is **8:00 p.m. Eastern Time on July 13, 2009**.

## Eligibility

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

**Faith-Based and Other Community Organizations:** Consistent with Executive Order 13279, dated December 12, 2002, and 28 C.F.R. Part 38, it is DOJ policy that faith-based and other community organizations that statutorily qualify as eligible applicants under DOJ programs are invited and encouraged to apply for assistance awards to fund eligible grant activities. Faith-based and other community organizations will be considered for awards on the same basis as other eligible applicants and, if they receive assistance awards, will be treated on an equal basis with all other grantees in the administration of such awards. No eligible applicant or grantee will be discriminated for or against on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or persons working in the organization.

Faith-based organizations receiving DOJ assistance awards retain their independence and do not lose or have to modify their religious identity (e.g., removing religious symbols) to receive assistance awards. DOJ grant funds, however, may not be used to fund any inherently religious activity, such as prayer or worship. Inherently religious activity is permissible, although it cannot occur during an activity funded with DOJ grant funds; rather, such religious activity must be separate in time or place from the DOJ-funded program. Further, participation in such activity by individuals receiving services must be voluntary. Programs funded by DOJ are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion.

If your organization is a faith-based organization that makes hiring decisions on the basis of religious belief, it may be entitled, under the Religious Freedom Restoration Act, 42 U.S.C. § 2000bb, to receive federal funds and yet maintain that hiring practice, even if the law creating the funding program contains a general ban on religious discrimination in employment. For the circumstances under which this may occur, and the certifications that may be required, please see the section titled, "Funding to Faith-Based Organizations" on the "Other Requirements for OJP Applications" web page at [www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

Applicants are also encouraged to review the "Civil Rights Compliance" section on the "Other Requirements for OJP Applications" web page, which can be found at the web address shown above.

**American Indian Tribes and Alaska Native Tribes and/or Tribal Organizations:** All tribal applications must be accompanied by a current authorizing resolution of the governing body of the tribal entity or other enactment of the tribal council or comparable government body. If the grant will benefit more than one tribal entity, a current authorizing resolution or other enactment of the tribal council or comparable government body from each tribal entity must be included. In addition, if the grant application is being submitted on behalf of a tribal entity, a letter or similar document authorizing the inclusion of the tribal entity named in the application must be included.

## **Project Safe Neighborhoods—Specific Information**

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

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

### **Award Amount**

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

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

### **Administrative Funds**

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

### **Length of the Award**

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

### **Unallowable Costs**

Unallowable costs for PSN grant funds include:

- Gun locks (for details, see [www.projectchildsafe.org](http://www.projectchildsafe.org)).
- Gun buy-back programs.
- Air-time to run the national public service announcements "Mothers," "Sentenced," and "Family Prison."

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

**Limitation on use of award funds for employee compensation; waiver:** No portion of any award of more than \$250,000 made under this solicitation may be used to pay any portion of the total cash compensation (salary plus bonuses) of any employee of the award recipient whose total cash compensation exceeds 110 percent of the maximum annual salary payable to a member of the Federal government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. (The salary table for SES employees is available at [www.opm.gov](http://www.opm.gov).) This prohibition may be waived at the discretion of the Assistant Attorney General for the Office of Justice Programs. An applicant that wishes to request a waiver should include a detailed justification in the budget narrative of the application.

### **Performance Measures**

To assist in fulfilling the Department's responsibilities under the Government Performance and Results Act (GPRA), P.L. 103-62, applicants who receive funding under this solicitation must provide data that measure the results of their work. In addition, applicants must discuss their data collection methods in the application. Performance measures for this solicitation are as follows:

Objective	Performance Measures	Data Grantee Provides
To create safer neighborhoods by reducing gun violence and gun crime, and sustaining that reduction.	<p>1. Percentage of targeted PSN sites reporting a reduction over the previous year in the number of homicides with a firearm.</p> <p>2. Percentage of targeted PSN sites reporting a reduction in the number of combined homicides, aggravated assaults, and robberies that are committed with a firearm.</p>	<p>1. Number of homicides with a firearm experienced during the current reporting period within the targeted PSN site.</p> <p>2. Number of combined homicides, aggravated assaults, and robberies that are committed with a firearm during the current reporting period within the targeted PSN site.</p>
Reduce the occurrence of violent gang-related* incidents through both reactive and proactive efforts supported by enforcement planning coordinated with federal, state, and local law enforcement and informed by data and real-time intelligence.	The percentage of combined homicides, aggravated assaults, and robberies that are gang-related*.	<ul style="list-style-type: none"> <li>• The total number of gang-related* homicides that occurred during the current reporting period.</li> <li>• The total number of gang-related* aggravated assaults that occurred during the current reporting period.</li> <li>• The total number of gang-related* robberies that occurred during the current reporting period.</li> <li>• The total number (gang-related* and non gang-related) of homicides, aggravated assaults, and robberies that occurred during the current reporting period.</li> </ul>
Reduce the occurrence of youth gang-related* incidents and increase positive outcomes for youth at high risk for gang involvement through targeted, evidenced-based gang prevention (for grantees using funding for prevention programming).	The percentage of youth completing program requirements.	<ul style="list-style-type: none"> <li>• Total number of youth participating in the program during the current reporting period.</li> <li>• Number of youth that completed the program during the current reporting period.</li> <li>• Number of youth that exited the program during the current reporting period without completing the program.</li> </ul>

**\*Note:** The operational definition for "gang-related" will be established by each local district at the outset of the project and included on all progress reports.

## How To Apply

**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 [www.ojp.gov/gmscbt/](http://www.ojp.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. e.t.

**Note: OJP will not review any application whose attachments are in Microsoft Vista or Microsoft 2007 format.** Applications submitted via GMS must be in the following formats: Microsoft Word (\*.doc), WordPerfect (\*.wpd), PDF files (\*.pdf), or Text Documents (\*.txt) and may include \*.xls files. 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. Additionally, 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."

**CFDA Number:** The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.609, titled "Community Prosecution and Project Safe Neighborhoods."

**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 for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Obtain one by calling 1-866-705-5711 or by applying online at [www.dnb.com/us/](http://www.dnb.com/us/). 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 be no more than 15 pages, addressing elements A–D. Applicants are encouraged to consider comprehensive strategies and promising practices to address gun crime. For more on these innovative approaches visit [www.ojp.usdoj.gov/bja](http://www.ojp.usdoj.gov/bja).

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

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

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

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

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

Applicants must provide a budget that is allowable, reasonable, cost effective, and reflects the activities in the program narrative. Applicants must submit a budget worksheet and budget narrative in one file. A budget detail worksheet form is available on OJP's web site at [www.ojp.gov/funding/forms/budget\\_detail.pdf](http://www.ojp.gov/funding/forms/budget_detail.pdf).

#### U.S. Attorney Certification Letter (Attachment 3)

The U.S. Attorney's letter certifying the fiscal agent must be submitted as part of the application for funding. To submit, scan and upload the letter as an attachment to the application, or fax the letter to 202–354–4147 before the application deadline of July 13, 2009. On each page of the faxed document, write "PSN Application." Do not fax the PSN application to the above fax number, only the U.S. Attorney certification letter.

## Review Process

OJP is committed to ensuring a standardized process for awarding grants. The Bureau of Justice Assistance reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with 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), who may also give consideration to factors including, but not limited to, underserved populations, strategic priorities, past performance, and available funding when making awards.

## Additional Requirements

Successful applicants selected for award must agree to comply with 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
- Non-Supplanting of State and Local Funds
- 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