



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 2010 G20 Summit Security Assistance Reimbursement Grant Program. This program furthers the Department's mission by providing assistance to reimburse state and local public safety agencies for their security-related expenses in connection with the G20 Summit event.

FY 2010 G20 Summit Security Assistance Reimbursement Grant Program

Eligibility

Applicants are limited to State Administering Agencies (SAA) applying on behalf of state and local public safety agencies in their jurisdiction that engaged in security-related activities for the G20 Summit during the period of September 24 through 25, 2009.

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

Deadline

Registration with OJP's Grants Management System (GMS) is required prior to application submission. (See "How to Apply" page 2)

All applications are due by 8:00 p.m. eastern time on December 21, 2009.
(See "Deadlines: Registration and Application", page 1.)

Contact Information

For technical assistance with submitting the application, call the Grants Management System Support Hotline at 1-888-549-9901, option 3, or via e-mail to GMSHelpDesk@usdoj.gov.

Note: The GMS Support Hotline hours of operation are Monday-Friday from 7:00 a.m. to 9:00 p.m. eastern time.

For assistance with any other requirement of this solicitation, contact: Gregory V. Joy, Policy Advisor, at 202-514-1369 or Gregory.Joy@usdoj.gov.

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

Release date: November 24, 2009

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FY 2010 G20 Summit Security Assistance Reimbursement Grant Program CFDA #16.753

Overview

The purpose of the FY 2010 G20 Summit Security Assistance Reimbursement Grant Program is to reimburse state and local public safety agencies for the costs of providing security during the G20 Summit that took place in Pittsburgh, Pennsylvania on September 24-25, 2009. At the discretion of the Bureau of Justice Assistance (BJA), up to \$10 million will be made available to reimburse state and local public safety agencies for security related costs including: overtime compensation for law enforcement officers, associated equipment, supplies (including protective equipment and portable radios), detention costs (including medical personnel, food services, and supplies), and other extraordinary law enforcement-related costs necessary to provide security for the G20 event.

It is the goal of BJA to reimburse state and local public safety agencies, on a *pro-rata* basis, for such security-related expenses incurred during the G20 Summit. 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), U.S. Department of Homeland Security; direct appropriation; etc.).

Deadlines: Registration and Application

Registration is required prior to submission. The deadline to register in GMS is 8:00 p.m. eastern time on December 21, 2009 2010, and the deadline for applying for funding under this announcement is 8:00 p.m. eastern time on December 21, 2009. Please see the "How to Apply" section, page 2 for more details.

Eligibility

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

G20 Summit 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.

Applicants also should anticipate that awards under the FY 2010 G20 Summit Security Assistance Reimbursement Grant Program will be one-time awards intended to pay for security-related expenses that are not otherwise covered through other federal funding sources.

There are three budget categories for reimbursements:

1. Pre-event Costs
2. Event Costs
3. Post-event Costs

Because the total funding available is limited to \$10 million, BJA will give priority to:

- Agencies that had a formal agreement with a relevant state, local or federal governmental agency to provide security-related services to the affected area(s);
- Agencies that did not receive any other federal payments for the categories of expenses under which they are applying or where no other payment options are available (e.g., direct appropriation); and/or
- That portion of an agency's personnel-related expenses that were actually incurred during the G20 Summit period (12:00 a.m. on September 24 through 11:59 p.m. on September 25, 2009).

Award Amounts

Awards will be made on a *pro-rata* basis for security-related expenses that are directly related to the G20 Summit period of September 24-25, 2009. The individual award amounts may vary depending on the actual expenses incurred.

Project Period: Applicants will have 180 days from the date of the award to draw down funds. In order to cover the time period necessary for agencies covered by the application to receive their funds, the SF 424 "Proposed Project – start and end date" should cover the period in which the expense(s) was incurred to the date necessary to draw down and obligate these funds. The end date may be no later than September 30, 2010.

Non-Supplanting: For the 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 public safety agencies for security-related expenses incurred during a prior fiscal period, and as such, there are no required performance measures beyond the required information to be provided within the application narrative and budget documents submitted with the application.

How to Apply

Applications will be submitted through OJP's Grants Management System ([GMS](#)). [GMS](#) is a web-based, data-driven computer application that provides cradle to grave support for the application, award and management of grants at OJP. Applicants should begin the process immediately to meet the GMS registration deadline, especially if this is the first time they have used the system. Complete instructions on how to register and submit an application in GMS can be found at www.ojp.usdoj.gov/gmscbt/. If you experience technical difficulties at any point during this process, please e-mail GMSHelpDesk@usdoj.gov or call 1-888-549-9901 (option 3), Monday-Friday from 7:00 a.m.-9:00 p.m. eastern time. The Office of Justice Programs highly recommends starting the registration process as early as possible to prevent delays in the application submission by the specified deadline.

All applicants are required to complete the following six steps:

1. **Acquire a DUNS Number.** A DUNS number is required to submit an application in GMS. The Office of Management and Budget requires that all businesses and nonprofit applicants for Federal funds include a DUNS (Data Universal Numbering System) number in their application for a new award or renewal of an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving Federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Obtain a DUNS number by calling 1-866-705-5711 or by applying online at <http://www.dunandbradstreet.com>. Individuals are exempt from this requirement.
2. **Acquire or Renew Registration with the Central Contractor Registration (CCR) Database.** CCR registration is required to receive funding. OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the Central Contractor Registration (CCR) database. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Please note, however, that applicants must update or renew their CCR registration at least once per year to maintain an active status. Information about CCR registration procedures can be accessed at www.ccr.gov.
3. **Acquire a GMS Username and Password.** If you are a new user, please create a GMS profile by selecting the first time user link under the sign-in box of the [GMS](#) home page. For more information on how to register in GMS, go to www.ojp.usdoj.gov/gmscbt/.
4. **Search for the Funding Opportunity on GMS.** After you log-in to GMS or complete your GMS profile for your username and password, go to the Funding Opportunities link on the left hand side of the page. Please select BJA and the "G20 Summit Security Assistance Reimbursement Grant Program."
5. **Select the Apply On-line Button Associated with the Solicitation Title.** The search results from step 4 will display the solicitation title along with the Registration and Application Deadlines for this funding opportunity. Please select the Apply On-line button in the Action Column to create an application in the system.
6. **Submit an Application Addressing All of the Requirements Outlined in this Solicitation by Following the Directions in GMS.** Once submitted, GMS will display a confirmation screen stating your submission was successful. **Important:** You are urged to submit your application at least 72 hours prior to the due date of the application.

Note: OJP's Grants Management System (GMS) does not accept executable file types as application attachments. These disallowed file types include, but are not limited to, the following extensions: ".com," ".bat," ".exe," ".vbs," ".cfg," ".dat," ".db," ".dbf," ".dll," ".ini," ".log," ".ora," ".sys," and ".zip."

Experiencing Unforeseen GMS Technical Issues

If you experience unforeseen GMS technical issues beyond your control which prevent you from submitting your application by the deadline, you must contact BJA staff **within 24 hours after the deadline** and request approval to submit your application. At that time, BJA staff will require you to email the complete grant application, your DUNS number, and provide a GMS Help Desk tracking number(s). After the program office reviews all of the information submitted as well as contacts the GMS Helpdesk to validate the technical issues you reported, OJP will contact you to either approve or deny your request to submit a late application. If the technical issues you reported cannot be validated, your application will be rejected as untimely.

To ensure a fair competition for limited discretionary funds, the following conditions are not valid reasons to permit late submissions: (1) failure to begin the registration process in sufficient time; (2) failure to follow GMS instructions on how to register and apply as posted on its web site; (3) failure to follow all of the instructions in the OJP solicitation; and (4) technical issues experienced with the applicant's computer or information technology (IT) environment.

Notifications regarding known technical problems with GMS are posted on the OJP funding web page, www.ojp.usdoj.gov/funding/solicitations.htm.

What an Application Must Include

OJP strongly recommends use of appropriately descriptive file names (e.g., "Program Narrative," "Budget and Budget Narrative") for all required attachments. Where resumes are required, OJP recommends that all resumes be included in a single file.

Standard Form 424

Please see www07.grants.gov/assets/SF424Instructions.pdf for instructions on how to complete your SF 424. When selecting "type of applicant," if the applicant is a for-profit entity, please select "For-Profit Organization" or "Small Business" (as applicable) in the Type of Applicant 1 data field. For-profit applicants also may select additional applicable categories (e.g., "Private Institution of Higher Education").

Program Narrative (Attachment 1)

The program narrative must include a project title, list each covered agency, and briefly describe the security-related activities engaged in as a result of the G20 Summit, and must also document the existence of any agreements and/or memorandums of understanding (MOU) that were enacted to establish the security activities undertaken. Each recipient and subrecipient must certify in the application regarding any reimbursements received from other sources (state, federal, etc.) for the G20 event or the lack thereof.

The program narrative must be double-spaced, using a standard 12-point font (Times New Roman is preferred) with 1-inch margins, and must not exceed 8 pages. Please number pages "1 of 8," "2 of 8," etc. Submissions that do not adhere to the format will be deemed ineligible.

Budget and Budget Narrative (Attachment 2)

A sample budget worksheet can be found at www.ojp.gov/funding/forms/budget_detail.pdf. If you submit a different format, you must include the budget categories as listed in the sample budget worksheet.

When using this form, you 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. 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.

Note: State Administering Agencies (SAA) must submit a single budget narrative and budget detailed worksheet that individually breaks out within the budget documents, each agency seeking reimbursement, and which also covers the following elements when relevant:

1. The budget narrative and budget detail worksheet must contain headers that break down the budget into the following three categories, as appropriate:

- **Pre-event Costs:** Cost incurred up to and including 11:59 p.m. on September 23, 2009
- **Event Costs:** Cost incurred starting at 12:00 a.m. on September 24 and ending at 11:59 p.m. on September 25, 2009
- **Post-event Costs:** Cost incurred beginning 12:00 a.m. on September 26, 2009

2. Within each of the three categories above, the budget and budget narrative must explain each of the following budget line items:

- Personnel Overtime:
 - List each employee's name, title, 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 G20 Summit period
- Equipment:
 - Provide the description (including date of purchase/lease) of each equipment item purchased/leased
 - Provide a brief 1-2 sentence explanation of the equipment's relevance to security-related activities during the stated G20 Summit 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 related activities during the stated G20 Summit period
- Detention Costs:
 - List the expenses incurred to accomplish any detention requirements for the G20 Summit
 - Provide a brief 1-2 sentence explanation of the relevance of expense items under this category to G20 Summit security

3. The budget narrative must include a complete and detailed list of all G20 Summit security expenses, and identify any additional monies awarded to 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.

Allowable and Unallowable Costs:

Allowable costs include: overtime compensation for law enforcement officers, associated equipment, supplies (including protective equipment and portable radios), detention costs

(including medical personnel, food services, and supplies), and other extraordinary law enforcement-related costs necessary to provide security for the G20 event. In addition, the administrative cost that an SAA may charge under this solicitation is limited to 3 percent of the award amount.

Unallowable costs include: costs incurred as a result of normal public safety activities (e.g., salaries incurred during normal patrol hours for security operations that do not require overtime to accomplish or to backfill a position); and medical personnel costs that are not directly related to detention activities associated with the G20 Summit.

Other Attachments (Attachment 3)

Applicants are encouraged to attach any formal requests, documents, and/or memorandums of understanding (MOU) that were enacted between federal government agencies and the involved public safety agencies in order to establish the security activities that were undertaken.

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 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 G20 Summit security 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 fair and open process for awarding grants. BJA reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with basic minimum program or legislative requirements as stated in the solicitation (including, but not limited to, requirements as to timeliness, proper format, and responsiveness to the scope of the solicitation).

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

Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. We strongly encourage you to review the information pertaining to these additional requirements prior to submitting your application. Additional information for each can be found at http://www.ojp.usdoj.gov/funding/other_requirements.htm.

- Civil Rights Compliance
- Faith-Based and Other Community Organizations
- Confidentiality and Human Subjects Protection (if applicable)

- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) (if applicable)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- 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
- Awards in excess of \$5,000,000 – federal taxes certification requirement

Application Checklist
FY 2010 G20 Summit Security Assistance Reimbursement Grant Program

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

Eligibility:

_____ State Administering Agencies (SAA) applying on behalf of state and local public safety agencies in their jurisdiction who engaged in security related activities for the G20 Summit during the period of September 24 through 25, 2009.

_____ Entity serving multiple states or that are part of a state/regional compact arrangement.

The application contains:

_____ Project title and a narrative statement of the security-related activities engaged in as a result of the G20 Summit.

_____ Narrative documents the existence of any agreements and/or memorandums of understanding (MOU) that were enacted to establish the security activities undertaken.

_____ Budget Narrative identifying each agency seeking reimbursement, and which is divided into the following categories with headers for: Pre-event Costs; Event Costs; and Post-event Costs when relevant.

_____ Budget Detail Worksheet identifying each agency seeking reimbursement, and which is divided into the following categories with headers for: Pre-event Costs; Event Costs; and Post-event Costs when relevant.

Program Narrative format:

_____ Double-spaced

_____ 12-point standard font

_____ 1" standard margins

_____ Narrative is 8 pages or less

Other Required Components:

_____ Standard 424 Form

_____ DUNS number

Optional Attachments:

_____ Agreements and/or memorandums of understanding (MOU) that were enacted to establish the security activities undertaken.