

U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Assistance



The [U.S. Department of Justice, Office of Justice Programs](#) (OJP), Bureau of Justice Assistance (BJA), Public Safety Officers' Benefits (PSOB) Office is pleased to announce that it is seeking applications for support and assistance directly related to the submission, review, and processing of PSOB Death Benefits claims. This announcement furthers the Department's mission by enhancing and expediting the submission, review, and processing of PSOB Death claims on behalf of survivors of the hundreds of America's law enforcement officers, firefighters, and other public safety officers who fall in the line of duty each year, and by enhancing national peer support and counseling programs to assist families of public safety officers who have died in the line of duty.

Public Safety Officers' Benefits Awareness, Assistance, and Support FY 2010 Competitive Grant Announcement

Eligibility

Applicants are limited to for-profit organizations and nonprofit organizations with significant experience in designing and delivering support and resources at the national level for survivors of fallen public safety officers. Demonstrated knowledge of the PSOB Program and related public safety and survivor initiatives is required. For-profit organizations must agree to waive any profit or fees for services.

Deadline

Registration with [Grants.gov](#) is required prior to application submission. (See "How to Apply," page 4.)

All applications are due by 8:00 p.m. eastern time on May 27, 2010. (See "Deadlines: Registration and Application," page 1.)

Contact Information

For technical assistance with submitting the application, contact the Grants.gov Customer Support Hotline at 1-800-518-4726 or via e-mail to support@grants.gov

Note: The [Grants.gov](#) Support Hotline hours of operation are 24 hours, 7 days a week, except federal holidays.

For assistance with any other requirement of this solicitation, contact Hope D. Janke, PSOB Director, at 202-307-2858 or by e-mail at hope.d.janke@usdoj.gov.

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

Grants.Gov number assigned to announcement: **BJA-2010-2681**

Release Date: April 13, 2010

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Public Safety Officers' Benefits Awareness, Assistance, and Support (CFDA #16.571)

Overview

Enacted in 1976, the Public Safety Officers' Benefits (PSOB) Program is a unique partnership effort of the U.S. Department of Justice, Office of Justice Programs (OJP), Bureau of Justice Assistance (BJA), PSOB Office and local, state, tribal, and federal public safety agencies and national organizations to provide Death, Disability, and Education Benefits to those eligible for the program.¹ This partnership relies significantly on the ability of the PSOB Office to obtain, from surviving agencies, related public safety agencies, and survivors themselves, the wide and complex range of evidence required to process and determine a claim according to the PSOB Act and regulations. This partnership also is critical for maintaining and enhancing national peer support and counseling programs that assist the families of those public safety officers who have fallen in the line of duty.²

Deadlines: Registration and Application

Registration is required prior to submission. OJP strongly encourages registering with Grants.gov several weeks before the deadline for application submission. The deadline for applying for funding under this announcement is 8:00 p.m. eastern time on May 27, 2010. Please see the "How to Apply" section, page 4, for more details.

Eligibility

Please refer to the cover page of this solicitation regarding eligibility under this solicitation.

PSOB Awareness, Assistance, and Support—Specific Information

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

In FY 2009 alone, the PSOB Office, within BJA, received 334 claims for Death Benefits and 250 claims for Education Benefits. As eligibility for PSOB support has been expanded far beyond that of the PSOB Act in 1976, the administration of the PSOB Death, Disability, and Education Programs has become increasingly complex. While the PSOB Office's long-time national partners, the Concerns of Police Survivors and the National Fallen Firefighters Foundation continue to provide vital and expert survivor services nationwide, today's PSOB Death Benefits Program requires additional support to achieve its core mission. Leveraging the experience and resources of additional national organizations will improve the field's knowledge of benefits and will streamline and improve the PSOB Death Benefits claim process for both survivors and agencies.

¹ 42 U.S.C. § 3796(a) (Death Benefits); 42 U.S.C. § 3796(b) (Disability Benefits); 42 U.S.C. §3796c-1(a) (Education Benefits).

² 42 U.S.C. § 3796a-1.

Additional information regarding the PSOB Death, Disability, and Education Programs, as well as the PSOB Act and regulations, can be found at www.psob.gov.

Applicants may apply under one or more of the following categories, with one application per category.

Category 1: Notification of Public Safety Officer Deaths. Competition ID: BJA-2010-2682

BJA expects to make up to two awards of \$150,000 each (Law Enforcement Notification; Firefighter and First Responder Notification). The grant period for each award is 12 months.

The PSOB Office strives to conduct immediate outreach to all potential in the line of duty deaths. Category 1 applicant(s) must have demonstrated expertise in identifying and collecting accurate and timely information regarding fallen public safety officers whose survivors may be eligible for the PSOB Death Benefit.

Minimum deliverables include 1) the design and implementation of a comprehensive web site regarding public safety officer deaths, noting the fallen officer's name, title, end of watch, agency, agency head, agency e-mail address, and agency point of contact; and 2) the implementation of real-time electronic postings to a single, innovative, and user-focused web site that includes detailed information regarding PSOB Death Benefits and how to file a claim with the PSOB Office.

Category 2: Agency Awareness and Outreach. Competition ID: BJA-2010-2683

BJA expects to make up to two awards of \$150,000 each (Law Enforcement Awareness and Outreach; Firefighter and First Responder Awareness and Outreach). The grant period for each award is 12 months.

The PSOB Office has conducted significant and proactive outreach to public safety agencies nationwide over the past 2 years, yet far too many agencies are unaware of the benefits the PSOB Office offers to those eligible for the program. When tragedy strikes, surviving agencies are often overwhelmed with funeral arrangements—and the paperwork involved in filing for federal, state, and other benefits on behalf of the survivors. Category 2 applicant(s) must have demonstrated expertise in successful networking and meaningful outreach to law enforcement and to firefighter and first responder agencies.

Minimum deliverables include 1) the design and implementation of a comprehensive information strategy to inform public safety agencies nationwide of the benefits available through the PSOB Program; 2) the design and implementation of a public safety peer-to-peer initiative, tailored to state and local needs and conditions, to provide immediate outreach and support to surviving agencies filing PSOB death claim documents on behalf of survivors; and 3) the design and implementation of a reporting mechanism informing the PSOB Office of the outreach provided to agencies, and the status regarding the submission of the claims to the PSOB Office.

Category 3: Prerequisite Certification/Benefits. Competition ID: BJA-2010-2684

BJA expects to make up to two awards of \$150,000 each (Law Enforcement Benefits; Firefighter and First Responder Benefits). The grant period for each award is 12 months.

By regulation, PSOB death claims filed with the PSOB Office are required to include a certification from the fallen officer's agency that the officer's survivor(s) have received, or legally are entitled to receive, the maximum death benefits legally payable by the agency, or that the

agency is not legally authorized to pay these benefits.³ This benefits information is frequently missing from the documents filed by the agency and survivor, and often results in a significant time delay in the review of the claim. Category 3 applicant(s) must have demonstrated expertise with state public safety officer benefits providers nationwide.

Minimum deliverables include 1) the design and development of a comprehensive state-by-state benefits provider web site, including all state benefits, fitting the description in 28 C.F.R. § 32.15, available to survivors, and points of contact; and 2) monthly web site updates of points of contact and changes, if any, in benefits available to public safety officers' survivors.

Budget Information

Limitation on Use of Award Funds for Employee Compensation; Waiver: With respect to any award of more than \$250,000 made under this solicitation, federal funds may not be used to pay total cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that 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 2010 salary table for SES employees is available at www.opm.gov/oca/10tables/indexSES.asp.) Note: A recipient may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

The limitation on compensation rates allowable under an award may be waived on an individual basis at the discretion of the Assistant Attorney General (AAG) for the Office of Justice Programs. An applicant that wishes to request a waiver must include a detailed justification in the budget narrative of its application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that OJP will request that the applicant adjust and resubmit their budget.

The justification should include: the particular qualifications and expertise of the individual, the uniqueness of the service being provided, the individual's specific knowledge of the program or project being undertaken with award funds, and a statement explaining that the individual's salary is commensurate with the regular and customary rate for an individual with his/her qualifications and expertise, and for the work that is to be done.

³ 28 C.F.R. § 32.15 Prerequisite certification.

(a) Except as provided in the Act, at 42 U.S.C. 3796c-1 or Public Law 107-37, and unless, for good cause shown, the Director grants a waiver, no claim shall be approved unless the following (which shall be necessary, but not sufficient, for such approval) are filed with the PSOB Office:

(1) Subject to paragraphs (b) and (d) of this section, a certification from the public agency in which the public safety officer served (as of the injury date) that he died as a direct and proximate result of a line of duty injury, and either—

(i) That his survivors (listed by name, address, relationship to him, and amount received) have received (or legally are entitled to receive) the maximum death benefits legally payable by the agency with respect to deaths of public safety officers of his kind, rank, and tenure; or

(ii) Subject to paragraph (c) of this section, that the agency is not legally authorized to pay—

(A) Any benefits described in paragraph (a)(1)(i) of this section, to any person; or

(B) Any benefits described in paragraph (a)(1)(i) of this section, to public safety officers of the kind, rank, and tenure described in such paragraph. . . .

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 measures the results of their work. Additionally, applicants must discuss in their application their methods for collecting data for performance measures. Please refer to “Selection Criteria” (below), for additional information on applicant responsibilities for collecting and reporting data. Grantees are required to provide the data requested in the “Data Grantee Provides” column so that OJP can calculate values for the “Performance Measures” column. Performance measures for this solicitation are as follows:

Objective	Performance Measure(s)	Data Grantee Provides
To enhance and expedite the submission, review, and processing of PSOB claims and enhance national peer support and counseling programs to assist families of public safety officers who have died in the line of duty.	<ul style="list-style-type: none"> • Number of deliverables developed. • Number of deliverables (e.g., reports, curricula, manuscripts) completed on time. • Number of deliverables (including Final Reports) that meet expectations for relevance and the depth, breadth, scope and quality of study, as determined by BJA and the PSOB Office. 	<ul style="list-style-type: none"> • Number of deliverables developed. • Number of deliverables (e.g., reports, curricula, manuscripts) completed on time. • Number of deliverables (including Final Reports) that meet expectations for relevance and the depth, breadth, scope and quality of study, as determined by BJA and the PSOB Office.

How to Apply

Applications will be submitted through Grants.gov. Grants.gov is a “one-stop storefront” that provides a unified process for all customers of federal grants to find funding opportunities and apply for funding. Complete instructions on how to register and submit an application can be found at www.grants.gov. If you experience difficulties at any point during this process, please call the Grants.gov Customer Support Hotline at **1-800-518-4726**, 24 hours, 7 days a week, except federal holidays. Registering with Grants.gov is a one-time process; however, **processing delays may occur and it can take up to several weeks** for first-time registrants to receive confirmation and a user password. The Office of Justice Programs highly recommends that applicants start the registration process as early as possible to prevent delays in submitting an application package by the application deadline specified.

All applicants are required to complete the following.

1. **Acquire a DUNS Number.** A DUNS number is required for [Grants.gov](http://www.grants.gov) registration. 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 applications 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 www.dunandbradstreet.com. Individuals are exempt from this requirement.

2. **Acquire or Renew Registration with the Central Contractor Registration (CCR) Database.** OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the Central Contractor Registration (CCR) database. An applicant must be registered in the CCR to successfully register in Grants.gov. 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 an Authorized Organization Representative (AOR) and a Grants.gov Username and Password.** Complete your AOR profile on Grants.gov and create your username and password. You will need to use your organization's DUNS Number to complete this step. For more information about the registration process, go to www.grants.gov/applicants/get_registered.jsp.
4. **Acquire Authorization for your AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at your organization must login to Grants.gov to confirm you as an AOR. Please note that there can be more than one AOR for your organization.
5. **Search for the Funding Opportunity on Grants.gov.** Please use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.571, titled "Public Safety Officers' Benefits Program," and the funding opportunity number is BJA-2010-2681.
6. **Select the Correct Competition ID.** Some OJP solicitations posted to Grants.gov contain multiple purpose areas, denoted by the individual Competition ID. If you are applying to a solicitation with multiple Competition IDs, select the appropriate Competition ID for the intended purpose area of your application.
7. **Submit an Application Consistent with this Solicitation.** Within 24-48 hours after submitting your electronic application, you should receive an e-mail validation message from Grants.gov. The validation message will tell you whether the application has been received and validated or rejected, with an explanation. **Important:** You are urged to submit your application at least 72 hours prior to the due date of the application to allow time to receive the validation message and to correct any problems that may have caused a rejection notification.

Note: Grants.gov will forward the application to OJP's Grants Management System (GMS). 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 Grants.gov Technical Issues

If you experience unforeseen Grants.gov technical issues beyond your control that 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 e-mail the complete grant application, your DUNS number, and provide a Grants.gov Help Desk tracking number(s). After the program office reviews all of the information submitted, and contacts the Grants.gov Help Desk 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 Grants.gov 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 Grants.gov are posted on the OJP funding web page, www.ojp.usdoj.gov/funding/solicitations.htm.

What an Application Must Include

This section describes what an application is expected to include and sets out a number of elements. Applicants should anticipate that failure to submit an application that contains all of the specified elements may negatively affect the review of the application and, should a decision nevertheless be made to make an award, may result in the inclusion of special conditions that preclude access to or use of award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that applications that are not responsive to the scope of the solicitation, or do not include a program narrative, budget, and budget narrative will not proceed to peer review and will not receive further consideration.

OJP strongly recommends use of appropriately descriptive file names (e.g., "Project Narrative," "Budget and Budget Narrative," "Timelines," "Memoranda of Understanding," "Resumes") for all required attachments. OJP recommends that, if applicable, 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").

Project Narrative (Attachment 1)

Applicants must submit a Project Narrative that fully describes the proposed activities for the grant period. The Project Narrative must also respond to the Selection Criteria (1–3, 5) in the order given and must be double-spaced, using a standard 12-point font (Times New Roman preferred) with 1-inch margins, and must not exceed 7 pages. Please number pages "1 of 7," "2 of 7," etc.

Applicants should anticipate that if the program narrative fails to comply with these length-related restrictions, such that it provides a significant competitive advantage, the failure to comply may be considered in peer review and in final award decisions.

Budget and Budget Narrative (Attachment 2)

Applicants must have a detailed budget in response to Selection Criteria 4. 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.

Please see the OJP Financial Guide for questions pertaining to budget including allowable and unallowable costs at www.ojp.gov/financialguide/index.htm.

Project Timeline and Resumes (Attachment 3)

Attach a Project Timeline with each project goal, related objective, activity, and expected completion date and responsible person or organization, and Resumes for key positions.

Selection Criteria

1. Statement of Need (10 percent of 100)

Demonstrate significant knowledge and experience regarding PSOB Programs and the use of technical assistance and information to support the expedited review and determination of Death Benefit claims for fallen law enforcement officers, firefighters, and other first responders nationwide. Knowledge and experience must include the delivery of public safety information and assistance on a national scale. Significant knowledge of public safety and survivor communities is required.

2. Project Design and Implementation (35 percent of 100)

Describe the design, development, and implementation of a practical and innovative project to respond to the need(s) outlined in the PSOB Project-Specific section on pages 1–3. Provide a realistic timeline of key activities related to the project design, and describe how the project will be frequently monitored to address and resolve design defects to reduce and prevent delays. List short- and long-term outcomes that will result from the project's implementation.

3. Capabilities/Competencies (25 percent of 100)

Describe the applicant's management structure, staffing, and in-house or contracted capacity to complete the deliverables outlined on pages 1–3. Provide resumes for key project personnel and consultants (Attachment 3). Provide evidence that the organization is clearly ahead of the curve on the expertise required to provide assistance and support to public safety agencies and survivors nationwide, allowing the BJA/PSOB Office to determine death claims as effectively and efficiently as possible.

4. Budget (10 percent of 100)

Provide a proposed budget that is complete and allowable according to the OJP Financial Guide (www.ojp.usdoj.gov/financialguide/index.htm) and cost effective (as Attachment 2).

5. Impact/Outcomes and Evaluation/Plan for Collecting Data for Performance Measures (20 percent of 100)

Describe how the applicant will measure project performance and success, including adherence to the timelines; completion of deliverables; and the collection and use of feedback from public safety agencies and survivors. Detail who is responsible for measuring performance, and how the information will be used to guide the project.

Review Process

OJP is committed to ensuring a fair and open process for awarding grants. BJA/PSOB Office will review the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation.

Peer reviewers will be reviewing the applications submitted under this solicitation that meet basic minimum requirements. The BJA/PSOB Office may use either internal peer reviewers, external peer reviewers, or a combination to review the applications under this solicitation. An external peer reviewer is an expert in the field of the subject matter of a given solicitation who is NOT a current U.S. Department of Justice employee. An internal reviewer is a current U.S. Department of Justice employee who is well-versed or has expertise in the subject matter of this solicitation. Eligible applications will be evaluated, scored, and rated by a peer review panel. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations for award recommendations and decisions may include, but are not limited to, underserved populations, strategic priorities, past performance, and available funding.

The Office of the Chief Financial Officer (OCFO), in consultation with BJA / PSOB Office, conducts a financial review of applications for potential discretionary awards and cooperative agreements to evaluate the fiscal integrity and financial capability of applicants; examines proposed costs to determine if the budget and budget narrative accurately explain project costs; and determines whether costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations.

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, geographic diversity, strategic priorities, past performance, and available funding when making awards.

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 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
- Nonsupplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with [Office of Justice Programs Financial Guide](#)
- Suspension or Termination of Funding
- Nonprofit 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

Public Safety Officers' Benefits Awareness, Assistance, and Support

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

Eligibility Requirement:

_____ Applicants are limited to for-profit organizations and nonprofit organizations with significant experience in designing and delivering public safety survivor support and resources at the national level. Demonstrated knowledge of the PSOB Program and related public safety and survivor initiatives is required. For-profit organizations must agree to waive any profit or fees for services.

The Application Components:

_____ Program Narrative:
_____ Statement of the Need
_____ Project Design and Implementation
_____ Capabilities/Competencies
_____ Impact/Outcomes and Evaluation/Plan for Collecting Data for Performance Measures
_____ Budget Narrative and Budget Detail Worksheet
_____ Project Timeline
_____ Resumes

Program Narrative Format:

_____ Double-spaced
_____ 12-point standard font
_____ Not less than 1" margins
_____ Narrative is 7 pages or less

Other:

_____ Standard 424 form
_____ DUNS number
_____ Central Contractor Registration (CCR)