

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



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs'](#) (OJP) [Bureau of Justice Assistance](#) (BJA) is pleased to announce that it is seeking applications for funding under the Violent Gang and Gun Crime Reduction Program, also known as the Project Safe Neighborhoods (PSN) Grant Program. This program furthers DOJ's mission and violent crime reduction strategy by providing support to state, local, and tribal efforts to reduce gun- and gang-related violent crime.

Violent Gang and Gun Crime Reduction Program (Project Safe Neighborhoods) FY 2011 Grant Announcement

Eligibility

The PSN task force must identify a fiscal agent for the district. If the fiscal agent has changed from last year (FY 2010), the new fiscal agent 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. BJA recommends that districts select their current PSN fiscal agent, or consider using the State Administering Agency (SAA) for 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/. For details on the fiscal agent certification process, see www.ojp.usdoj.gov/BJA/psngrants/cert_process.html.

Deadline

Registration for this funding opportunity is required prior to application submission by selecting the "Apply Online" button associated with the solicitation title in [OJP's Grants Management System](#) (GMS). (See How to Apply, page 11.) All registrations and applications are due by 8:00 p.m. eastern time on July 21, 2011. (See Deadlines: Registration and Application, page 3.)

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 GMS.HelpDesk@usdoj.gov.

Note: The GMS Support Hotline hours of operation are Monday-Friday from 6:00 a.m. to 12 midnight eastern time, except for federal holidays.

For assistance with any other requirement of this solicitation, contact the BJA Justice Information Center at 1-877-927-5657, via e-mail to JIC@telesishq.com, or by [live web chat](#). The BJA Justice Information Center hours of operation are 8:30 a.m. to 5:00 p.m. eastern time, Monday through Friday, and 8:30 a.m. to 8:00 p.m. eastern time on the solicitation close date.

Release date: June 7, 2011

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Violent Gang and Gun Crime Reduction Program (Project Safe Neighborhoods) (CFDA #16.609)

Overview

Project Safe Neighborhoods (PSN) is designed to create safer neighborhoods through a sustained reduction in crime associated with gang and gun violence. The program's effectiveness is based on the cooperation of local, state, and federal agencies engaged in a unified approach 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 gang and gun crime enforcement, intervention and prevention initiatives within the district. Through the PSN task force, each USA will implement the five design features of PSN—partnerships, strategic planning, training, outreach, and accountability—to address specific gun and gang crime problems in that district. Details on the five design features (also referred to as core elements) can be found later in this grant announcement and online at www.ncjrs.gov/html/bja/205263/. Note that while grant awards for this FY 2011 program are based on a formula, in future years, if funds are appropriated, grant awards will be made through a competitive process to encourage and focus funding in high-performing and evidence-based programs where the need is greatest. This initiative is authorized by the Department of Defense and Full-Year Continuing Appropriations Act, 2011 (Pub. L.112-10) and the Consolidated Appropriations Act, 2010 (Pub. L. 111-117).

Deadlines: Registration and Application

The deadline for applying for funding under this announcement is 8:00 p.m. eastern time on July 21, 2011. Please see the “How to Apply” section, page 11, for more details. Please note that while the deadline for submission is 8:00 p.m. eastern time on July 21 2011, staff assistance through the BJA Justice Information Center is only available until 8:00 p.m. eastern time (see “Contact Information” on the title page for more information about BJA’s Justice Information Center).

Eligibility

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

Project Safe Neighborhoods—Specific Information

Congress has appropriated funding to develop, 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/ or www.psn.gov. Each district should coordinate, to

the extent possible, their PSN anti-gang and gun crime reduction strategies and funding with the PSN Task Force Selection Subcommittee in their respective USA Office.

The FY 2011 PSN funding opportunity is designed to encourage the transition of PSN to a more effective, intelligence- and data-driven strategy in local communities. Funding allocated in FY 2011 should be used to make this transition so that when the program becomes competitive in FY 2012, districts will be better positioned to compete for funding on the basis of successful implementation of the core PSN strategies.

A National Institute of Justice-evaluation of PSN conducted by Michigan State University (MSU)¹ found that:

- A statistical analysis of PSN target cities indicated a 4.1 percent decline in violent crime compared to 0.9 percent decline in non-target cities.
- Of the PSN sites for which case studies were conducted, eight out of ten experienced statistically significant reductions in violent crime, ranging from 2 percent to 42 percent.

In addition, the evaluation suggested that key factors for success included United States Attorneys Offices' leadership, cross-agency buy-in and the flexibility of the program to adjust to the realities of individual jurisdictions.

Because there are significant differences among U.S. communities in the level and nature of gun and/or gang crime, PSN needs to be able to adapt to the unique circumstances of each local jurisdiction. The PSN evaluation findings suggest that the likelihood of success of the applicant's PSN strategy improves depending on the extent to which the following design features are incorporated and implemented.

Required PSN Design Features

There are five PSN design features that all PSN grant applicants should address in their application. The five design features are:

1. Partnerships: The PSN program is intended to increase partnerships between federal, state, and local agencies through the formation of a local PSN task force. Coordinated by the U.S. Attorney's Office, the PSN task force typically includes both federal and local prosecutors, federal, state and local law enforcement agencies, and correctional agencies, including local probation and parole agencies. Nearly all PSN task forces include additional members, such as representatives of local governments, social service providers, neighborhood leaders, members of the faith community, non-profits, business leaders, educators, and health care providers. The PSN evaluation conducted by Michigan State University (MSU) suggested that in general, the involvement of more community stake-holders translated to better case-selection and greater attention being paid to both prevention and deterrence as important parts of the strategic plan—that is, a better functioning task force. MSU's findings also suggested that the degree to which

¹ McGarrell, E.F., et al. February 2009. "Project Safe Neighborhoods - A National Program to Reduce Gun Crime: Final Project Report." Final Report submitted to the National Institute of Justice, Office of Justice Programs, U.S. Department of Justice.

the district had a positive history of working collaboratively with state and local law enforcement agencies and community groups led to better PSN outcomes. Collaborative working relationships under strong leadership enhanced success.

2. Strategic Planning and Research Integration: PSN is a problem-solving program, based on a strategic planning process in which jurisdictions should define the specific components of their gun and/or gang violence problem with the help of research data and design focused strategies to target these problem components through enforcement/prosecution, deterrence, and prevention. Recognizing that crime problems, including gun and gang violence, illegal drug sales and distribution, as well as violent crime, vary from community to community across the United States, PSN includes a commitment to tailor the program to the local crime issue and to be intelligence-led and data-driven. Specifically, PSN encourages the inclusion of a local research partner to work with the PSN task force to analyze the local crime problem and help develop a proactive plan for crime reduction. The goal for the research partner is to assist the task force through analysis of crime patterns and trends that could help the task force focus resources on the most serious people, places, and contexts of violence. The research partner should bring evidence-based practices to the task force discussions of crime reduction strategies. The inclusion of the research partner is also intended to assist in the ongoing assessment in order to provide feedback to the task force. MSU's findings suggested that the extent to which a PSN task force was able to, and did, rely upon and integrate research partners and available data into its decision making matrix improved the effectiveness of the PSN strategy. MSU found that overall, PSN task forces appeared to operate more effectively when they consistently obtained quality data from reliable research partners.

Note:

George Mason University's Center for Evidence-Based Crime Policy (CEBCP), in collaboration with the Bureau of Justice Assistance (BJA), has formed an e-Consortium for University Centers and Researchers for Partnership with Justice Practitioners. The purpose of this e-Consortium is to provide a resource to local, state, federal, and other groups who seek to connect to nearby (or other) university researchers and centers on partnerships and projects that are mutually beneficial. Access the e-Consortium at gmuconsortium.org/.

3. Training: A core component of PSN is its provision of extensive training opportunities to local district task forces to assist them in the effective implementation of all aspects of the program. PSN has provided significant commitment of resources to support training. This program has included training provided to law enforcement agencies on topics including gun crime investigations, crime gun identification and tracing, and related issues. Training on effective prosecution of gun and gang cases has been provided to state and local law enforcement and prosecutors. Additional training has focused on strategic problem-solving and community outreach and engagement. Training for local law enforcement on community policing can also be beneficial. Nationally-supported PSN training programs are hosted by a network of national training and technical assistance providers. In addition, local training sessions are conducted by each USAO. Districts should assess and plan for training needs of the task force partners and leverage the assistance available from BJA's National Training and Technical Assistance Center (NTTAC), which coordinates PSN training and technical assistance requests and services. Note: BJA's NTTAC can be accessed via www.bjatrainng.org/.

4. Outreach: This PSN component involves both local and national outreach efforts. Locally, districts should be sending a deterrent message to would-be criminals stressing “hard time for gun crime”, with simultaneous promotion of educational, recreational, treatment, and employment alternatives. The increased sanctions would have the most impact if accompanied with a media campaign to communicate the message of the likelihood of federal prosecution for illegal possession and use of a gun. Consequently, resources were provided to all PSN task forces to work with an outreach partner to develop strategies for communicating this message to both potential offenders and to the community at large. This local outreach effort is also supported by the PSN national web site (www.psn.gov) and by national press releases from DOJ.

5. Accountability and Data-Driven Efforts: This element emphasizes that PSN will focus on outcomes—i.e., reduced gun and gang crime—as opposed to a focus on outputs such as arrests and cases prosecuted. That is, PSN’s success is ultimately measured by the reduction in gun and gang crime. This accountability component is linked to strategic planning whereby PSN task forces, working with their local research partner, are asked to monitor crime data over time as related to the targeted problems and/or targeted areas.

Leveraging Other Resources in FY 2011 and Beyond

PSN should be a part of an overall comprehensive community strategy. In light of reduced federal grant dollars in FY 2011 and in the future, applicants are encouraged to leverage other federal grant dollars and existing grant resources already in the community, and to partner with a research partner to conduct an evaluation to determine the results of the PSN program which may help in securing longer-term funding and sustaining the program locally.

As stated earlier, DOJ will transition PSN from a formula-based allocation of funding to a competitive-based program in FY 2012, if funds are appropriated. In a competitive environment, “need” and use of more effective, intelligence and data-driven strategies will be key drivers for funding selections, in addition to performance results and other factors. Therefore, applicants should best position themselves to incorporate to the extent possible, the above design features into their PSN strategy in FY 2011 and implement specific gang and gun crime enforcement, intervention and prevention strategies building on each of these five areas as described above.

Deconfliction and Officer Safety

Consistent with Attorney General Holder’s stated priority on officer safety, districts and PSN task forces should note that PSN funding can be used to address critical law enforcement officer safety concerns related to PSN target areas and activities. This includes identifying specific officer safety threats related to PSN targets and activities, addressing such threats through improved analytic capabilities locally or through the relevant state and local fusion center, improved situational awareness and information sharing, providing needed training, and protective equipment for state, local and tribal officers not otherwise available². Applicants must demonstrate a direct nexus to PSN in order for these expenses to be considered.

² In terms of information sharing, training and equipment, applicants should note that the DOJ-funded Regional Information Sharing Systems (RISS) Program provides state, local, tribal and federal law enforcement agencies with secure methods for sharing criminal intelligence information, no-cost analytic

It is also strongly encouraged that PSN task force enforcement operations/events (e.g., surveillance, warrant service, undercover operations, take downs and staging areas, etc.) be deconflicted through the DOJ-funded RISSafe Deconfliction System and other no-cost systems where applicable. More on RISSafe can be found at www.riss.net/Resources/RISSafe.

Evidence-Based Programs or Practices

OJP considers programs and practices to be evidence-based when their effectiveness has been demonstrated by causal evidence (generally obtained through one or more outcome evaluations). Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence, based on the factors described above, will influence the degree to which OJP considers a program or practice to be evidence-based.

Amount and Length of the Awards

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.

Awards will be made for a period of up to 24 months.

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

Research Partners

Districts are encouraged, but not required, to use a portion of PSN funding to engage a local research partner who can provide assistance in program development and tracking, alignment with evidence-based strategies, and program evaluation.

Administrative Funds

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

services, training and loans of specialized investigative equipment and confidential funds. RISS membership fees are allowable costs under this program. More on RISS can be found at www.riss.net.

Non-Supplanting

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 OJP [Financial Guide](#).

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 2011 salary table for SES employees is available at www.opm.gov/oca/11tables/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 OJP. 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 its 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.

Match Requirement: This solicitation does not require a match.

Performance Measures

To assist in fulfilling the Department's responsibilities under the Government Performance and Results Act (GPRA), Public Law 103-62, applicants that receive funding under this solicitation must provide data that measure the results of their work. Any award recipient will be required, post award, 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 Measures	Data Grantee Provides
To create safer neighborhoods by reducing gun violence and	Percentage of targeted PSN sites reporting a reduction over the previous	Number of homicides with a firearm experienced during the current

<p>gun crime, and sustaining that reduction.</p>	<p>year in the number of homicides with a firearm.</p> <p>Percentage of targeted PSN sites reporting a reduction in the combined number of homicides, aggravated assaults, and robberies that are committed with a firearm.</p>	<p>reporting period within the targeted PSN site.</p> <p>Number of targeted PSN sites.</p> <p>Combined number of homicides, aggravated assaults, and robberies that are committed with a firearm during the current reporting period within the targeted PSN site.</p> <p>Number of targeted PSN sites.</p>
<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.</p>	<p>The percentage of combined homicides, aggravated assaults, and robberies that are gang-related.*</p>	<p>The total number of gang-related* homicides that occurred during the current reporting period.</p> <p>The total number of gang-related* aggravated assaults that occurred during the current reporting period.</p> <p>The total number of gang-related* robberies that occurred during the current reporting period.</p> <p>The total number (gang-related* and non gang-related) of homicides, aggravated assaults, and robberies that occurred during the current reporting period.</p>
<p>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).</p>	<p>Percentage of youth who successfully complete the program.</p>	<p>Total number of youth participating in the program during the current reporting period.</p> <p>Number of youth that completed the program during the current reporting period.</p> <p>Number of youth that exited the program during the current reporting period without completing the program.</p>

***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. Applicants should consider measuring performance based on the following definition of "gang" as adopted by DOJ:

- A. An association of three or more individuals;
- B. Whose members collectively identify themselves by adopting a group identity which they use to create an atmosphere of fear or intimidation, frequently by employing one or more of the following: a common name, slogan, identifying sign, symbol, tattoo or other physical marking, style or color of clothing, hairstyle, hand sign, or graffiti;

- C. Whose purpose, in part, is to engage in criminal activity and which uses violence or intimidation to further its criminal objectives;
- D. Whose members engage in criminal activity, or acts of juvenile delinquency that if committed by an adult would be crimes, with the intent to enhance or preserve the association's power, reputation, or economic resources.
- E. The association may also possess some of the following characteristics:
 - 1. The members may employ rules for joining and operating within the association;
 - 2. The members may meet on a recurring basis;
 - 3. The association may provide physical protection of its members from others;
 - 4. The association may seek to exercise control over a particular geographic location or region, or it may simply defend its perceived interests against rivals;
 - 5. The association may have an identifiable structure.
- F. This definition is not intended to include drug trafficking organizations, terrorist organizations, traditional organized crime groups such as La Cosa Nostra, or groups that fall within the Department of Justice's definition of international organized crime.

Submission of performance measures data is not required for the application. Instead, applicants should discuss in their application their proposed methods for collecting data for performance measures. Please refer to the section "What an Application Should Include" (below) for additional information.

Note on project evaluations: Applicants that propose to use funds awarded through this solicitation to conduct project evaluations should be aware that certain project evaluations (such as systematic investigations designed to develop or contribute to generalizable knowledge) may constitute "research" for purposes of applicable DOJ human subjects protections. However, project evaluations that are intended only to generate internal improvements to a program or service, or are conducted only to meet OJP's performance measure data reporting requirements likely do not constitute "research." Applicants should provide sufficient information for OJP to determine whether the particular project they propose would either intentionally or unintentionally collect and/or use information in such a way that it meets the DOJ regulatory definition of research.

Research, for the purposes of human subjects' protections for OJP-funded programs, is defined as, "a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge" (28 C.F.R. § 46.102(d)). For additional information on determining whether a proposed activity would constitute research, see the decision tree to assist applicants on the "Research and the Protection of Human Subjects" section of the OJP Other Requirements for OJP Applications" web page (www.ojp.usdoj.gov/funding/other_requirements.htm). Applicants whose proposals may involve a research or statistical component also should review the "Confidentiality" section on that web page.

Notice of New Post-Award Reporting Requirements

Applicants should anticipate that all recipients (other than individuals) of awards of \$25,000 or more under this solicitation, consistent with the Federal Funding Accountability and Transparency Act of 2006 (FFATA), will be required to report award information on any first-tier subawards totaling \$25,000 or more, and, in certain cases, to report information on the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients. Each applicant entity must ensure that it has the necessary processes and systems in place to comply with the reporting requirements should it receive funding. Reports regarding subawards will be made through the FFATA Subaward Reporting System (FSRS), found at www.fsr.gov/.

Please note also that applicants should anticipate that no subaward of an award made under this solicitation may be made to a subrecipient (other than an individual) unless the potential subrecipient acquires and provides a Data Universal Numbering System (DUNS) number.

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 GMS.HelpDesk@usdoj.gov or call 1-888-549-9901 (option 3), Hours of operation are Monday-Friday from 6:00 a.m. to 12 midnight (Eastern Time, except federal holidays). 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 steps:

- 1. Acquire a DUNS number.** A DUNS number is required to submit an application in GMS. In general, the Office of Management and Budget requires that all applicants (other than individuals) 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 sub-recipients. 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 Dun and Bradstreet at 866-705-5711 or by applying online at www.dnb.com. A DUNS number is usually received within 1-2 business days.
- 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. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and sub-recipients. 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 annually** to maintain an active status. Information about CCR registration procedures can be accessed at www.ccr.gov.

3. **Acquire a GMS username and password.** A new user must 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. **Verify the CCR registration in GMS.** OJP requests that all applicants verify their CCR registration in GMS. Once logged into GMS, please click the “CCR Claim” link on the left side of the default screen. Click the submit button to verify the CCR registration.
5. **Search for the funding opportunity on GMS.** After logging into GMS or completing the GMS profile for username and password, go to the “Funding Opportunities” link on the left side of the page. Please select the Bureau of Justice Assistance and the FY 2011 Project Safe Neighborhoods.
6. **Register by selecting the “Apply Online” button associated with the solicitation title.** The search results from step 5 will display the solicitation title along with the registration and application deadlines for this funding opportunity. Please select the “Apply Online” button in the “Action” column to register for this solicitation and create an application in the system.
7. **Submit an application consistent with this solicitation by following the directions in GMS.** Once submitted, GMS will display a confirmation screen stating the submission was successful. **Important:** In some instances, an applicant must wait for GMS approval before submitting an application. Applicants are urged to submit the 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. The 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 (see cover page) **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 GMS Help Desk tracking number(s). After the program office reviews all of the information submitted, and 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 Should 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.

OJP strongly recommends use of appropriately descriptive file names (e.g., "Program 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.

1. Information to complete the Application for Federal Assistance (SF-424)

The SF-424 is a standard form required for use as a cover sheet for submission of pre-applications, applications, and related information. GMS takes information from the applicant's profile to populate the fields on this form.

2. Abstract

Applicants must provide an abstract that includes the applicant's name, title of the project, goals of the project, and a description of the strategies to be used. The abstract must not exceed a half-page, or 400-500 words.

3. Program Narrative

The program narrative must be no more than 15 pages, addressing elements A–D. Applicants are encouraged to incorporate comprehensive strategies and promising practices to address gun and/or gang crime. For more on these innovative approaches, see the Appendix A.

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 to address the specific problem. 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 provide justification. Identify any gaps in services.

Applicants should address the following:

- Data and research that are being used to determine the jurisdiction's gun, gang, or violence problem.
 - What are the dynamics of violent crime in your district/community (e.g., gun, gang, and other violent crime, relationship between victims and offenders)?
 - State the successes of your current program and any setbacks.
 - How will the program be implemented with current funding?
- Data and research that are being used to determine the jurisdiction's target area and/or target population.
 - What do you need to know about victims, offenders, and locations of violent crime?
 - How many violent crime incidents were reported in a specific jurisdiction/district wide?
 - If applicable, how your jurisdiction has integrated, or will integrate, a research partner into your problem solving process.

B. Goals and Objectives: Describe the goals and objectives of the proposed project. Goals should specifically address the problem identified in (A) above and should incorporate the five design features described above. Objectives are specific statements describing how the strategy's broader goals will be achieved. The objectives must be 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 the benchmarks in meeting the project's objectives and describe the action steps that will be implemented and completed. The plan should also include a detailed timeline, in chart form, that identifies milestones for significant tasks.

Specifically, applicants should describe the following:

- The organizations and partners who will be involved in the planning and implementation process.
- How your jurisdiction has implemented and/or will address the five design features (partnerships, strategic planning and research integration, training, outreach and accountability).
- How your jurisdiction has used or plans to use data and research to identify and implement your targeted interventions or strategies.
- How your jurisdiction has used or plans to use data and research to focus resources on the people, places, and things driving gun and gang crime at the local level.
- How your jurisdiction plans to federally prosecute gun, gang, and violent crime cases.

D. Program Evaluation/Plan for Collecting Data for Performance Measures: Applicants must collect data relevant to the goals listed in their application. Identify how the data that is linked to the 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.

4. Budget Detail Worksheet and Budget Narrative

Applicants must provide a budget that is cost-effective and includes allowable and reasonable costs.

A. Budget Detail Worksheet

A sample Budget Detail Worksheet can be found at www.ojp.gov/funding/forms/budget_detail.pdf. The budget should be in the same format (i.e., budget categories, item, computation, totals) as shown in the sample budget detail worksheet, but it is not recommended that applicants use the actual sample form since the text boxes in the online form have limited character space and may not show all the information entered into the form.

For questions pertaining to budget and examples of allowable and unallowable costs, please see the OJP Financial Guide at www.ojp.usdoj.gov/financialguide/index.htm.

B. Budget Narrative

The Budget Narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how all costs were estimated and calculated and how they are relevant to the completion of the proposed project. The narrative may include tables for clarification purposes but need not be in a spreadsheet format. As with the Budget Detail Worksheet, the Budget Narrative should be broken down by year.

5. Indirect Cost Rate Agreement (if applicable)

Indirect costs are allowed only if the applicant has a federally approved indirect cost rate. (This requirement does not apply to units of local government.) A copy of the rate approval should be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant federal agency, which will review all documentation and approve a rate for the applicant organization or, if the applicant's accounting system permits, costs may be allocated in the direct cost categories. If DOJ is the cognizant federal agency, obtain information needed to submit an indirect cost rate proposal at www.ojp.usdoj.gov/financialguide/part3/part3chap17.htm.

6. Tribal Authorizing Resolution (if applicable)

If an application is being submitted by either (1) a tribe or tribal organization or (2) a third party proposing to provide direct services or assistance to residents on tribal lands, then a current authorizing resolution of the governing body of the tribal entity or other enactment of the tribal council or comparable governing body authorizing the inclusion of the tribe or tribal organization and its membership should be included with the application. In those instances when an organization or consortium of tribes proposes to apply for a grant on behalf of a tribe or multiple specific tribes, then the application should include a resolution from all tribes that will be included as a part of the services/assistance provided under the grant. A consortium of tribes for which existing consortium bylaws allow action without support from all tribes in the consortium (i.e., without authorizing resolution or other enactment of each

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tribal governing body) may submit a copy of its consortium bylaws with the application in lieu of tribal resolutions.

If an applicant is unable to obtain a signed copy of a tribal resolution documenting support for its application, then, at minimum, the applicant should submit an unsigned, draft tribal resolution as part of its application (except in cases where, with respect to a tribal consortium applicant, consortium bylaws allow action without the support of all consortium member tribes). If selected for funding, use of and access to funds will be contingent on receipt of the signed tribal resolution.

7. Additional Attachments: U.S. Attorney Certification Letter (if applicable)

The PSN task force must identify a fiscal agent for the district. If your fiscal agent has changed from last year (FY 2010), the new fiscal agent must be certified by the U.S. Attorney's Office. Therefore, 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.

8. Other Standard Forms

Additional forms that may be required in connection with an award are available on OJP's funding page at www.ojp.usdoj.gov/funding/forms.htm. For successful applicants, receipt of funds may be contingent upon submission of all necessary forms. Please note in particular the following forms:

- a. [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#) (required to be submitted in GMS prior to the receipt of any award funds).
- b. [Disclosure of Lobbying Activities](#) (required for any applicant that expends any funds for lobbying activities; this form must be downloaded, completed, and then uploaded).
- c. [Accounting System and Financial Capability Questionnaire](#) (required for any applicant other than an individual that is a non-governmental entity and that has not received any award from OJP within the past 3 years; this form must be downloaded, completed, and then uploaded).
- d. [Standard Assurances](#) (required to be submitted in GMS prior to the receipt of any award funds).

Review Process

OJP is committed to ensuring a fair and open 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 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 www.ojp.usdoj.gov/funding/other_requirements.htm.

- [Civil Rights Compliance](#)
- Faith-Based and Other Community Organizations
- Confidentiality
- Research and Protection of Human Subjects
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA)
- 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
- Active CCR Registration

Application Checklist
FY 2011 Project Safe Neighborhoods

The application checklist has been created to assist in developing an application.

Eligibility Requirement:

_____ State, unit of local government, educational institution, faith-based and other community organization, or private nonprofit organization (see page 1)

What an Application Should Include:

- _____ Application for Federal Assistance (SF-424) (see page 13)
- _____ Abstract (see page 13)
- _____ Program Narrative (see page 13)
 - _____ Problem and Proposed Strategy (see page 13)
 - _____ Goals and Objectives
 - _____ Implementation Plan
 - _____ Program Evaluation/Plan for Collecting Data for Performance Measures
- _____ Budget Detail Worksheet (see page 15)
- _____ Budget Narrative (see page 15)
- _____ Indirect Cost Rate Agreement (if applicable) (see page 15)
- _____ Tribal Authorizing Resolution (if applicable) (see page 15)
- _____ U.S. Attorney Certification Letter (see page 16)
- _____ Other Standard Forms as applicable (see page 16), including:
 - _____ Disclosure of Lobbying Activities (if applicable)
 - _____ Accounting System and Financial Capability Questionnaire (if applicable)

Appendix A

FY 2011 Project Safe Neighborhoods

Elements of Promising PSN Strategies

The following are some examples of promising elements of PSN strategies to reduce gun and gang violence that you could consider incorporating in your PSN strategy, if applicable to your jurisdiction.

- **Problem-Solving Approach:**³ All successful strategies begin with a problem analysis of the local situation at hand. It is important for these analyses to be conducted by trained and qualified researchers, not police officers alone. Law enforcement and prosecutors can then tailor their response appropriately.
 - Districts should conduct network analyses of the street gang landscape using individual gang members as the unit of analysis and multiple layers of associations as the linkages within the networks.⁴ The analysis should help the PSN team understand whether the groups in their district are loosely organized networks with pockets of cohesion or highly structured hierarchical organizations.
 - While crime-mapping is generally useful, note that in some localities – especially rural areas, small towns, and small cities – police may have a fairly accurate idea of where crime problems exist; thus, spending resources on crime-mapping is not cost effective.⁵ Instead, the PSN team should seek to identify and track crime trends and patterns over time.
- **Empirical Principles:**⁶
 - There is more evidence to support the effectiveness of demand-side interventions rather than supply-side interventions.
 - Law enforcement can achieve a greater deterrent impact by increasing the certainty rather than the severity of punishment.
 - Gun crime is disproportionately committed by and against a small subset of the population, so targeting resources on this group is more efficient.
- **Directed Patrols and Field Interrogations:**⁷ Identify high crime times, locations, and conduct. Increase police patrol to reduce violent crime in targeted areas and during peak times of the day (e.g., assign two police officers to conduct routine patrol activities involving a high number of personal contacts with the public, responding to any law violation that they detect during the operation).

³ Anthony A. Braga, Jack McDevitt & Glenn L. Pierce, *Understanding and Preventing Gang Violence: Problem Analysis and Response Development in Lowell, Massachusetts*, X Police Quarterly 1 (2004).

⁴ Jean M. McGloin, *Policy and Intervention Considerations of a Network Analysis of Street Gangs*, 4 Criminology & Public Policy 607 (2005).

⁵ Isolating the Criminal Element through “Alabama ICE:” The Implementation of a Nationwide Incapacitation Initiative in a Largely Rural Federal District (2005).

⁶ Jens Ludwig, *Better Gun Enforcement, Less Crime*, 4 Criminology & Public Policy 677 (2005).

⁷ John M. Macdonald, Jeremy M. Wilson & George E. Tita, *Data-Driven Homicide Prevention: An Examination of Five Project Safe Neighborhoods Target Areas*, RAND (2005).

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- This strategy can be general (saturate the whole area) or targeted (focus on specific individuals and behaviors). A patrol strategy that focuses on suspicious activities and locations is more effective than a strategy that just maximizes the number of vehicle stops.⁸
- Enforcement of Collective Responsibility and Lever Pulling:⁹ Compile a list of vulnerabilities or “levers” for each gang member (e.g., outstanding warrants, seizure of assets, stringent enforcement of regulations regarding parole and probation, public housing residency, vehicle licensure, child support, or truancy). When any member of the gang commits a violent act, pull these levers for each of the other individuals of the gang. Let the gangs and groups know that they are held collectively responsible.
- Social Services:¹⁰ Work with partners to implement education, life skills training, substance abuse training, parent training, family therapy, and/or dispute resolution skills training for at-risk school-aged youth. Note: benefits are long term and service delivery can be costly. Strong service delivery partners with alternative funding streams are recommended.
- Offender Notification Meetings:¹¹ Deliver a strong, focused deterrence message through direct face-to-face communication with high-risk individuals.
 - Identify a subset of individuals, who are most likely to be involved in gun violence, e.g., the most violent members of a limited number of gangs.
 - Create a working group that includes (a) law enforcement, (b) social service providers, and (c) victim groups who can explain the impact upon the victim.
 - Encourage attendance through one or several ways: e.g., use probation or parole as levers; send letters from the local police chief to the individuals or their parents; send letters from school officials, local clergy, or community leaders; have invitees bring a friend.
 - Conduct the meetings in two parts:
 - Part warning: Let offenders know that law enforcement agencies have their names and photographs. Make clear that future violence will result in a highly coordinated effort to put them away. Emphasize that federal prosecution results in a longer sentence served farther away from the local community. To be effective, these messages must be short and sharp. The people running the meeting should show that they know the individuals names personally.
 - Part offer of assistance: Offer social service assistance, e.g., assistance in locating housing, vocational and employment services (job training or job placement programs), educational services, parenting skills programming, life skills programming, and substance abuse programming.

⁸ Leigh Culver & T. Hank Robinson, Research Brief: Lincoln Police Department (2004).

⁹ John M. Macdonald, Jeremy M. Wilson & George E. Tita, *Data-Driven Homicide Prevention: An Examination of Five Project Safe Neighborhoods Target Areas*, RAND (2005).

¹⁰ John M. Macdonald, Jeremy M. Wilson & George E. Tita, *Data-Driven Homicide Prevention: An Examination of Five Project Safe Neighborhoods Target Areas*, RAND (2005).

¹¹ Jack McDevitt & Scott H. Decker, *Offender Notification Meetings: Case Study 2* (2006).

- Follow-through on all levels—the warning of enforcement and sanctions as well as the offer of support and services. Also, conduct two types of follow-up face-to-face meetings:
 - Positive: when the target group has had no continued gun and gang violence, arrange a community-based meeting with family and community members invited. Convey a message of appreciation for the calm the neighborhood has experienced. Re-emphasize available services and support. Recognize the personal successes of individuals, e.g., those who have quit using drugs, found a job, gone to school.
 - Negative: when the gun and gang violence associated with the target group continues, conduct home visits, administer drug tests, and arrange a meeting with law enforcement. Explain that the offenders have been ordered back to court because of the continued violence.
- Implement these meetings at the pre-release stage, as well (with jail and prison inmates who will be returning to their communities).
- Stricter Prosecutorial Policy for Felonies: Increase restrictions on plea bargaining and almost entirely eliminate preliminary hearings. (This strategy has been associated with increases in the likelihood that felony arrests will be resolved as felonies that felony dispositions will yield outcomes of guilty, and that guilty outcomes will yield prison sentences.)¹²
- Street-rips:¹³ Use confidential informants (like those who formerly supplied information on narcotics) to get information on illegal weapons and have the task force officers carry out arrests based on that information.
- Public Education:¹⁴ (Background: Hispanic immigrants were being disproportionately targeted for robberies and were not reporting them in fear of deportation). Have police reach out to victimized communities. Work with community organizations to increase awareness of potential crimes. Create and distribute a helpful dual-language list of robbery prevention tips.
- Cruising:¹⁵ Enlist the help of relevant businesses and nightclubs in the target area. Distribute fliers to patrons and residents to notify them of a new abatement plan. Execute the plan: on three consecutive weekends, implement traffic barricades, stepped-up patrols, and strict enforcement of all traffic and criminal codes.

¹² John Klofas & Nicholas Petitti, *The Impact Of Changes In Monroe County Felony Case Prosecution*, Project Safe Neighborhoods Working Paper #23, May 11, 2006.

¹³ Ivan Kuzyk, *An Evaluation Of Project Safe Neighborhoods In Waterbury* (2006).

¹⁴ Arizona Criminal Justice Commission, *Violence Impact Project: A Multi-Governmental Strategy Against Violence* (2004).

¹⁵ Arizona Criminal Justice Commission, *Violence Impact Project: A Multi-Governmental Strategy Against Violence* (2004).

- Home Visits:¹⁶ Put together a permanent team of police and probation officers for this project (use the same team for each Home Visit operation). Conduct visits of probationers, parolees, and those with outstanding warrants. If resources are limited, focus on active crime areas with a history of gun violence. Prior to the visit, prepare case files or “jackets” for each targeted individual that contains criminal histories, probation information, and probationer’s photographs; distributed the jackets to the Home Visit team. During the visit, conduct compliance checks, test probationers for drug and alcohol use, and conduct searches for contraband. If a probationer is not found at the address, use joint intelligence and planning to follow up at potential points of contact to find him and confirm a current address.
- Firearms Tracing:¹⁷ Assign one officer full-time to file trace requests on all firearms seized by the police, conduct follow-up investigations, and assist other agencies to prosecute. Have the officer track and compile the data to identify straw purchasers.
- Target Firearm Theft:¹⁸ Increase the number of gun owners who record serial numbers from their weapons. Increase the number of serial numbers and unique weapon information in reports from victims of firearm theft. Create a database to track palm prints from stolen weapons. Input and evaluate images for comparison of other known palm print images.
- Networking with Firearm Dealers to Identify and Stop Straw Purchasers:¹⁹ Develop partnerships with the local firearms dealers. Have firearm dealers immediately inform the ATF when they suspect a straw purchaser has tried to buy a gun in their store. Implement a straw purchase warning network among local dealers where a dealer who declines to sell a gun based on suspicions that the purported buyer is a straw purchaser notifies other dealers in the area to be on the lookout for the buyer. Ensure that dealers suspected of turning a blind eye to straw purchasers become targets of criminal investigations.
- Criminal Incident Review:²⁰ Implement a system in which practitioners examine recent homicides as well as other types of incidents including non-lethal shootings, shots-fired reports, assaults, and robberies. Include both open and closed cases.
 - Get a team together. The team should consist of front-line staff with street-level knowledge of the crimes being discussed. This includes law enforcement, prosecutors, probation and parole officers, gang and narcotic officers, youth gang workers, ballistics experts, jail staff, supervisors and managers, and researchers who can analyze and identify patterns.

¹⁶ Leigh Culver & T. Hank Robinson, Research Brief: Lincoln Police Department (2004).

¹⁷ Leigh Culver, Project Safe Neighborhoods District of Nebraska: Research Brief (2005).

¹⁸ Victoria B. Titterington, Evaluation Report for the Southern District of Texas (2006)

¹⁹ Americans for Gun Safety Foundation, The Enforcement Gap: Federal Strategy Neglects Sources of Crime Guns (2004).

²⁰ John Klofas & Natalie K. Hipple, Crime Incident Reviews: Case Study 3 (2006).