

BUREAU OF JUSTICE ASSISTANCE

# The Project Safe Neighborhoods FY 2021 Grant Announcement

May 19, 2021

**The webinar will start shortly**



**BJA**  
Bureau of Justice Assistance  
U.S. Department of Justice

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# The Project Safe Neighborhoods FY 2021 Grant Announcement

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May 19, 2021



# Overview

- FY 2021 Bureau of Justice Assistance (BJA)  
Project Safe Neighborhoods Formula Grant Program
- PSN Purpose, Goals, and Objectives
- Eligibility
- Funding Allocation
- Application Submission Process
- Resources
- EOUSA Information
- Questions

# The Purpose of PSN

Project Safe Neighborhoods (PSN) is designed to create and foster safer neighborhoods through a sustained reduction in violent crime.

The program's effectiveness depends upon the ongoing coordination, cooperation, and partnerships of local, state, tribal, and federal law enforcement agencies working together with the communities they serve—engaged in a unified approach led by the U.S. Attorney (USA) in all 94 districts.

# Goals

- Coordination among federal, state, local, and tribal law enforcement officials for reducing violent crime while cooperatively engaging the communities they serve.
- Violence prevention and reduction strategies that are tailored to the unique needs of each federal judicial district.
- Effectively use intelligence and data to identify high crime areas and prolific violent offenders.

# Objectives

- Implement one or more effective strategies to prevent, respond to, and reduce violent crime.
- Support the specific activities and resource requirements of the PSN team with the goal of implementing the district's PSN strategy in collaboration with all relevant partners and stakeholders.

# Who May Apply

Eligible applicants are:

- PSN team fiscal agents for the federal judicial districts. All fiscal agents must be certified by the relevant district United States Attorney's Office (USAO). Eligible USAO-certified fiscal agents include states, units of local government, educational institutions, faith-based and other community organizations, private nonprofit organizations, and federally recognized Indian tribal governments (as determined by the Secretary of the Interior).
- BJA recommends that districts consider using the State Administering Agency (SAA) for DOJ funding because SAAs may better leverage state resources to assist in the implementation of the district's PSN initiative. For a list of SAAs, visit <https://ojp.gov/saa/>.

NOTE: If an applicant is a fiscal agent or other entity that has not received the required certification by its local USAO, its application will not be considered for funding. All recipients and subrecipients (including any for-profit organization) must forgo any profit or management fee.

# Funding Allocation

- BJA expects to make 93 awards based on the formula previously described in this solicitation. BJA expects to make awards for project periods of up to 36 months, beginning on October 1, 2021. Each federal judicial district is eligible to apply for a funding allocation, based on its violent crime rate and population.
- PSN team-fiscal agents should submit their application budget based on last year's allocation as a placeholder until formula amounts are finalized.
- Applicants will be notified to revise submissions and budgets with the correct allocation amount, and OJP will work with PSN Teams to revise their budgets where necessary.
- Certified fiscal agents may use up to 10% of the district allocation in order to fund award administration.
- Authorizing legislation includes a requirement that 30% of PSN funding be used to support “gang task forces in regions experiencing a significant or increased presence of criminal or transnational organizations engaging in high levels of violent crime, firearms offenses, human trafficking, and drug trafficking.”
  - *See Appendix B in the Solicitation for “Frequently Asked Questions Related to Required 30% Gang Set Aside Funding.”*

# Deliverables

- Development and implementation of a PSN strategic plan
- Periodic reports to BJA as required by the terms of the grant.
- If the grant supports the activities of a research partner, a final analysis report of the program's implementation and outcomes for PSN grant projects must be submitted to BJA at the conclusion of the project.

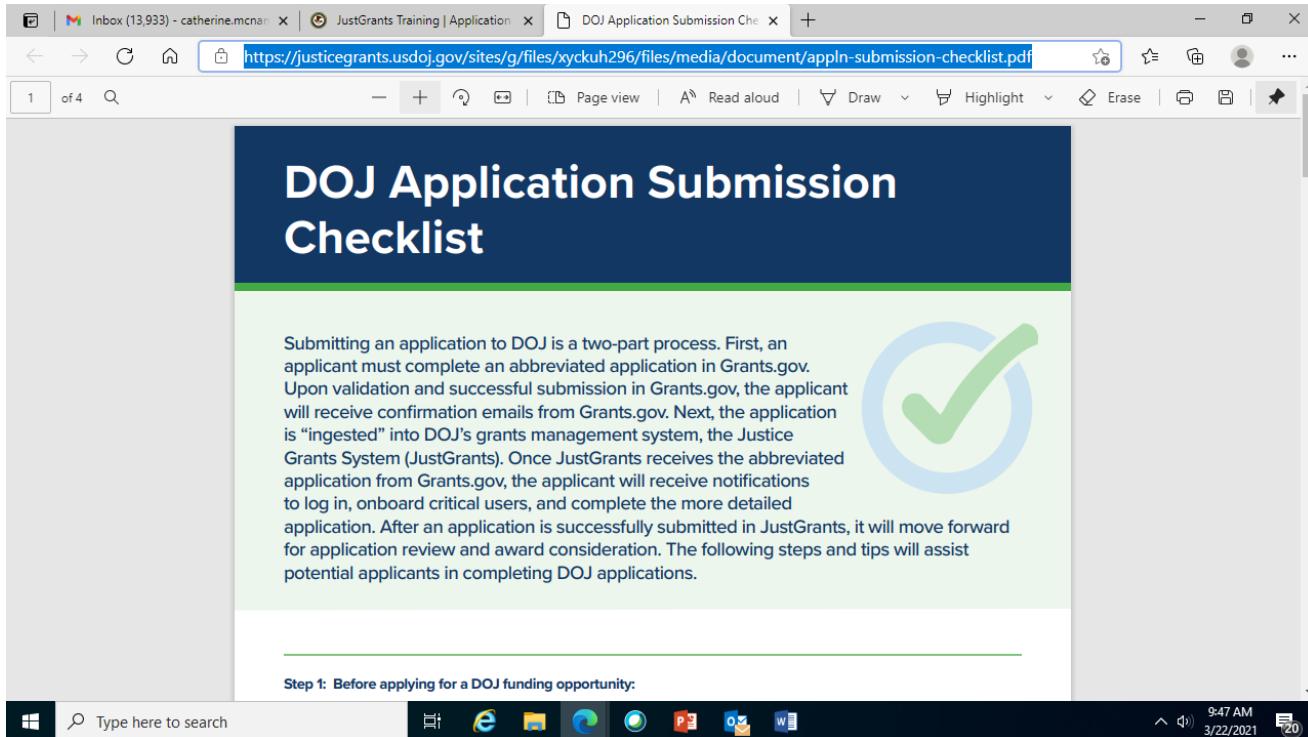
# NEW: Two Step Application Process

Applications will be submitted in a new two-step process, each with its own deadline:

- Step 1: Applicants submit an SF-424 and an SF-LLL at [Grants.gov](https://Grants.gov).
- Step 2: Applicants submit the full application, including attachments, at [JusticeGrants.usdoj.gov](https://JusticeGrants.usdoj.gov).

Read the solicitation document carefully for further guidance.

# Application Checklist



The screenshot shows a Microsoft Edge browser window with the following details:

- Tab Bar:** Shows three tabs: "Inbox (13,933) - catherine.mcnaul", "JustGrants Training | Application", and "DOJ Application Submission Che...".
- Address Bar:** Displays the URL <https://justicegrants.usdoj.gov/sites/g/files/xyckuh296/files/media/document/appln-submission-checklist.pdf>.
- Content Area:** The main content is titled "DOJ Application Submission Checklist".

Submitting an application to DOJ is a two-part process. First, an applicant must complete an abbreviated application in Grants.gov. Upon validation and successful submission in Grants.gov, the applicant will receive confirmation emails from Grants.gov. Next, the application is “ingested” into DOJ’s grants management system, the Justice Grants System (JustGrants). Once JustGrants receives the abbreviated application from Grants.gov, the applicant will receive notifications to log in, onboard critical users, and complete the more detailed application. After an application is successfully submitted in JustGrants, it will move forward for application review and award consideration. The following steps and tips will assist potential applicants in completing DOJ applications.

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**Step 1: Before applying for a DOJ funding opportunity:**
- Taskbar:** Shows the Windows Start button, a search bar with the placeholder "Type here to search", and icons for File Explorer, Edge, Mail, Calendar, OneDrive, and Word.
- System Tray:** Shows the date and time as "9:47 AM 3/22/2021" and a battery icon.

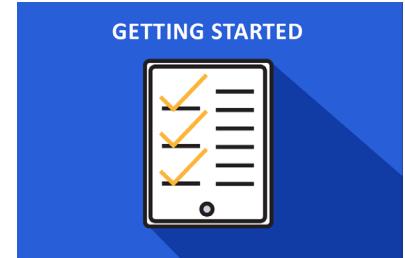
**Project Safe Neighborhood Solicitation was  
released on  
May 3, 2021**

**Grants.gov submission date: June 22, 2021  
JustGrants submission date: July 6, 2021**

# JustGrants

- Offers a streamlined, end-to-end process, enabling applicants and grantees to move seamlessly through the full grants management life cycle
- Gives applicants and award recipients new ways to manage their own entity information and that of users in the system

# Application Submission



- ✓ Identify the forms needed to submit an application.
- ✓ Complete a web-based budget form.
- ✓ Complete an application, including certifying the information.
- ✓ Submit the application.

# JustGrants Support



**Access tutorials and  
sign up for training  
alerts.**



**Learn more about DOJ's  
grants management and  
financial systems.**

**<https://justicegrants.usdoj.gov>**

# Abstract

**Applications should include a high quality project abstract that summarizes the proposed project in 400 words or fewer. Project abstracts should be:**

- Written for a general public audience.
- Submitted as a separate attachment with “Project Abstract” as part of its file name.
- Single-spaced, using a standard 12-point font (such as Times New Roman) with 1-inch margins.

**Please ensure the abstract includes information on:**

- The proposed project period
- The applicant jurisdiction’s crime rate and crime drivers
- Summary of PSN grant strategy
- Key partners
- Geographic focus of the grant funded activities
- Name of research partner, if applicable
- Key partners

Note: As a separate attachment, the project abstract will not count against the page limit for the program narrative

# Program Narrative

**The Program Narrative must respond to the solicitation (see Application and Submission Information).**

<b>Statement of the Problem</b>	<ol style="list-style-type: none"> <li>1.What type of violent crime issues/challenges will your grant strategy address?</li> <li>2.Which geographical area(s) (aka target enforcement area) will be the focus of your PSN grant strategy and what is driving violence in this area(s)?</li> <li>3.Describe the type of violent crime actors in these areas?</li> <li>4.What type of data did you use to analyze the violent crime issue in your district?</li> <li>5.Which agencies/types of agencies assisted in the violent crime assessment?</li> <li>6. How has the input of the community and stakeholder organizations been incorporated into the strategy.</li> <li>7.How will grant funding be useful in addressing the specific violent crime issues?</li> </ol>
<b>Project Design and Implementation</b>	<ol style="list-style-type: none"> <li>1.What does the PSN team plan to do with grant funding in the selected geographical area(s)? For instance, what are the specific objectives and how does the PSN team plan to meet its objectives?</li> <li>2.Which agencies (and representatives, if necessary) are part of your PSN team and what is their role in executing the grant strategy? Please be sure to include the USAO, fiscal agent, team members, selection committee members, and others, if applicable:</li> <li>3. What specific agencies or organizations will receive subawards to support the PSN strategy?</li> <li>4. What type of data will the PSN team utilize to measure outcomes and how often will data be analyzed?</li> </ol>
<b>Gang Task Force Set Aside</b>	<ol style="list-style-type: none"> <li>1. State whether violence in your geographical area(s) is being driven by criminal or transnational organizations as defined by this solicitation (see Appendix B).</li> <li>2. If violence is being driven by criminal or transnational organization(s), please describe how 30 percent of the grant funding will support gang task force(s).</li> <li>3. If the violent crime issue(s) are not driven by criminal or transnational organizations, please describe how 30 percent of the grant funding will support the law enforcement objectives within the confines of the 30 percent gang set aside requirement as defined by this solicitation.</li> </ol>

# Performance Metrics

- The narrative should include information related to the applicant's plan for collecting the data required for PSN's Performance Measures.
- Describe the process for measuring project performance. Identify who will collect the data, who is responsible for performance measurements, and how the information will be used to guide and evaluate the impact of the project. Describe the process to accurately report data.

# Budget Information

Applicants will submit:

- The JustGrants web-based budget form
- Their indirect cost rate agreement by uploading the agreement as an attachment in JustGrants
- The Financial Management and System of Internal Controls Questionnaire (including applicant disclosure of high risk status)
- Disclosure of Process Related to Executive Compensation
- Training: [Training: Application Submission | JUSTICEGRANTS \(usdoj.gov\)](#)

# Information on Proposed Subawards or Proposed Procurement Contracts (if any)

Whether an action—for federal grants administrative purposes—is a subaward or procurement contract is a critical distinction as significantly different rules apply to subawards and procurement contracts. If a recipient enters into an agreement that is a subaward of an OJP award, specific rules apply—many of which are set by federal statutes and DOJ regulations; others by award conditions. Additionally, this difference also affects how those entities are selected and monitored.

These rules place particular responsibilities on an OJP recipient for any subawards the OJP recipient may make. The rules determine much of what the written subaward agreement itself must require or provide. The rules also determine much of what an OJP recipient must do both before and after it makes a subaward. If a recipient enters into an agreement that is a procurement contract under an OJP award, a substantially different set of federal rules applies.

You (the applicant) must determine if your passthrough funds are considered subawards or procurement contracts. OJP has developed the following guidance documents to help clarify the differences between subawards and procurement contracts under an OJP award and outline the compliance and reporting requirements for each. This information can be accessed online at <https://ojp.gov/training/training.htm>.

[Subawards under OJP Awards and Procurement Contracts under Awards: A Toolkit for OJP Recipients](#)  
[Checklist to Determine Subrecipient or Contractor Classification](#)  
[Sole Source Justification Fact Sheet and Sole Source Review Checklist](#)

# Expediting Subaward Review

When subawards for the Districts are ready for review and approval by BJA, there are a few best practices to consider:

## Two Documents are Required

- **Budget**
  - No administrative costs for subawards (generally)
  - Indirect costs
    - Federally approved IDC vs. De-minimus
    - Total direct costs vs. modified direct costs
  - Allowable expenses only
    - No food
    - No incentives/rewards
- **Subaward Summary**
  - Summary of program (who, what, when, where, why)
  - Explicit violent crime connection for all costs
  - Explain the selection committee decision for funding

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# Application Assistance and Support

## OJP Response Center

<https://www.ojp.gov/ncjrs/new-ojp-resources>

- Provides solicitation support and general assistance.
- Links to all current OJP funding opportunities.
- Funding Notices - subscribe to receive email notifications of new opportunities:
  - Sign up to receive the bi-weekly **JUSTINFO** newsletter as well as the weekly **Funding News From NCJRS** email.
  - Be sure to select “Grants/funding” as an area of interest in your NCJRS registration profile when you subscribe.
- **email** - [grants@ncjrs.gov](mailto:grants@ncjrs.gov)
- **web chat** - <https://webcontact.ncjrs.gov/ncjchat/chat.jsp>
- **toll free** at 800–851–3420;
- **TTY** at 301–240–6310 (hearing impaired only)

The OJP Response Center hours of operation are 10:00 a.m. to 6:00 p.m. eastern time, Monday through Friday.

# Recommended Resources

## JustGrants Training

- [JustGrants Training | Application Submission | JUSTICEGRANTS \(usdoj.gov\)](#)

## DOJ Application Submission Checklist

- [DOJ Application Submission Checklist \(usdoj.gov\)](#)

## OJP Grant Application Resource Guide

- [OJP Grant Application Resource Guide | Office of Justice Programs](#)

## DOJ Grants Financial Guide

- <https://ojp.gov/financialguide/DOJ/index.htm>

## DOJ Grants Financial Management Online Training

- <https://ojpfgm.webfirst.com/>

## FY 2020 PSN Funding Allocations

- [FY 2020 Project Safe Neighborhoods Funding Allocation Amounts \(ojp.gov\)](#)



# Executive Office for U.S. Attorneys



# PSN Basics

- ❑ Every District must have a written PSN Strategic Plan.
- ❑ The PSN Strategic Plan must include perspective from a range of individuals and disciplines. Districts may gain perspective through meetings, conversations and other engagement approaches with stakeholder representatives.
- ❑ The written strategy should identify issues and challenges and approaches for addressing those issues and challenges.
- ❑ The written PSN strategy should include community outreach, prevention, intervention, enforcement activities. **It should also identify the strategy areas that could benefit from training, technical assistance, and grant funding.**

**THE PSN STRATEGY HELPS TO INFORM THE PSN GRANT PROJECT.**



# Fiscal Agent Selection

- The grant solicitation references the use of a “PSN Team.”
- The PSN Team selects a Fiscal Agent to administer the PSN Grant.  
*NOTE: The USAO can make recommendations on Fiscal Agents, but it cannot make the selection.*
- Non-federal/non-conflicted PSN Team Members must select the Fiscal Agent.
- The U.S. Attorney must “certify” the Fiscal Agent. [Link to certification process](#)



# PSN Grant Project Documentation

- ❑ The Fiscal Agent must submit numerous documents as part of the application process. Some are project-specific and some are administrative-specific.
- ❑ It is imperative that the PSN Team provide the Fiscal Agent with information and direction so it can complete the necessary project-specific paperwork for the grant application and subaward projects.

**USAOs must not write the grant application. BUT they can provide written materials from the PSN Team to help the Fiscal Agent write the application.**



# Who Selects Subawards/Vendors?

**USAOs and other federal employee PSN Team members are prohibited from identifying specific entities as vendors or subawardees.**

- Non-federal/non-conflicted PSN Team members may select specific vendors and/or subawardees.

**OR**

- The PSN Team may create a separate Selection Committee of non-federal/non-conflicted individuals (usually 3-5 individuals) to select vendors and/or subawardees and review RFPs and/or mini-grant proposals.



# Grant Funded Projects

- ❑ Subawardees and contractors should be identified in the grant application, if possible, unless a competitive process will be necessary.
- ❑ The PSN Team must ensure that those making the selection of subawards/contracts are adequately informed about required project elements before those individuals review subawards and/or identify contractors.
- ❑ The Fiscal Agent must ensure that Requests for Proposals, Statements of Work and contract language reflect the project intent as described by the PSN Team.



# Grant-Funded Projects, cont.

- The USAO does not issue RFPs or write contracts, but they can provide the Fiscal Agent with written information to help with the development of those documents.
- PSN Teams could consider funding media/outreach products using PSN grant funds. Keep in mind, products created using PSN grant funds require DOJ approval before finalization and dissemination, which should be accounted for in grant project timelines.
- Measuring the impact of violent crime reduction efforts is essential. PSN Teams should consider how they will measure their impact and determine whether PSN grant funds are needed for this purpose.



# EOUSA Grants Management Point of Contact

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# Questions