



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

Project Safe Neighborhoods (PSN) FY 2008 Grant Announcement

Eligibility

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

Deadline

All applications are due by 8:00 p.m. e.t. on July 7, 2008.
(See "Deadline: Applications," page 1)

Contact Information

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

This application must be submitted through OJP's Grants Management System (GMS). For technical assistance with submitting the application, call the GMS Help Desk at 1-888-549-9901.

Release date: June 6, 2008

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Project Safe Neighborhoods CDFA #16.609

Overview of Project Safe Neighborhoods

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

Deadline: Applications

The due date for applying for funding under this announcement is 8:00 p.m. e.t. on July 7, 2008.

Eligibility

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

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

Faith-based organizations receiving DOJ assistance awards retain their independence and do not lose or have to modify their religious identity (e.g., removing religious symbols) to receive assistance awards. DOJ grant funds, however, may not be used to fund any inherently religious

activity, such as prayer or worship. Inherently religious activity is permissible, although it cannot occur during an activity funded with DOJ grant funds; rather, such religious activity must be separate in time or place from the DOJ-funded program. Further, participation in such activity by individuals receiving services must be voluntary. Programs funded by DOJ are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion.

If your organization is a faith-based organization that makes hiring decisions on the basis of religious belief, it may be entitled, under the Religious Freedom Restoration Act, 42 U.S.C. § 2000bb, to receive federal funds and yet maintain that hiring practice, even if the law creating the funding program contains a general ban on religious discrimination in employment. For the circumstances under which this may occur, and the certifications that may be required, please go to www.usdoj.gov/fbci/effect-rfra.pdf.

Project Safe Neighborhoods-Specific Information

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

Congress has appropriated funding to maintain current and expand PSN comprehensive gun crime reduction strategies. In addition, the U.S. Attorney in each of the 94 federal judicial districts received funding (under a separate grant announcement) to partner with local law enforcement and others in the PSN task force to develop and expand districtwide comprehensive anti-gang strategies patterned after [PSN's five essential elements](#). Additional guidance may be found at www.ojp.usdoj.gov/BJA/psngrants/. Each district should coordinate, to the extent possible, their PSN anti-gang strategies and funding with their PSN gun crime reduction strategies and funding.

Award Amount

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

Administrative Funds

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

Length of the Award

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

Unallowable Costs

Unallowable costs for PSN grants funds include:

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

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

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

Performance Measures

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

Objective	Performance Measures	Data Grantee Provides
To create safer neighborhoods by reducing gun violence and gun crime, and sustaining that reduction.	1. Percentage of targeted PSN sites reporting a reduction over the previous year in the number of homicides with a firearm. 2. Percentage of targeted PSN sites reporting a reduction in the number of combined homicides, aggravated assaults, and robberies that are committed with a firearm.	1. Number of homicides with a firearm experienced during the current reporting period within the targeted PSN site. 2. Number of combined homicides, aggravated assaults, and robberies that are committed with a firearm during the current reporting period within the targeted PSN site.

How To Apply

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

A DUNS number is required: The Office of Management and Budget requires that all businesses and nonprofit applicants for federal funds include a DUNS (Data Universal Numeric System) number in their application for a new award or renewal of an award. Applications without a DUNS number are incomplete. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information. The DUNS number will be used throughout the grant life cycle. Obtaining a

DUNS number is a free, simple, one-time activity. Obtain one by calling 1-866-705-5711 or by applying online at www.dunandbradstreet.com.

GMS Instructions: To access the system, go to <https://grants.ojp.usdoj.gov>. If you experience difficulties at any point in this process, call the GMS Help Desk at 888-549-9901 between 7:30 a.m. and 9:00 p.m. eastern time. New GMS users must create a new account before submitting an application. All PSN applications are due on or before 8:00 p.m. eastern time on July 7, 2008.

Please 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."

Step 1: Signing On

- If you already have a GMS user ID, proceed to GMS sign in. Even if your organization already has a user ID, you will not be registered for the solicitation until you have signed onto GMS and entered the appropriate solicitation. To do so, please proceed to step 2.
- If you do not have a GMS user ID, select "New User?" Register Here." After you have completed all of the required information, click "Create Account" at the bottom of the page and note your user ID and password, which are case sensitive.

Step 2: Selecting/Registering for the Program

- After you have logged onto the system using your user ID and password, click on "Funding Opportunities."
- Select "Bureau of Justice Assistance" from the drop-down list, and click "Search." This will narrow the list of solicitations within the Office of Justice Programs to those in BJA.
- From the list of BJA grants, find "FY 2008 Project Safe Neighborhoods," and click "Apply Online."
- Confirm that your organization is eligible to apply for this program by reading the text on the screen. If eligible, proceed by clicking "Continue."

Step 3: Completing the Overview Information

- Select the type of application you are submitting by choosing "Application Non-Construction" in the "Type of Submission" section.
- Select "New" in the drop-down box for "Type of Application."
- If your state has a review and comment process under Executive Order 12372 (<http://policy.fws.gov/library/rgeo12372.pdf>), then select either "Yes" and enter the date you made this application available under that review or "N/A" because this program has not been selected by your state for such a review. If your state does not have such a process, then select "No. Program Not Covered by E.O. 12372."
- Click "Save and Continue."

Step 4: Completing the Applicant Information

- Answer "Yes" or "No" to the question about whether your organization is delinquent on any federal debt.
- The rest of this page will prepopulate based on the information you submitted during the registration process. Check this information for accuracy and relevance to your organization, and make any needed changes.
- Click "Save and Continue."

Step 5: Completing the Project Information

- Provide a title that is descriptive of your project.
- List the geographic areas to be affected by the project.
- Enter a start date for the project that is on or after October 1, 2007 and an end date that is not more than 36 months later.
- Select all of the Congressional districts that are affected by this application. To select multiple districts, hold down the CTRL key while making your selections.
- Enter your jurisdiction's allocation in the federal line under the "Estimated Funding" section.
- Click "Save and Continue."

Step 6: Uploading the Attachments

- You will be asked to upload three attachments to the online application system. (See the Attachments section for detailed instructions.)
 1. Program Narrative (Attachment 1).
 2. Budget Narrative (Attachment 2).
 3. U.S. Attorney Certification Letter (Attachment 3).
- Click "Attach" to upload these documents. A new window will open. To continue, click "Browse" and find the file on your computer or the network drive from which you wish to upload, then click on "Upload Your Document." A window that says "File Upload Successful" should appear. Next to the upload list, the notation should change to "Attachment OK." Repeat these steps for all three uploads.

Note: Depending on the size of the attachment and/or your computer's Internet connection, this process can take several hours. The system will shut down promptly at the deadline. Any incomplete application will not be accepted and no exceptions will be granted. Please plan accordingly.

- If you encounter any difficulties uploading your file, click on "Tips for Successful Upload." This document will explain the usual problems with uploading files and will help you through them.
- Click "Save and Continue."

Step 7: Completing the Assurances and Certifications

- You will need to accept both the assurances document and the certifications document. To do this, click on "Assurances" and "Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements."
- Read both documents. At the bottom of each one, click the "Accept" button.
- After you have accepted both documents, enter the correct personal information for the person submitting the application.
- Click the box next to the text at the bottom of the page to certify that the person submitting the application is authorized to accept these assurances and certifications.
- Click "Save and Continue."

Step 8: Reviewing the SF-424

- By answering the questions contained in GMS, you have completed the Standard Form 424 (SF-424) and other forms required to apply for grant funding. Take a moment to review the SF-424 to ensure that it is accurate.

- If you need to make changes to any portion of the application, simply click on that section along the left side of the screen. Be sure to click “Save and Continue” after making any changes.
- When you are sure that the information is accurate, click “Continue.”

Step 9: Submitting the Application

- A list of application components will appear on the screen. It should say “Complete” before each component. If it says “Incomplete” then click on the word and it will take you back to the section that needs to be completed. An explanation of what is missing will be at the top of that screen.

What an Application Must Include

Standard Form 424

Program Narrative (Attachment 1)

The program narrative must be no more than 15 pages, addressing elements A–D. Applicants are encouraged to consider comprehensive strategies and promising practices to address gun crime. For more on these innovative approaches visit www.ojp.usdoj.gov/bja and www.psn.gov.

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

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

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

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

Budget and Budget Narrative (Attachment 2)

Applicants must provide a budget that is allowable, reasonable, and reflects the activities in the program narrative. Applicants must submit a budget worksheet and budget narrative in one file. A fillable budget detail worksheet form is available on OJP’s web site at www.ojp.gov/funding/forms/budget_detail.pdf.

U.S. Attorney Certification Letter (Attachment 3)

The U.S. Attorney's letter certifying the fiscal agent must be submitted as part of the application for funding. To submit, scan and upload the letter as an attachment to the application, or fax the letter to 202-354-4147 before the application deadline of July 7, 2008. On each page of the faxed document, write "PSN Application." Do not fax the PSN application to the above fax number, only the U.S. Attorney certification letter.

Additional Requirements

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.
- Confidentiality and Human Subjects Protections regulations.
- Anti-Lobbying Act.
- Financial and Government Audit requirements.
- National Environmental Policy Act (NEPA) compliance.
- DOJ Information Technology Standards.
- Single Point of Contact Review.
- Non-Supplanting of State or Local Funds.
- Criminal Penalty for False Statements.
- Compliance with Office of the Chief Financial Officer *Financial Guide*.
- Suspension or Termination of Funding.
- Government Performance and Results Act (GPRA).
- Rights in Intellectual Property.
- Federal Funding Accountability and Transparency Act (FFATA) of 2006.