

Please note that the U. S. Attorney's Office of the Western District of Louisiana is seeking grant proposals for the FY2020 PSN Grants set forth in the announcement below. Grant proposals should follow the outline of the Program Narrative set forth on Pages 9-11 of this announcement. Proposals should include the following documents: (1) Project Abstract, (2) Program Narrative, (3) Detailed Budget Worksheet, and (4) Budget Narrative. Grant proposals must be submitted to: U. S. Attorney's Office, ATTN: PSN Grant Competition, 800 Lafayette Street, Suite 2200, Lafayette, LA 70501, no later than 5 p.m. on Friday, October 30, 2020.

**PLEASE NOTE DEADLINE HAS BEEN EXTENDED TO Monday, November 16, 2020, at 5:00 p.m.**

OMB No. 1121-0329  
Approval Expires 11/30/2020

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



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## **The Project Safe Neighborhoods FY 2020 Formula Grant Solicitation**

**CFDA #16.609**

**Solicitation Release Date:** March 31, 2020

**Application Deadline:** [REDACTED]

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The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), [Bureau of Justice Assistance](#) (BJA) is seeking applications for funding for the [Project Safe Neighborhoods \(PSN\)](#) program. This program furthers DOJ's mission and violent crime reduction strategy by providing support to state, local, and tribal efforts to reduce violent crime.

This solicitation incorporates the [OJP Grant Application Resource Guide](#) by reference. It provides guidance to applicants on how to prepare and submit applications for funding to OJP. If this solicitation expressly modifies any provision in the OJP Grant Application Resource Guide, the applicant is to follow the guidelines in this solicitation as to that provision.

**Eligibility** (Who may apply):

The following entities are eligible to apply:

- 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 (including tribal nonprofit), and federally recognized Indian tribal governments (as determined by the Secretary of the Interior).

For details on the responsibilities of a fiscal agent, see page 5 of the solicitation. For details on the fiscal agent certification process, please visit: <https://bja.ojp.gov/program/project-safe-neighborhoods-psn/certification-process>. BJA recommends that districts select their current PSN fiscal agent, or 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.**

## Contact information

For technical assistance with submitting an application, contact the Grants Management System Support Hotline at 888-549-9901, option 3, or via email at [GMS.HelpDesk@usdoj.gov](mailto:GMS.HelpDesk@usdoj.gov). The GMS Support Hotline operates 24 hours a day, 7 days a week, including on federal holidays.

An applicant that experiences unforeseen GMS technical issues beyond its control that prevent it from submitting its application by the deadline must email the BJA contact identified below **within 24 hours after the application deadline** in order to request approval to submit its application after the deadline. Additional information on reporting technical issues appears under “Experiencing Unforeseen GMS Technical Issues” in the **How to Apply (GMS)** section in the [OJP Grant Application Resource Guide](#).

For assistance with any other requirement of this solicitation, contact the National Criminal Justice Reference Service (NCJRS) Response Center: toll-free at 800-851-3420; via TTY at 301-240-6310 (hearing impaired only); email [grants@ncjrs.gov](mailto:grants@ncjrs.gov); fax to 301-240-5830; or web chat at <https://webcontact.ncjrs.gov/ncjchat/chat.jsp>. The NCJRS Response Center hours of operation are 10:00 a.m. to 6:00 p.m. eastern time, Monday through Friday, and 10:00 a.m. to 8:00 p.m. eastern time on the solicitation close date.

## Deadline Details

Applicants must register in the OJP Grants Management System (GMS) at <https://grants.ojp.usdoj.gov/> prior to submitting an application under this solicitation. All applicants must register, even those that previously registered in GMS. Select the “Apply Online” button associated with the solicitation title. [REDACTED]

For additional information, see the “How to Apply (GMS)” section in the [OJP Grant Application Resource Guide](#).

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# PROJECT SAFE NEIGHBORHOODS FY 2020 FORMULA GRANT SOLICITATION CFDA # 16.609

## A. Program Description

### Overview

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.

**Statutory Authority:** FY 20 (BJA - PSN) 34 U.S.C. 60701-05

### Program-specific Information

With PSN, each USAO is responsible for establishing a collaborative team of federal, state, local, and tribal (where applicable) law enforcement and community partners to implement a strategic plan for investigating, prosecuting, and preventing violent crime. Through the PSN team (referred to as the “PSN team”), each district will implement the five design features of PSN—leadership, partnership, targeted and prioritized enforcement, prevention, and accountability—to address violent crime in their respective districts. PSN also encourages the development of practitioner-researcher partnerships that use data, evidence, and innovation to create strategies and interventions that are effective and make communities safer.

Each federal judicial district is eligible to apply for a funding allocation, based on its violent crime rate and population. The funding allocation will be posted when available. In order to expedite the award process, PSN teams should develop their FY 2020 strategy and certified fiscal agents should submit their application based on last year's allocation as a placeholder until formula amounts are finalized. Once the FY 2020 allocation amounts are available, applicants will be notified to revise their applications with the correct allocation amount. The FY 2019 allocations may be found [here](#).

Pursuant to FY 20 (BJA - PSN) 34 U.S.C. 60701-05, 30 percent of PSN funding must be used to support gang task forces in regions in the United States “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.” Each PSN District must account for this requirement in its submitted grant application materials as outlined on page 10 of this solicitation. This should include a clear explanation of how funds will be used to enhance, or coordinate with, teams that focus on these crime issues. For more information on this requirement, please see the Frequently Asked Questions document located at Appendix B.

There are five **PSN design features** that all PSN grant applicants must address in their PSN strategy. The five design features are:

#### 1. Leadership

United States Attorneys, working with state, local, and tribal law enforcement, are the cornerstone of the law enforcement response to crime in their jurisdictions, and are best positioned to take the leadership role in developing and implementing a crime-reduction

program. This includes serving as a convener to ensure coordination among federal, state, local, and tribal agencies, and among existing initiatives and task forces that can help reduce violent crime.

## **2. Partnership**

The USAO must work in partnership with federal, state, local, and tribal law enforcement and prosecutors, as well as other violent crime reduction stakeholders within the district. Under the leadership of the USAO, the PSN team typically includes federal and local prosecutors; federal law enforcement agencies; local, state, and tribal law enforcement agencies; probation and parole agencies; and the certified fiscal agent. The involvement of local government leaders, social service providers, neighborhood leaders, members of the faith community, and business leaders also enhances a team's effectiveness. PSN sites also have the option of engaging a research partner. For information on identifying and working with a research partner, please visit: [https://psn.cj.msu.edu/tta/researchpartnerqa\\_version-2\\_june2017.pdf](https://psn.cj.msu.edu/tta/researchpartnerqa_version-2_june2017.pdf).

## **3. Targeted and Prioritized Enforcement**

PSN requires each district to develop data-driven strategies to target enforcement efforts in locations with significant violent crime problems and against offenders who are driving the violence. District-based enforcement efforts must accomplish three goals: 1) identify the locations within the district that have the most significant issues with violence; 2) identify the offenders who are driving the violence in those areas; and 3) prosecute those offenders to provide the most certain and appropriate sanctions.

## **4. Prevention**

The PSN team must develop effective relationships with community leaders and residents, understand the needs and priorities of the community, and effectively communicate how law enforcement efforts are helping to reduce crime and increase public safety. Additionally, PSN encourages partnerships with local prevention and offender reentry programs that can help prevent violent crime.

## **5. Accountability**

PSN maintains accountability by measuring outcomes (i.e., reduction of violent crime), as well as number and quality of investigations and prosecutions. PSN grantees must collect relevant data that focus on outcomes.

### ***Information about Selecting Potential Fiscal Agents***

Each federal judicial district must use a fiscal agent to receive the federal funds and then make subawards to, or enter into contracts with, each entity that will carry out the strategy. The fiscal agent is selected by the PSN Team and will need to be certified by the USA in the relevant district. The USA must provide the fiscal agent with a certification letter which must be included in the application materials. A copy of a sample certification letter is located at: <https://www.bja.gov/programs/psn/psn12.html>.

This agent will be responsible for accepting the full funding allocation and overseeing the management of this funding, including all of the subawards. (See below for expectations of a fiscal agent.)

In some instances, a PSN team may enter into an agreement with the SAA responsible for managing its state's Byrne Justice Assistance Grant Program awards to serve as fiscal agent. For a list of SAAs, visit: <https://ojp.gov/saa/>.

The PSN team may determine that the fiscal agent is the most appropriate entity to carry out aspects of the district's PSN violence reduction strategy in addition to its administration of the grant. In these cases, the fiscal agent is permitted to retain PSN funds, in addition to the 10 percent in administrative funds, to support allowable activities associated with the implementation of the PSN strategy. These additional retained funds are considered direct costs, and not a contract or subaward, since the fiscal agent will carry out these activities directly. The fiscal agent's grant application and budget must reflect the input of the PSN team and the agreed upon apportionment of funds for all proposed subaward recipients who will play a role in the PSN violence reduction strategy (including the fiscal agent itself, as appropriate). All funding decisions should be made by the PSN team before the application is submitted with clear documentation of the decision and team participants.

Each fiscal agent will be expected to:

- Organize and submit the required PSN application materials.
- Manage all fiscal matters, including, but not limited to:
  - Working with the PSN team to oversee the contracts entered into and subawards made.
  - Accounting for all funds awarded.
  - Drawing down federal funds, as needed.
  - Making payments to each contractor or subrecipient.
- Prepare required federal reports.
- Work with BJA staff to submit Grant Adjustment Notices (GANs), as needed.
- Provide requested information and revisions in a timely manner.
- Work with federal monitors or auditors, as needed.
- Establish a process to award and monitor each subaward to ensure that subaward recipients adhere to the financial and administrative rules in the DOJ Grants Financial Guide.
- Complete the DOJ Grants Financial Management training online or in person within 120 days of accepting the federal grant award, unless the chosen fiscal agent has already done so.

It is preferred that a fiscal agent have a track record in overseeing and accounting for funds, especially federal grant funds.

Any subaward made by the selected fiscal agent must be authorized by BJA before funds can be disbursed.

### **Objectives and Deliverables**

The PSN Program's objectives are to:

- Implement<sup>1</sup> effective programs and strategies that enable PSN teams to prevent, respond to, and reduce violent crime.

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<sup>1</sup> See Natalie Kroovand Hipple and Edmund F. McGarrell, "Supporting Effective Implementation of Strategic Crime Reduction Efforts," Research in Brief, *The Police Chief* 81 (September 2014): 14–15.

- Effectively use intelligence and data to identify high crime areas and prolific violent offenders.
- Create and maintain ongoing coordination among federal, state, local, and tribal law enforcement officials.

This grant program’s required deliverables are:

- 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

The Objectives and Deliverables are directly related to the performance measures that demonstrate the results of the work completed, as discussed under [What an Application Should Include](#).

**Evidence-based Programs or Practices**

OJP strongly emphasizes the use of data and evidence in policymaking and program development in criminal justice, juvenile justice, and crime victim services. For additional information and resources on evidence-based programs or practices, see the [OJP Grant Application Resource Guide](#).

**Information Regarding Potential Evaluation of Programs and Activities**

Applicants should note that OJP may conduct or support an evaluation of the programs and activities funded under this solicitation. For additional information, see the [OJP Grant Application Resource Guide](#) section titled Information Regarding Potential Evaluation of Programs and Activities.

**B. Federal Award Information**

This solicitation expressly modifies the OJP Grant Application Resource Guide by not incorporating the “Limitation on Use of Award Funds for Employee Compensation; Waiver” provisions in the “Financial Information” section of the [OJP Grant Application Resource Guide](#).

Maximum number of awards BJA expects to make	93
Estimated maximum dollar amount for each award	Determined by formula
Total amount anticipated to be awarded under solicitation	\$18,000,000
Period of performance start date	October 1, 2020
Period of performance duration	36 Months

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

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<http://www.policechiefmagazine.org/research-in-brief-supporting-effective-implementation-of-strategic-crime-reduction-efforts/>.

## **Type of Award**

BJA expects to make awards under this solicitation as grants. See the Administrative, National Policy, and Other Legal Requirements section of the [OJP Grant Application Resource Guide](#) for additional information.

## **Financial Management and System of Internal Controls**

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities) must, as described in the Part 200 Uniform Requirements<sup>2</sup> as set out at 2 C.F.R. 200.303, comply with standards for financial and program management. See the [OJP Grant Application Resource Guide](#) for additional information.

## **Budget Information**

Currently, the FY 2020 allocation amounts are unavailable. As a result, applicants should submit their PSN application based on last year's allocation as a placeholder to be revised later.

Fiscal agents may use up to 10 percent of their award for costs associated with administering the funds. Administrative costs (when utilized) must be tracked separately; a recipient must report in separate financial status reports (SF-425) those expenditures that specifically relate to each particular PSN Award during any particular reporting period.

Award recipients must reserve funds in their budget to support three non-federal members of the PSN team's participation in the 2021 PSN National Conference. Applicants should estimate these costs based on transportation to and per diem rates in the Washington, DC area.

## **Cost Sharing or Match Requirement**

This solicitation does not require a match.

Please see the [OJP Grant Application Resource Guide](#) for information on the following:

[Pre-agreement Costs \(also known as Pre-award Costs\)](#)

[Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs](#)

[Costs Associated with Language Assistance \(if applicable\)](#)

## **C. Eligibility Information**

For eligibility information, see title page.

For information on cost sharing or match requirements, see [Section B. Federal Award Information](#).

## **D. Application and Submission Information**

### **What an Application Should Include**

See the Application Elements and Formatting Instructions section of the [OJP Grant Application Resource Guide](#) for information on what happens to an application that does not contain all of the specified elements or that is nonresponsive to the scope of the solicitation.

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<sup>2</sup> The "Part 200 Uniform Requirements" means the DOJ regulation at 2 C.F.R Part 2800, which adopts (with certain modifications) the provisions of 2 C.F.R. Part 200.



## 1. Application for Federal Assistance (Standard Form (SF)-424)

The SF-424 is a required standard form used as a cover sheet for submission of preapplications, applications, and related information. See the [OJP Grant Application Resource Guide](#) for additional information on completing the SF-424.

**Intergovernmental Review:** This solicitation ("funding opportunity") is subject to [Executive Order 12372](#). An applicant may find the names and addresses of State Single Points of Contact (SPOCs) at the following website: [https://www.whitehouse.gov/wp-content/uploads/2017/11/Intergovernmental -Review- SPOC 01 2018 OFFM.pdf](https://www.whitehouse.gov/wp-content/uploads/2017/11/Intergovernmental_-_Review_-_SPOC_01_2018_OFFM.pdf). If the applicant's State appears on the SPOC list, the applicant must contact the State SPOC to find obtain information about and comply with the State's process under E.O. 12372. In completing the SF-424, an applicant whose State appears on the SPOC list is to make the appropriate selection in response to question 19 once the applicant has complied with its State E.O. 12372 process. (An applicant whose State does not appear on the SPOC list should answer question 19 by selecting the response that the: "Program is subject to E.O. 12372, but has not been selected by the State for review.").

## 2. Project Abstract:

Include an 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 Times New Roman font with 1-inch margins.

Please ensure the abstract includes information on:

- The proposed project period
- Summary of the PSN grant strategy
- Geographic focus of the grant-funded activities
- Name of the research partner, if applicable
- Key partners

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

## 3. Program Narrative

The Program Narrative should be double-spaced, using a standard 12-point Times New Roman font with 1-inch margins, and should not exceed 10 pages. Number pages "1 of 10," "2 of 10," etc. Charts and graphs may be included in the narrative, and may be single-spaced and feature smaller fonts as necessary to present the included data.

If the program narrative fails to comply with these length restrictions, BJA may negatively consider such noncompliance in final award decisions. The following sections should be included as part of the program narrative:

a. Description of the Issue

This section must identify the crime issue being addressed by the PSN team through this grant award, the data that was used to identify the crime issue, the selected target enforcement areas, as well as the key partners who need to be included in the violence reduction initiative undertaken by the team.

1. What type of violent crime issues/challenges will your grant strategy address?
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)?
3. Describe the type of violent crime actors in these areas?
4. What type of data did you use to analyze the violent crime issue in your district?
5. Which agencies/types of agencies assisted in the violent crime assessment?
6. How will grant funding be useful in addressing the specific violent crime issues?

b. Project Design and Implementation

This section must describe the strategy that will be implemented to address the crime issue, the roles of key partners, and the data that will be collected and analyzed to inform the strategy and measure outcomes of the PSN team's efforts.

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?
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:
3. What specific agencies or organizations will receive subawards to support the PSN strategy?
4. What type of data will the PSN team utilize to measure outcomes and how often will data be analyzed?

c. Gang Task Force Set Aside

Applicants must clearly describe how they will comply with the requirement set forth in this solicitation to use 30 percent of awarded grant funds to support the activities of gang task forces in regions in the United States 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.

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).
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).
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.

d. Plan for Collecting Data Required for this Solicitation's Performance Measures

OJP will require fiscal agents to submit regular performance data that demonstrate the results of the work carried out under the award. The performance data directly relate to the objectives and deliverables identified under "Objectives and Deliverables" in [Section A. Program Description](#).

Applicants should visit OJP's performance measurement page at [www.ojp.gov/performance](http://www.ojp.gov/performance) for an overview of performance measurement activities at OJP. Award recipients will be required to provide the relevant data by submitting quarterly performance metrics through BJA's online Performance Measurement Tool (PMT) located at <https://bjapmt.ojp.gov>. Applicants should examine the complete list of performance indicators at <https://bjapmt.ojp.gov/help/PSNMeasures.pdf>.

The application should demonstrate the applicant's understanding of the performance data reporting requirements for this grant program and detail how the applicant will gather the required data.

Please note that applicants are **not** required to submit performance data with the application. Performance measures information is included as an alert that successful applicants will be required to submit performance data as part of the reporting requirements under an award.

**Note on Project Evaluations**

An applicant that proposes to use award funds through this solicitation to conduct project evaluations should follow the guidance under Note on Project Evaluations in the [OJP Grant Application Resource Guide](#).

Please see the [OJP Grant Application Resource Guide](#) for information on the following:

4. [Budget Information and Associated Documentation](#) in the "Budget Preparation and Submission Information" section.
5. [Indirect Cost Rate Agreement](#)
6. [Tribal Authorizing Resolution](#) (if applicable)
7. [Financial Management and System of Internal Controls Questionnaire \(including applicant disclosure of high-risk status\)](#)
8. [Disclosure of Lobbying Activities](#)
9. [Applicant Disclosure of Pending Applications](#)
10. [Applicant Disclosure and Justification – DOJ High Risk Grantees](#)<sup>3</sup>

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<sup>3</sup> A "DOJ High Risk Grantee" is a recipient that has received a DOJ High-Risk designation based on a documented history of unsatisfactory performance, financial instability, management system or other internal control deficiencies, or noncompliance with award terms and conditions on prior awards, or that is otherwise not responsible.

### 11. [Research and Evaluation Independence and Integrity](#)

### 12. [Disclosure of Process Related to Executive Compensation](#)

### 13. Additional Attachments

- [Applicant Disclosure of Proposed Subrecipients](#) of grant funding, if applicable, that includes the name, organizational affiliation, and location of the proposed subrecipient entity.
- [Certification letter of the fiscal agent](#) from the local United States Attorney.

### How To Apply (GMS)

An applicant must submit its application through the [Grants Management System \(GMS\)](#), which provides support for the application, award, and management of awards at OJP. Find information, registration, and submission steps on how to apply in GMS in response to this solicitation under **How to Apply (GMS)** in the [OJP Grant Application Resource Guide](#).

## E. Application Review Information

### Review Process

BJA reviews the application to make sure that the information presented is reasonable, understandable, measurable, achievable, and consistent with the solicitation. See the [OJP Grant Application Resource Guide](#) for information on the application review process for this solicitation.

In addition, if OJP anticipates that an award will exceed \$250,000 in federal funds, OJP also must review and consider any information about the applicant that appears in the nonpublic segment of the integrity and performance system accessible through SAM (currently, the Federal Awardee Performance and Integrity Information System, FAPIIS).

**Important note on FAPIIS:** An applicant, at its option, may review and comment on any information about itself that currently appears in FAPIIS and was entered by a federal awarding agency. OJP will consider any such comments by the applicant, in addition to the other information in FAPIIS, in its assessment of the risk posed by the applicant.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Assistant Attorney General, who may take into account factors as indicated in this section.

## F. Federal Award Administration Information

Please see the [OJP Grant Application Resource Guide](#) for information on the following:

### [Federal Award Notices](#)

### [Administrative, National Policy, and Other Legal Requirements](#)

If selected for funding, in addition to implementing the funded project consistent with the OJP-approved application, the recipient must comply with all award conditions, and all applicable requirements of federal statutes and regulations (including applicable requirements referred to in the assurances and certifications executed in connection with award acceptance).

For additional information on these legal requirements, see the “Administrative, National Policy, and Other Legal Requirements” section in the [OJP Grant Application Resource Guide](#).

### **Information Technology (IT) Security Clauses**

#### **General Information About Post-Federal Award Reporting Requirements**

In addition to the deliverables described in [Section A. Program Description](#), any recipient of an award under this solicitation will be required to submit certain reports and data.

Required reports. Recipients typically must submit quarterly financial reports, semi-annual progress reports, final financial and progress reports, and, if applicable, an annual audit report in accordance with the Part 200 Uniform Requirements or specific award conditions. Future awards and fund drawdowns may be withheld if reports are delinquent. (In appropriate cases, OJP may require additional reports.)

See the [OJP Grant Application Resource Guide](#) for additional information on specific post-award reporting requirements, including performance measures data.

### **G. Federal Awarding Agency Contact(s)**

For OJP contact(s), see page 2.

For contact information for GMS, see page 2.

### **H. Other Information**

Please see the [OJP Grant Application Resource Guide](#) for information on the following:

[Freedom of Information and Privacy Act \(5 U.S.C. 552 and 5 U.S.C. 552a\)](#)

[Provide Feedback to OJP](#)

## Appendix A: Application Checklist

### Project Safe Neighborhoods FY 2020 Grant Solicitation

This application checklist has been created as an aid in developing an application.

#### What an Applicant Should Do:

##### *Prior to Registering in GMS:*

- Acquire a DUNS Number (see [OJP Grant Application Resource Guide](#))
- Acquire or renew registration with SAM (see [OJP Grant Application Resource Guide](#))

##### *To Register with GMS:*

- For new users, acquire a GMS username and password\* (see [OJP Grant Application Resource Guide](#))
- For existing users, check GMS username and password\* to ensure account access (see [OJP Grant Application Resource Guide](#))
- Verify SAM registration in GMS (see [OJP Grant Application Resource Guide](#))
- Search for and select correct funding opportunity in GMS (see [OJP Grant Application Resource Guide](#))
- Register by selecting the “Apply Online” button associated with the funding opportunity title (see [OJP Grant Application Resource Guide](#))
- Read OJP policy and guidance on conference approval, planning, and reporting available at [ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm](http://ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm) (see [OJP Grant Application Resource Guide](#))
- If experiencing technical difficulties in GMS (see [OJP Grant Application Resource Guide](#))

\*Password Reset Notice – GMS users are reminded that while password reset capabilities exist, this function is only associated with points of contact designated within GMS at the time the account was established. Neither OJP nor the GMS Help Desk will initiate a password reset unless requested by the authorized official or a designated point of contact associated with an award or application.

#### Overview of Post-Award Legal Requirements:

- Review the “[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2020 Awards](#)” in the [OJP Funding Resource Center](#).

#### Scope Requirement:

The federal amount requested is within the allowable limit(s) as directed by the formula based funding allocation.

**Eligibility Requirement:** See title page.

### **What an Application Should Include:**

- Application for Federal Assistance (SF-424) (see [OJP Grant Application Resource Guide](#))
- Intergovernmental Review (see page 9)
- Project Abstract (see page 9)
- Program Narrative (see page 9)
- Budget Detail Worksheet (including Narrative) (see [OJP Grant Application Resource Guide](#))
- Indirect Cost Rate Agreement (if applicable) (see [OJP Grant Application Resource Guide](#))
- Tribal Authorizing Resolution (if applicable) (see [OJP Grant Application Resource Guide](#))
- Financial Management and System of Internal Controls Questionnaire (see [OJP Grant Application Resource Guide](#))
- Disclosure of Lobbying Activities (SF-LLL) (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure of Pending Applications (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable) (see [OJP Grant Application Resource Guide](#))
- Research and Evaluation Independence and Integrity (see [OJP Grant Application Resource Guide](#))
- Disclosure of Process Related to Executive Compensation (see [OJP Grant Application Resource Guide](#))

### **Additional Attachments:**

- Applicant Disclosure of Proposed Subrecipients of grant funding, if applicable, that includes the name, organizational affiliation, and location of the proposed subrecipient entity
- Certification letter of the fiscal agent from the local United States Attorney

## **Appendix B: Frequently Asked Questions Related to Required 30% Gang Set Aside Funding**

### **What is a “Gang Task Force”?**

A “Gang Task Force” is any coordinated effort involving more than one federal, state, local, or tribal law enforcement agency to collaboratively investigate and prosecute criminal and/or transnational organizations that are committing the crimes listed in the PSN Authorization Act (high levels of violent crime, firearms offenses, human trafficking, and drug trafficking). A task force does not need to be led by or include participation of a federal agency; a task force composed entirely of state, local, and/or tribal agencies can qualify. If a federal agency is involved, it may not receive grant funds.

### **To qualify for the 30% set-aside funds, does the entity have to be named a “Gang Task Force”?**

No. The collaborative, coordinated effort does not need to be officially designated a “Gang Task Force,” so long as it is focused on the investigation and prosecution of criminal and/or transnational organizations engaging in the categories of offenses outlined in the Act.

### **Do only pre-existing task forces qualify as a “Gang Task Force”?**

No. Both pre-existing and newly created “Gang Task Forces” may qualify for the 30% set-aside funds under the Act.

### **Can my district’s PSN Team qualify as a “Gang Task Force”?**

Yes, provided that the PSN Team is focused, at least in part, on the investigation and prosecution of criminal and/or transnational organizations that are engaged in high levels of violent crime, firearms offenses, human trafficking, and drug trafficking.

### **Can my district’s PSN Team, and associated task forces, partner with a task force in a nearby jurisdiction for the purposes of using the 30% set-aside funds?**

Yes, as long as this collaboration is focused, at least in part, on the investigation and prosecution of criminal and/or transnational organizations committing the categories of offenses identified in the PSN Authorization Act.

### **Do the 30% set-aside funds have to be used specifically for anti-gang activities?**

No, but the 30% set-aside funds must be used for collaborative, coordinated law enforcement efforts focused on criminal and/or transnational organizations, which includes but is not limited to gangs, that are engaged in high levels of violent crime, firearms offenses, human trafficking, and drug trafficking.

### **Do the 30% set-aside funds have to be used specifically for enforcement activities?**

No. The 30% set-aside funds may be used for non-enforcement activities, such as outreach, prevention, and reentry programs, so long as the funds are used to address criminal and/or transnational organizations that are committing the categories of offenses outlined in the Act.



**For purposes of the 30% set-aside, what is a criminal organization?**

For this purpose, a “criminal organization” is a group of two or more individuals that exists for a period of time and that acts in concert with the aim of committing any of the categories of offenses outlined in the PSN Authorization Act, whether successful or not.

**For the purposes of the 30% set-aside, what is a transnational organization?**

For this purpose, a “transnational organization” is a group of two or more individuals, one or more of whom is a citizen of a foreign country, that exists for a period of time and that acts in concert with the aim of committing any of the categories of offenses outlined in the PSN Authorization Act, whether successful or not.

**Does the criminal or transnational organization need to be based in my district?**

No. As long as individuals associated with the criminal and/or transnational organization are acting in concert with the aim of committing the identified offenses in your district, the organization may be based elsewhere. For example, a criminal and/or transnational organization based in District A may illegally distribute firearms or narcotics in adjacent Districts B and C. The 30% set-aside funds may be used for collaborative, coordinated law enforcement efforts aimed at investigating and prosecuting firearms and narcotic offenses in Districts B and C that result from the actions of a criminal and/or transnational organization based in District A or elsewhere.

**What does “high levels” mean with respect to the identified categories of crime?**

What constitutes a “high level” of a particular crime will vary from district to district. Each district should examine local crime conditions to determine what threshold to use when assessing whether a criminal and/or transnational organization is engaged in high levels of the categories of crime identified in the PSN Authorization Act.