

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



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## Project Safe Neighborhoods

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<b>Application JustGrants Deadline:</b>	July 29, 2022 8:59 PM

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### Overview

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

This solicitation incorporates the [OJP Grant Application Resource Guide](#) by reference. The OJP Grant Application Resource Guide provides guidance to applicants on how to prepare and submit applications to OJP for funding. **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.**

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.

### Eligible Applicants:

Other

#### Other

Other — Certified PSN Team fiscal agents for the federal judicial districts

All fiscal agents must be certified by the relevant district's United States Attorney (USA). Eligible USA-certified fiscal agents include states, units of local government, educational institutions, faith-based and other community organizations, private nonprofit organizations (including tribal nonprofits), and federally recognized American Indian tribal governments (as determined by the Secretary of the Interior).

For purposes of this solicitation, "state" means any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands.

For details on the responsibilities of a fiscal agent, see the section of the solicitation titled "Information about Selecting Potential Fiscal Agents." 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) to apply 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 [State Administering Agencies | Overview | Office of Justice Programs \(ojp.gov\)](#).

**NOTE: If an applicant is a fiscal agent or other entity that has not received the required certification by its local USA, its application will not be considered for funding.**

To advance Executive Order 13929 Safe Policing for Safe Communities, the Attorney General determined that all state, local, and university or college law enforcement agencies must be certified by an approved independent credentialing body or have started the certification process to be eligible for FY 2022 DOJ discretionary grant funding. To become certified, the law enforcement agency must meet two mandatory conditions: (1) the agency's use-of-force policies adhere

to all applicable federal, state, and local laws and (2) the agency's use-of-force policies prohibit chokeholds except in situations where use of deadly force is allowed by law. The certification requirement also applies to law enforcement agencies receiving DOJ discretionary grant funding through a subaward. For detailed information on this certification requirement, please visit <https://cops.usdoj.gov/SafePolicingEO> to access the Standards for Certification on Safe Policing for Safe Communities, the Implementation Fact Sheet, and the List of Designated Independent Credentialing Bodies.

All recipients and subrecipients (including any for-profit organization) must forgo any profit or management fee.

### Contact Information

For technical assistance with submitting the Application for Federal Assistance standard form (SF)-424 and a Disclosure of Lobbying Activities form (SF-LLL) in Grants.gov, contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, [Grants.gov customer support](#), or email at [support@grants.gov](mailto:support@grants.gov). The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

For technical assistance with submitting the **full application** in DOJ's Justice Grants System (JustGrants), contact the JustGrants Service Desk at 833-872-5175 or [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov). The JustGrants Service Desk operates 5 a.m. to 9 p.m. eastern time (ET) Monday–Friday and 9 a.m. to 5 p.m. Saturday, Sunday, and federal holidays.

For assistance with any other requirements of this solicitation, contact the OJP Response Center by telephone at 800-851-3420 or TTY: 301-240-6310 (hearing impaired only), or by email at [grants@ncjrs.gov](mailto:grants@ncjrs.gov). The OJP Response Center hours of operation are 10:00 a.m. to 6:00 p.m., ET Monday–Friday, and 10:00 a.m. to 8:00 p.m. on the solicitation closing date.

### Submission Information

Applications will be submitted to DOJ in two steps:

**Step 1:** The applicant must submit by the Grants.gov deadline the required Application for Federal Assistance standard form (SF-424) and a Disclosure of Lobbying Activities (SF-LLL) form when they register in Grants.gov at <https://www.grants.gov/web/grants/register.html>. To register in Grants.gov, the applicant will need to ensure that its System for Award Management (SAM) registration is current.

**Step 2:** The applicant must then submit the **full application**, including attachments, in JustGrants at [JustGrants.usdoj.gov](https://JustGrants.usdoj.gov). To be considered timely, the full application must be submitted in JustGrants by the JustGrants application deadline. OJP encourages applicants to review the “How to Apply” section in the [OJP Grant Application Resource Guide](#) and the [JustGrants website](#) for more information, resources, and training.

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## Program Description

### Overview

OJP is committed to advancing work that promotes civil rights and racial equity, increases access to justice, supports crime victims and individuals impacted by the justice system, strengthens community safety, and protects the public from crime and evolving threats, and builds trust between law enforcement and the community.

The Department of Justice (DOJ) Project Safe Neighborhoods (PSN) Program is a nationwide initiative that brings together federal, state, local, tribal, and territorial law enforcement officials, prosecutors, community-based partners, and other stakeholders to identify the most pressing violent crime problems in a community and develop comprehensive solutions to address them. PSN is coordinated by the U.S. Attorneys' Offices (USAOs) in the 94 federal judicial districts throughout the 50 states and U.S. territories.

### Statutory Authority

34 U.S.C. §§60701-60705

### Specific Information

#### PSN Program Background

PSN requires each USAO to establish a team of federal, state, local, tribal, and territorial (where applicable) law enforcement and community-based organizations and representatives (herein PSN Team) to implement a strategic plan for addressing the most pressing violent crime problems within the district's USAO.

PSN has four design features — community engagement, prevention and intervention, focused and strategic enforcement, and accountability — which are built on the core principles of fostering trust and legitimacy in our communities, supporting community-based organizations that help prevent violence from occurring, setting focused and strategic enforcement priorities, and measuring the results of these efforts.

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. PSN Teams are expected to proactively engage with and support the communities they serve as allies in reducing crime and improving the quality of life in affected neighborhoods.

#### How Awards Are Made

The PSN Grant Program is awarded based on a formula and administered by BJA. It awards funds to certified fiscal agents that work with PSN Teams in federal judicial districts to support those districts' PSN strategies. Each PSN Team selects 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 district's PSN grant strategy. The fiscal agent must be selected by nonfederal and nonconflicted PSN Team members and will need to be certified by the district's USA. The USAO must provide the fiscal agent with the certification letter, which must be included in the application materials. Guidance on the certification process may be found at [Project Safe Neighborhoods \(PSN\) | Certification Process | Bureau of Justice Assistance \(ojp.gov\)](#).

#### Information about Selecting Potential Fiscal Agents

The fiscal 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 state administering agency (SAA) responsible for managing its state's Byrne Justice Assistance Grant Program awards to serve as fiscal agent. For a list of SAAs, visit [State Administering Agencies | Overview | Office of Justice Programs \(ojp.gov\)](#).

All grant funding decisions must be made by a nonfederal, nonconflicted PSN selection committee. However, in some instances, nonfederal, nonconflicted PSN Team members may determine that the fiscal agent is the most appropriate entity to carry out aspects of the district's PSN grant strategy in addition to administering 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 implementing the PSN grant strategy. These additional retained funds should not be administered through a contract or subaward since the fiscal agent itself will carry out these activities. The fiscal agent's grant application and budget must reflect input from the PSN Team, the agreed-upon apportionment of funds for all the proposed grant project goals, and clear documentation of the decision and team participants.

The certified fiscal agent is eligible to apply for funding based on its district's violent crime rate and population, although one exception applies: The funding allocation for the judicial districts of Guam and the Northern Mariana Islands is combined, and only one application will be accepted. The funding allocations will be posted when available. In order to

expedite the award process, the FY 2022 PSN grant application should be developed based on last year's allocation as a placeholder until the formula amounts are finalized. Once the FY 2022 allocation amounts are available, applicants will be notified to revise their applications with the correct allocation amount. The FY 2021 allocations may be found at [FY 2021 Project Safe Neighborhoods Funding Allocation Amounts \(ojp.gov\)](#).

Pursuant to 34 U.S.C. §§60701-05, 30 percent of PSN funding must be used to support gang task forces in regions of 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 grant application as outlined in the "Application and Submission Information" section 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 [Project Safe Neighborhoods \(PSN\) | Frequently Asked Questions | Bureau of Justice Assistance \(ojp.gov\)](#).

Each fiscal agent will be expected to:

- Organize, draft, and submit the required PSN application and subaward materials, including, but not limited to, writing subaward solicitations, if applicable, based on project-related information from the PSN Team and selection committee.
- Manage all fiscal matters, including, but not limited to:
  - Drafting and overseeing the contracts entered into, and subawards made, using project-related information and assistance from the PSN Team and selection committee.
    - Posting and distributing a notice of funding opportunities, if applicable.
  - Notifying subrecipients and vendors of award selection.
  - Accounting for all funds awarded.
  - Drawing down federal funds, as needed, and keeping the PSN Team informed about challenges and problems.
  - Making payments to each contractor or subrecipient and keeping the PSN Team informed about challenges and problems.
- Prepare the required federal reports.
- Work with BJA staff to submit Grant Adjustment Modifications (GAMs), 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 fiscal agent award administrator and financial manager have already done so.
  - Ensure compliance with all award conditions

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

### **PSN's Four Design Features**

Applicants are expected to use funds to support one or more of the following four PSN design features:

#### **1. Community Engagement**

Meaningful engagement between and among communities, law enforcement, prosecutors, and other stakeholders is an

essential component of an effective violence reduction strategy. Absent community trust, support, and legitimacy, violence reduction strategies are likely to have only short-term, limited, or no effect and may create divisions between law enforcement agencies and prosecutors and the communities they serve. Ongoing engagement involves open communication and builds relationships, trust, and shared public safety values between community members and law enforcement.

## **2. Prevention and Intervention**

Effective PSN Teams engage in problem-solving approaches that address violent crime using all the tools at their disposal. This includes utilizing strategies to address risk and protective factors, which often involves building relationships with representatives of agencies and organizations most suited to provide education, social services, job training and placement, reentry programs, or similar resources to those in need. Prevention and intervention activities can provide individuals and families with skills, opportunities, and alternatives that can ultimately help to reduce violent crime in communities.

## **3. Focused and Strategic Enforcement**

To address violent crime, PSN initiatives often focus strategic enforcement on a limited number of problem places and individuals driving violent crime. Violent crime is often driven by a small number of prolific offenders; they are often involved in gangs, neighborhood crews, and violent street groups and are typically concentrated in hotspots and small “micro-places” (e.g., a street segment with abandoned homes; a problem bar, gas station, or convenience store; or an open-air drug market). In some jurisdictions, intimate partner violence is the main violent crime concern. Critical elements of strategic enforcement include understanding the most significant drivers of violence and resources, leveraging technology and analytics, developing and implementing enforcement strategies, and deterring others from engaging in violence, which could also be through public awareness about enforcement actions and available assistance.

## **4. Accountability**

PSN represents a major investment of funding, technical assistance resources, human capital, and other resources at the national, state, and local levels. The ultimate goal of PSN is to reduce the level of violence in our communities. Analyzing and assessing information about the incidence of violence and the effectiveness of strategies to address it are important for PSN's success and credibility. A research partner is an especially valuable partner who can assist with measuring the impact of PSN strategies on violent crime and community health.

Each of these design elements is extensively discussed in the [Project Safe Neighborhoods Blueprint for Success](#), which can be a resource to the PSN Team and FY 2022 formula grant applicants.

### **DNA Testing of Evidentiary Materials and Uploading DNA Profiles to a Database**

If PSN funds are to be used for DNA testing of evidentiary materials, any resulting eligible DNA profiles must be uploaded to the Combined DNA Index System (CODIS, the national DNA database operated by the Federal Bureau of Investigation (FBI)) by a government DNA lab with access to CODIS. No profiles generated with PSN funding may be entered into any other nongovernmental DNA database without prior written approval from BJA (exceptions include forensic genealogy). Additionally, award recipients utilizing PSN funds for forensic genealogy testing must adhere to the DOJ Interim Policy Forensic Genealogical DNA Analysis and Searching available at: <https://www.justice.gov/olp/page/file/1204386/download>.

### **Goals, Objectives, Deliverables, and Timeline**

#### **Goals**

- Create and implement sustainable collaborations and comprehensive violent crime reduction strategies with federal, state, local, tribal, and territorial (where applicable) law enforcement officials, prosecutors, community-based partners, and other stakeholders to address the most pressing violent crime problems in a community.
- Foster community trust in, and increase legitimacy of, federal, state, and local law enforcement entities through the development of violent crime reduction strategies, public education approaches, and transparent accountability mechanisms.
- Effectively use intelligence and data to identify violent crime drivers and individuals at risk of violence victimization or perpetration in order to intervene, prevent, and improve outcomes.

#### **Objectives**

- Implement one or more effective strategies to prevent, respond to, and reduce violent crime.

- Support the PSN Team’s specific activities and resource requirements by implementing the district’s larger PSN strategy in collaboration with all relevant partners and stakeholders.

**Deliverables**

- 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 PSN project’s implementation and outcomes must be submitted to BJA at the conclusion of the project.

The Goals, Objectives, and Deliverables are directly related to the performance measures that show the completed work’s results, as discussed in the “Application and Submission Information” section.

**Evidence-Based Programs or Practices**

OJP strongly encourages the use of data and evidence in policymaking and program development for 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**

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 entitled “Information Regarding Potential Evaluation of Programs and Activities.”

**Federal Award Information**

**Solicitation Categories**

This solicitation does not include Solicitation Categories.

**Awards, Amounts and Durations**

**Anticipated Number of Awards**

93

**Period of Performance Start Date**

10/1/22 12:00 AM

**Period of Performance Duration (Months)**

36

**Anticipated Total Amount to be Awarded Under Solicitation**

\$20,000,000.00

**Additional Information**

Maximum dollar amount for each award: Determined by formula

**Availability of Funds**

This solicitation, and awards (if any are made) under this solicitation, are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by the agency or by law. In addition, nothing in this solicitation is intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the United States, its departments, agencies, or entities, its officers, employees, or agents, or any other person.

**Types of Awards**

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 a brief discussion of important statutes, regulations, and award conditions that apply to many (or in some cases, all) OJP grants.

**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 as set out at 2 C.F.R. 200.303, comply with standards for



financial and program management. See [OJP Grant Application Resource Guide](#) for additional information.

### **Budget Information**

#### **Unallowable Costs**

In addition to the unallowable costs identified in the DOJ Grants Financial Guide, award funds may not be used for the following:

- Prizes, rewards, entertainment, trinkets (or any type of monetary incentive)
- Client stipends
- Gift cards
- Food and beverage

#### **Authorization of Subawards**

Any subaward made by the fiscal agent must be expressly authorized by BJA via GAM before funds can be obligated for subawards.

#### **PSN Conference Funds**

Award recipients must reserve funds in their budget to support three nonfederal members of the PSN Team to participate in the 2023 PSN National Conference. Applicants should estimate these costs based on the transportation and per diem costs for 3 days and 2 nights in the Washington, D.C., area.

#### **Unmanned Aircraft Systems**

The use of BJA grant funds for unmanned aircraft systems (UAS), including unmanned aircraft vehicles (UAV), and/or any accompanying accessories to support UAS or UAV devices/systems, is unallowable.

#### **Fiscal Agent Administrative Costs**

Up to 10 percent of the PSN award may be utilized by the fiscal agent for direct costs associated with administering the award.

#### **Cost Sharing or Matching Requirement**

This solicitation does not require a match.

#### **Pre-agreement Costs (also known as Pre-award Costs)**

See the [OJP Grant Application Resource Guide](#) for information on Pre-agreement Costs (also known as Pre-award Costs).

#### **Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs**

See the [OJP Grant Application Resource Guide](#) for information on Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs.

#### **Costs Associated with Language Assistance (if applicable)**

See the [OJP Grant Application Resource Guide](#) for information on Costs Associated with Language Assistance.

### **Eligibility Information**

For eligibility information, see the title page.

## Application and Submission Information

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 the specified elements or is nonresponsive to the scope of the solicitation.

### Information to Complete the Application for Federal Assistance (SF-424)

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

In Section 8F of the SF-424, please include the name and contact information of the individual **who will complete application materials in JustGrants**. JustGrants will use this information (*email address*) to assign the application to this user in JustGrants.

**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/2020/04/SPOC-4-13-20.pdf>. If the applicant’s state appears on the SPOC list, the applicant must contact its state SPOC to find out 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: “Program is subject to E.O. 12372 but has not been selected by the state for review.”

### Standard Applicant Information (JustGrants 424 and General Agency Information)

The Standard Applicant Information section of the JustGrants application is pre-populated with the SF-424 data submitted in Grants.gov. The applicant will need to review the Standard Applicant Information in JustGrants and make edits as needed. Within this section, the applicant will need to: add zip codes for areas affected by the project; confirm its Authorized Representative; and verify and confirm the organization's unique entity identifier, legal name, and address.

### Proposal Abstract

A proposal abstract (no more than 400 words) summarizing the proposed project, including the relevant PSN design feature(s), geographic area affected, primary activities, products and deliverables, the strategic enforcement area, and who will benefit from the proposed project, will be completed in the JustGrants web-based form. Proposal abstracts should be:

- Written for a general public audience.
- Single-spaced, using a standard 12-point Times New Roman font with 1-inch margins.

### Proposal Narrative

The proposal narrative should be submitted as an attachment in JustGrants. The attached document should be double-spaced, using a standard 12-point font; have no less than 1-inch margins; and should not exceed 10 pages. Pages should be numbered. If the proposal narrative fails to comply with these length restrictions, BJA may consider such noncompliance in peer review and in final award decision. The following sections must be included as part of the proposal narrative:

#### a. Description of the Issue

This section must identify the violent crime issue(s) to be addressed through this grant award, the data used to identify the violent crime issue, the selected geographical area(s), as well as the key partners who need to be included in project activities.

- What type of violent crime issue(s)/challenge(s)/driver(s) will your grant strategy address? What PSN design

feature(s) will your grant strategy focus on?

- Which geographical area(s) will be the focus of your PSN grant strategy, and what is driving violence in this area(s)?
- What type of data did you use to analyze the violent crime issue in your district?
- Which agencies/types of agencies assisted in the violent crime assessment?
- How has the input of the community and stakeholder organizations been incorporated into the grant strategy?
- How will grant funding be useful in addressing the specific violent crime issue(s)?
- What community resources (community-based organizations, state and local social service providers, public health resources, etc.) are available to assist in the grant strategy's implementation and impact?

#### **b. Project Design and Implementation**

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

- What will grant funding be used for and how will it be used to implement the relevant PSN design feature(s)? What are the specific goals and objectives, and what are the plans to meet the goals and objectives?
- Which agencies (and representatives, if necessary) will participate in the grant strategy's implementation, and what will be their roles? Please be sure to include the USAO, fiscal agent, applicable PSN Team members, selection committee members, community leaders/members, and others, if applicable.
- What specific agencies or organizations will receive subawards to support the PSN grant strategy? What will the award amount be for each subaward (if known), and how will each subawardee use funds to support the grant strategy's goals and objectives?
- What type of data will the fiscal agent and PSN Team utilize to monitor implementation progress and measure outcomes, and how often will data be analyzed?

#### Gang Task Force Set-aside

Applicants must clearly describe how they will comply with the requirement to use 30 percent of 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. Please see [Project Safe Neighborhoods \(PSN\) | Frequently Asked Questions | Bureau of Justice Assistance \(ojp.gov\)](#) to learn more.

1. State whether violence in your geographical area(s) is being driven by criminal or transnational organizations.
2. If violence is being driven by criminal or transnational organization(s), please describe how 30 percent of the grant funding will support a gang task force(s).
3. If the violent crime issue(s) is 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.

#### **c. Plan for Collecting the Data**

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.

Note: Applicants are **not** required to submit performance data with the application. Rather, performance measure information is included as an alert that successful applicants will be required to submit performance data as part of each award's reporting requirements.

OJP will require each successful applicant to submit regular performance data that show the completed work's results. The performance data directly relate to the goals, objectives, and deliverables identified in the "Goals, Objectives, and

Deliverables” section. Applicants can also 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.

A list of performance measure questions for this program can be found at [Project Safe Neighborhoods Program \(ojp.gov\)](http://Project Safe Neighborhoods Program (ojp.gov)).

BJA will require award recipients to submit performance measurement data and performance reports in JustGrants. BJA will provide further guidance on the post-award submission process, after making awards.

#### **Note on Project Evaluations**

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

#### **Goals, Objectives, Deliverables, and Timeline**

Applicants will submit the PSN goals, objectives, and deliverables in the JustGrants web-based form.

#### **Budget and Associated Documentation**

##### **Budget Worksheet and Budget Narrative (Web-based Form)**

Applicants will complete the JustGrants web-based budget form. See the [OJP Grant Application Resource Guide](#) for additional information.

##### **Indirect Cost Rate Agreement (if applicable)**

The applicant will submit its indirect cost rate agreement by uploading it as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

##### **Financial Management Questionnaire (including applicant disclosure of high-risk status)**

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities) must, as described in the Part 200 Uniform Requirements 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.

##### **Disclosure of Process Related to Executive Compensation**

If applicable, the applicant will submit a description of the process used to determine executive compensation by uploading the document as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

#### **Additional Application Components**

The applicant will attach the requested documentation in JustGrants.

##### **Tribal Authorizing Resolution**

An application in response to this solicitation may require inclusion of tribal authorizing documentation as an attachment. If applicable, the applicant will submit the tribal authorizing documentation by uploading it as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for information on tribal authorizing resolutions.

##### **Research and Evaluation Independence and Integrity Statement**

If an application proposes research (including research and development) and/or evaluation, the applicant must demonstrate research/evaluation independence and integrity, including appropriate safeguards, before it may receive award funds. The applicant will submit documentation of its research and evaluation independence and integrity by uploading it as an attachment in JustGrants. For additional information, see the [OJP Grant Application Resource Guide](#).

##### **Disclosure of Subaward Recipients**

The applicant will provide the name, address, and organizational affiliation of all proposed subaward recipients.

#### **Fiscal Agent Certification Letter**

The applicant will provide a letter to the Bureau of Justice Assistance signed by the applicable United States Attorney certifying the fiscal agent applicant.

#### **Disclosures and Assurances**

The applicant will address the following disclosures and assurances.

##### **Disclosure of Lobbying Activities**

Complete and submit the SF-LLL in Grants.gov. See the [OJP Grant Application Resource Guide](#) for additional information.

##### **DOJ Certified Standard Assurances**

Review and accept the DOJ Certified Standard Assurances in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

##### **Applicant Disclosure of Duplication in Cost Items**

Complete the JustGrants web-based Applicant Disclosure of Duplication in Cost Items form. See the [OJP Grant Application Resource Guide](#) for additional information.

##### **DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements**

Review and accept the DOJ Certified Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements; and Law Enforcement and Community Policing in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

##### **Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable)**

If applicable, submit the DOJ High Risk Disclosure and Justification as an attachment in JustGrants. A DOJ High Risk Grantee is an award 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 is otherwise not responsible. See the [OJP Grant Application Resource Guide](#) for additional information.

#### **How to Apply**

Step 1: The applicant must submit the **SF-424** and an **SF-LLL** in Grants.gov at <https://www.grants.gov/web/grants/register.html>.

Step 2: The applicant must then submit the **full application**, including attachments, in JustGrants at <https://justgrants.usdoj.gov/>.

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

#### **Submission Dates and Time**

The **SF-424** and the **SF-LLL** must be submitted in Grants.gov by 8:59 PM ET on July 28, 2022.

The **full application** must be submitted in JustGrants by 8:59 PM ET on July 29, 2022.

OJP urges applicants to submit their Grants.gov and JustGrants submissions prior to the due dates to allow sufficient time to correct errors and resubmit by the submission deadlines if a rejection notification is received. To be considered timely, the **full application** must be submitted in JustGrants by the JustGrants application deadline.

#### **Experiencing Unforeseen Technical Issues**

An applicant that experiences unforeseen SAM.gov, Grants.gov, or JustGrants technical issues beyond its control that prevent application submission by the deadline must demonstrate all efforts in requesting technical support in order to submit an application by the deadline. Technical support is available via phone and email to the applicable SAM.gov, Grants.gov, or JustGrants support centers or service desks in which an applicant received a ticket number for resolution. If an applicant misses a deadline due to unforeseen technical difficulties, the applicant may request a waiver to submit an application after the deadline. **Note: If an applicant does not submit all the required Grants.gov forms by the Grants.gov deadline, the applicant will not be able to proceed to the JustGrants portion of the application process.**

An applicant experiencing technical difficulties with the following systems must contact the associated support desk indicated below to report the technical issue and receive a tracking number:

- Grants.gov — Contact the [Grants.gov Customer Support Hotline](#).
- SAM.gov — Contact the [SAM Help Desk \(Federal Service Desk\)](#).
- JustGrants — Contact the JustGrants Support Desk at [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) or 833-872-5175.

An applicant requesting a waiver to submit a late application must document their request for technical assistance in an email to the OJP Response Center at [grants@ncjrs.gov](mailto:grants@ncjrs.gov) **within 24 hours after the application deadline** to request approval to submit their application after the deadline. If an applicant has technical issues with Grants.gov, the applicant must contact the OJP Response Center within 24 hours of the Grants.gov deadline to request approval to submit after the deadline. Waiver requests to submit after the submission deadline must:

- Describe the technical difficulties experienced.
- Include a timeline of the applicant's submission efforts (e.g., what date and time did the error occur, what date and time was action taken to resolve the issue and resubmit; and what date and time did support representatives respond).
- Include an attachment(s) of the complete grant application and all required documentation and material.
- Include the applicant's Unique Entity Identifier and any applicable SAM.gov tracking number(s), Grants.gov Help Desk, and JustGrants Support Desk Ticket Numbers.

OJP will review each request for late submission and required supporting documentation and notify the applicant whether the request has been approved or denied. For more details on the waiver process, OJP encourages applicants to review the "Experiencing Unforeseen Technical Issues" section in the [OJP Grant Application Resource Guide](#).

## Application Review Information

### Review Process

OJP 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.

Pursuant to the Part 200 Uniform Requirements, before award decisions are made, OJP also

reviews information related to the degree of risk posed by the applicant. Among other things to help assess whether an applicant with one or more prior federal awards has a satisfactory record with respect to performance, integrity, and business ethics, OJP checks whether the applicant is listed in SAM as excluded from receiving a federal award.

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 non-public 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 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, the Assistant Attorney General will make all final award decisions.

## **Federal Award Administration Information**

### **Federal Award Notices**

See the [OJP Grant Application Resource Guide](#) for information on award notifications and instructions.

### **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**

An application in response to this solicitation may require inclusion of information related to information technology security. See the [OJP Grant Application Resource Guide](#) for information on information technology security.

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

In addition to the deliverables described in the “Program Description” section, all award recipients under this solicitation will be required to submit certain reports and data.

**Required reports.** Award recipients typically must submit quarterly financial reports, semi-annual performance reports, final financial and performance 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 measure data.

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

For OJP contact(s), see the solicitation cover page.

For contact information for Grants.gov and JustGrants, see the solicitation cover page.

### **Other Information**

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

See the [OJP Grant Application Resource Guide](#) for information on the Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a).

#### **Provide Feedback to OJP**

See the [OJP Grant Application Resource Guide](#) for information on how to provide feedback to OJP.

#### **Performance Measures**

Note: Applicants are **not** required to submit performance data with the application. Rather, performance measure information is included as an alert that successful applicants will be required to submit performance data as part of each award’s reporting requirements.



OJP will require each successful applicant to submit regular performance data that show the completed work's results. The performance data directly relate to the goals, objectives, and deliverables identified in the "Goals, Objectives, and Deliverables" section. Applicants can also 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.

A list of performance measure questions for this program can be found at [Project Safe Neighborhoods Program \(ojp.gov\)](http://Project Safe Neighborhoods Program (ojp.gov)).

BJA will require award recipients to submit performance measurement data and performance reports in JustGrants. BJA will provide further guidance on the post-award submission process, after making awards.

## Application Checklist

### Application Checklist

The Project Safe Neighborhoods Formula Grant Program

This application checklist has been created as an aid in developing an application. The [DOJ Application Submission Checklist](#) is another resource.

#### What an Applicant Must Do:

*Prior to registering in Grants.gov:*

- Confirm your Entity's [System Award Management \(SAM\) Registration Information](#) (see [OJP Grant Application Resource Guide](#))

*To register in Grants.gov:*

- Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password (see [OJP Grant Application Resource Guide](#))
- Acquire AOR confirmation from the E-Business Point of Contact (E-Biz POC) (see [OJP Grant Application Resource Guide](#))

*To find the funding opportunity:*

- Search for the funding opportunity in Grants.gov using the opportunity number, Assistance Listing, or keyword(s)
- Access the funding opportunity and application package (see Step 7 in the [OJP Grant Application Resource Guide](#))
- Sign up for Grants.gov email [notifications](#) (optional) (see [OJP Grant Application Resource Guide](#))
- Read [Important Notice: Applying for Grants in Grants.gov](#)
- Read OJP policy and guidance on conference approval, planning, and reporting

available at <https://www.ojp.gov/funding/financialguidedoj/iii-postaward-requirements#6g3y8> (see [OJP Grant Application Resource Guide](#))

Overview of Post-Award Legal Requirements:

- Review the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2022 Awards](#)" in the [OJP Funding Resource Center](#).

Review Scope Requirement:

- The federal amount requested is within the allowable limit(s) of the district's assigned funding allocation.

Review Eligibility Requirement:

- Other — PSN fiscal agents for the federal judicial districts

#### Prepare to submit the Application for Federal Assistance standard form (SF)-424 and Disclosure of Lobbying Activities form (SF-LLL)

- Review Information to complete the Application for Federal Assistance (SF-424) in Grants.gov
- Submit the Intergovernmental Review
- Complete Standard Applicant Information (SF-424 information from Grants.gov)
- Submit the **SF-424** and **SF-LLL** in Grants.gov



After the SF-424 and SF-LLL submission in Grants.gov, receive Grants.gov email notifications that:

- Submission has been received in Grants.gov
- Submission has either been successfully validated or rejected with errors (see [OJP Grant Application Resource Guide](#))

If no Grants.gov receipt and validation, or if error notifications are received:

- Contact BJA or Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, at [Grants.gov customer support](#), or email at support@grants.gov regarding technical difficulties (see [OJP Grant Application Resource Guide](#))

Receive email notification to complete application in JustGrants

- Proceed to complete application in JustGrants

**Content of Application Submission:**

- Proposal Abstract
- Proposal Narrative

Budget and Associated Documentation

- Budget Worksheet and Budget Narrative (attachment)
- Indirect Cost Rate Agreement (if applicable) (see [OJP Grant Application Resource Guide](#))
- Financial Management and System of Internal Controls Questionnaire (see [OJP Grant Application Resource Guide](#))
- Disclosure of Process related to Executive Compensation (see [OJP Grant Application Resource Guide](#))

Additional Application Components

- Tribal Authorizing Resolution (if applicable) (see [OJP Grant Application Resource Guide](#))
- Research and Evaluation Independence and Integrity (see [OJP Grant Application Resource Guide](#))

Disclosure of Subaward Recipients

- Certification Letter

Disclosures and Assurances

- [Disclosure of Lobbying Activities \(SF-LLL\)](#) (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure of Duplication in Cost Items (see [OJP Grant Application Resource Guide](#))
- DOJ Certified Standard Assurances (see [OJP Grant Application Resource Guide](#))
- DOJ Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable) (see [OJP Grant Application Resource Guide](#))

Submit application in JustGrants:

- Application has been successfully submitted in JustGrants

*If no JustGrants application submission validation, or if error notifications are received:*

- Contact the JustGrants Service Desk at 833-872-5175 or [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) regarding technical difficulties.