



U.S. Department of Justice

Office of Justice Programs

Bureau of Justice Assistance

Office of the Director

Washington, D.C. 20531

February 26, 2003

**MEMORANDUM FOR POTENTIAL APPLICANTS UNDER THE 2003 PROJECT SAFE
NEIGHBORHOODS GRANT PROGRAM**

**FROM: CAMILLE CAIN
DEPUTY DIRECTOR**

**SUBJECT: CLARIFICATION ON APPLICATION DEADLINE AND NEED FOR
BUDGET DETAIL**

The Bureau of Justice Assistance (BJA) has had several requests for extensions of the March 15 application deadline for 2003 Project Safe Neighborhoods (PSN) grants. We are extending that deadline until June 16, 2003 to accommodate your planning needs. It is important to understand, however, that at BJA we are moving quickly toward our most busy season of the year. As a result, the earlier that you can submit your application the sooner we will be able to process it and get your funds to you.

Many of the extension requests were based on concerns that the PSN Task Force Selection Committees and the fiscal agents were unable to select all of the sub-recipients prior to the March 15 deadline. While the step-by-step process in the guidance explains how to select these recipients in a step prior to application submission, I would like to clarify that while this order is preferable, it certainly is not mandatory.

As a result, we are making some changes to the sample budget on the website and I am including it here. For the most part these are the relevant changes:

- First, you need not name the sub-recipients in the application and, as a result, you need not have selected them prior to submitting your application. You may simply make reference to the type of program to be funded and give a very short description of the type of service it will provide.
- Second, we have made some minor adjustments to Part 2 of the sample budget to make it clearer and simpler.
- Third, because the new Part 2 will provide all of the detail we actually need, we have discarded Part 3 of the sample budget, which dealt directly with juvenile programs.

Additionally, as you may know, we have been delayed in opening our online application system while we awaited an appropriation. That system should be live beginning Thursday, March 6. Also, Project Safe

Neighborhoods was funded at a lower amount than we originally anticipated. As a result, the expected allocations on the website will not stand and we will be issuing a final allocation list very shortly.

I hope that these changes are helpful to you. If you need assistance, please let me know. Also attached is a list of BJA Program Managers by state. The Program Manager for your state will be your first line of contact on grant funding issues. For training or technical assistance matters, please feel free to continue calling Todd Brighton, Senior Policy Advisor, at (202) 616-3879.

Attachment A

Revised Sample Budget

SAMPLE BUDGET
FISCAL YEAR 2003 PROJECT SAFE NEIGHBORHOODS GRANTS

The Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. The Sample Budget Detail Worksheet below is broken into four (4) sections:

- The Budget Detail Worksheet for *Direct Administrative Expenses of the Fiscal Agent (Primary Recipient)*
- The Budget Detail Worksheet for *Expenditures for Programmatic Costs (including subgrants and subcontracts)*
- The Budget Summary

You may submit the budget and budget narrative using this form or in the format of your choice (plain sheets, your own form, or a variation of this form). However, **all required information (including all four sections and the budget narrative) must be provided.** Any category of expense not applicable to your budget may be deleted.

The example below uses the following suppositions:

- *The district has an allocation of \$500,000.*
- *Franklin County will serve as the fiscal agent.*
- *The maximum amount that can be set aside for administering the grant is \$50,000 (10%).*
- *Assuming that the juvenile set aside is a minimum of 30%, at least \$135,000 must be used for juvenile programs.*
- *\$315,000 is available for general programs.*

PART 1. Budget Detail Worksheet For Direct Administrative Expenditures of the Fiscal Agent (Primary Recipient)

Pages 2 through 7 document the expenditures to be made directly by the fiscal agent for the administrative costs in overseeing the project. This portion should not include contracts, subgrants, or funds to be used directly by the fiscal agent that are intended to fully fund a portion of the PSN strategy. There are separate worksheets for a breakdown of expenditures for sub-recipients and juvenile programs.

A. Personnel - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

Only personnel who work directly for the grantee should be included in this section. All other personnel should appear under the contractual category. (For example: if a police department is the grantee and they contract out the accounting position, then the appropriate budget category for the accountant salary would be in the consultants/contracts section).

Example:

Name/Position	Computation	Cost
Jane Doe, Program Coordinator	15% time x \$50,000 annual salary x 3 years	\$22,500

Ms. Doe will be responsible for overall management of the grant. She will oversee the disbursement of funds to the subrecipients and the submission of all reporting requirements, provide oversight to the subrecipients, and coordinate project activities with the PSN task force.

TOTAL \$22,500

B. Fringe Benefits - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

Example:

Name/Position	Computation	Cost
Jane Doe, Program Coordinator	FICA (6.2% x \$22,500)	\$1395
	Medicare (1.45% x 22,500)	326
	Unemployment (0.2% x 22,500)	45
	<u>Health Insurance (20% x 22,500)</u>	<u>4500</u>
	Total Fringe (27.85% x 22,500)	6,266
TOTAL		<u>\$6,266</u>

C. Travel - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., ten people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit costs involved. Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

Example:

Purpose of Travel	Location	Item	Computation	Cost
OJP Financial Training workshop	unknown	Airfare	\$600 x 1 person	\$ 600
		Hotel	\$100 x 1 person x 2 nights	\$ 200
		Per diem	\$45/day x 1 person x 3 days	\$ 135
		Ground transportation	\$42 x 1 person	\$ 42
PSN National Conference	unknown	Airfare	\$600 x 1 person	\$ 600
		Hotel	\$100 x 1 person x 2 nights	\$ 200
		Per diem	\$45/day x 1 person x 3 days	\$ 135
		Ground transportation	\$42 x 1 person	\$ 42
TOTAL				<u>\$ 1,954</u>

D. Equipment - List non-expendable items that are to be purchased. Non-expendable equipment is tangible property having a useful life of more than two years. (Note: Organization’s own capitalization policy and threshold amount for classification of equipment may be used). Expendable items should be included either in the “Supplies” category or in the “Other” category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the “Contractual” category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

Federal funds may be used to purchase equipment when current equipment either does not exist or is unable to perform the necessary tasks required by the grant. Equipment must be used 100% of the time for PSN support purposes.

Example:

Item	Computation	Cost
Desktop PC for maintaining accounts	1 x \$1,880	\$1,880
TOTAL		<u>\$1,880</u>

E. Supplies - List items by type (office supplies, postage, training materials, copying paper, and other expendable items such as books, hand held tape recorders and show the basis for computation. (Note: Organization’s own capitalization policy and threshold amount for classification of supplies may be used). Generally, supplies include any materials that are expendable or consumed during the course of the project.

Example:

Supply Items	Computation	Cost
Office Supplies (pens, copy paper staples, tape, print cartridges, desk calendars, binders)	\$150/month x 36 months	\$5,400
TOTAL		<u>\$5,400</u>

F. Construction - As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Consult with the program office before budgeting funds in this category.

Purpose	Description of Work	Cost
[Construction costs are not allowable under Project Safe Neighborhoods]		
		TOTAL _____ N/A

G. Consultants/Contracts - Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day require additional justification and prior approval from OJP.

Example:

Name of Consultant	Service Provided	Computation	Cost
ABC Accounting	Annual audit preparation	\$30/hr x 100 hrs	\$3,000
			Subtotal _____ \$3,000

Consultant Expenses: List all expenses to be paid from the grant to the individual consultant in addition to their fees (i.e., travel, meals, lodging, etc.)

Item	Location	Computation	Cost
			Subtotal _____ N/A

Contracts: Provide a description of the product or services to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

In this section, only include contracts that are for the administration of the FY 03 funds. Do not include any programmatic contracts. These should be detailed in Part 2.

Item	Cost
Subtotal <u> N/A </u>	
TOTAL <u> \$3,000 </u>	

H. Other Costs - List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, and provide a monthly rental cost and how many months to rent.

Description	Computation	Cost
Telephone service	\$250/month x 36 months	\$9,000
TOTAL <u> \$9,000 </u>		

I. Indirect Costs - Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant’s cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant’s accounting system permits, costs may be allocated in the direct costs categories.

The indirect cost rate is negotiated by the applicant’s cognizant agency. The cognizant Federal agency is generally determined based on the preponderance of Federal dollars received by the recipient. If you have questions in this area, please call OJP’s Office of the Comptroller Customer Service Center at 1-800-458-0786.

Description	Computation	Cost
TOTAL <u> N/A </u>		

Part 1 Budget Summary
(For Administrative Costs for the Primary Recipient)

Budget Category	Total
A. Personnel	\$22,500
B. Fringe Benefits	6,266
C. Travel	1,954
D. Equipment	1,880
E. Supplies	5,400
F. Construction	0
G. Consultants/Contracts	3,000
H. Other	9,000
Total Direct Costs	\$50,000
I. Indirect Costs	0
Total Administrative Costs	\$50,000

PART 2. Budget Detail Worksheet for Expenditures for Programmatic Costs (including subgrants and subcontracts)

Pages 8 through 14 document the expenditures that are intended to fully fund a portion of the PSN strategy. This includes contracts, subgrants, and funds to be used by the fiscal agent to implement a program designed to address the task force’s strategy.

A. Personnel - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

Only personnel who work directly for the grantee should be included in this section. All other personnel should appear under the contractual category. (For example: if a police department is the grantee and they contract out the accounting position, then the appropriate budget category for the accountant salary would be in the consultants/contracts section).

Example:

Name/Position	Computation	Cost
John Smith, Assistant Prosecutor Franklin County	100% time x \$50,000 annual salary x 2 years	\$100,000

Mr. Smith will be hired to serve as a dedicated gun crime prosecutor. He will handle the gun prosecutions for the county and work with the U.S. Attorney and other PSN task force members to review cases and ensure that the most effective strategies are employed in the management of these offenders.

TOTAL \$100,000

B. Fringe Benefits - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman’s Compensation, and Unemployment Compensation.

Example:

Name/Position	Computation	Cost
John Smith, Assistant Prosecutor Franklin County	FICA (6.2% x \$100,000)	\$6,200
	Medicare (1.45% x \$100,000)	1,450
	Unemployment (0.2% x \$100,000)	200
	<u>Health Insurance (20% x \$100,000)</u>	<u>20,000</u>
	Total Fringe (27.85% x \$100,000)	\$27,860
TOTAL		<u>\$27,860</u>

C. Travel - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., ten people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and unit costs involved. Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

Example:

Purpose of Travel	Location	Item	Computation	Cost
Gun Prosecution training	unknown	Airfare	\$600 x 1 person	\$600
		Hotel	\$100 x 1 person x 2 nights	\$200
		Per die	\$40/day x 1 person x 3 days	\$120
		Ground transportation	\$40 x 1 person	\$ 40
PSN National Conference	unknown	Airfare	\$600 x 1 person	\$600
		Hotel	\$100 x 1 person x 2 nights	\$200
		Per diem	\$40/day x 1 person x 3 days	\$120
		Ground transportation	\$40 x 1 person	\$ 40
TOTAL				<u>\$1,920</u>

D. Equipment - List non-expendable items that are to be purchased. Non-expendable equipment is tangible property having a useful life of more than two years. (Note: Organization’s own capitalization policy and threshold amount for classification of equipment may be used). Expendable items should be included either in the “Supplies” category or in the “Other” category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the “Contractual” category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

Federal funds may be used to purchase equipment when current equipment either does not exist or is unable to perform the necessary tasks required by the grant. Equipment must be used 100% of the time for PSN support purposes.

Example:

Item	Computation	Cost
Laptop computer	1 x \$2,500	\$2,500

The laptop will be used for the processing and tracking of the cases handled by the Assistant Prosecutor. The fax machine will support the Assistant Prosecutor’s office operations.

TOTAL **\$2,500**

E. Supplies - List items by type (office supplies, postage, training materials, copying paper, and other expendable items such as books, hand held tape recorders and show the basis for computation. (Note: Organization’s own capitalization policy and threshold amount for classification of supplies may be used). Generally, supplies include any materials that are expendable or consumed during the course of the project.

Example:

Supply Items	Computation	Cost
Office Supplies (pens, copy paper staples, tape, print cartridges, desk calendars, binders)	\$150/month x 24 months	\$3600

TOTAL **\$3,600**

F. Construction - As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Consult with the program office before budgeting funds in this category.

Purpose	Description of Work	Cost
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[Construction costs are not allowable under Project Safe Neighborhoods]

TOTAL NA

G. Consultants/Contracts - Indicate whether applicant’s formal, written Procurement Policy or the Federal Acquisition Regulations are followed. SUBAWARDS OR SUBRECIPIENT CONTRACTS SHOULD BE SHOWN IN THIS CATEGORY. You do NOT need to name the consultant or contractor

Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day require additional justification and prior approval from OJP.

Example:

Name of Consultant Or purpose of contract or subgrant	Service Provided	Computation (If applicable)	Cost
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Subtotal _____

Consultant Expenses: List all expenses to be paid from the grant to the individual consultant in addition to their fees (i.e., travel, meals, lodging, etc.)

Item	Location	Computation	Cost
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Subtotal _____

Contracts: Provide a description of the product or services to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000. SUBAWARDS AND SUB-RECIPIENT CONTRACTS SHOULD BE LISTED IN THIS CATEGORY. YOU DO NOT NEED TO NAME THE CONTRACTOR OR RECIPIENT IF ONE HAS NOT BEEN SELECTED.

In this section, list each sub-recipient, explain the purpose of the program, give the cost and how it was arrived at, and indicate if the program is for juveniles, general, or a combination of the two. Also note what percentage of the funds are for juvenile programming.

Name of Sub-recipient	Service Provided	Cost	Juvenile/Gen/Combination	% Juv
Johnson County Prosecutor's Office	.5 prosecution position	\$35,000	general	0%
To be determined	after school prevention program	\$30,000	juvenile	100%
Johnson County Probation Dept.	2 probation officers for adult intensive supervision	\$90,000	general	0%
To be determined	training for community police officers	\$40,000	combination	25%
State Division of Juvenile Affairs	1.5 probation officer for juvenile intensive supervision	\$60,000 \$40,000	juvenile	100%
				Subtotal \$295,000
Automobile lease	for use by the Franklin County Assistant Prosecutor to attend task force and community meetings, get to crime scenes, and interact with police and witnesses. \$350/month x 24 months	\$8,400		
				TOTAL <u>\$303,400</u>

H. Other Costs - List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, and provide a monthly rental cost and how many months to rent.

Description	Computation	Cost
Telephone service	\$250/month x 2 years	\$6000
Cellular phone	\$100/month x 2 years	\$2400
Pager	\$50/month x 2 years	\$1200
Fax Machine	1 x \$1120	\$1120

The telephone service, cellular phone, and pager will be for the Assistant Prosecutor to use for his day-to-day duties.

TOTAL \$10,720

I. Indirect Costs - Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant’s cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant’s accounting system permits, costs may be allocated in the direct costs categories.

The grantee must have an approved Federal indirect cost rate. The indirect cost rate is issued by the grantee’s cognizant agency. The cognizant Federal agency is generally determined based on the preponderance of Federal dollars received by the recipient. If you have questions in this area, please call OJP’s Office of the Comptroller Customer Service Center at 1-800-458-0786.

Description	Computation	Cost
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TOTAL _____

Part 2 Budget Summary
(for Expenditures for Programmatic Costs)

Budget Category	Total
A. Personnel	100,000
B. Fringe Benefits	27,860
C. Travel	1,920
D. Equipment	2,500
E. Supplies	3,600
F. Construction	0
G. Consultants/Contracts	303,400
H. Other	10,720
Total Direct Costs	\$450,000
I. Indirect Costs	0
Total Programmatic Costs	\$450,000

PART 3. BUDGET SUMMARY (Total Federal Request)

Budget Category	Total
A. Personnel	\$122,500
B. Fringe Benefits	\$ 34,126
C. Travel	\$ 3,874
D. Equipment	\$ 4,380
E. Supplies	\$ 9,000
F. Construction	0
G. Consultants/Contracts	\$306,400
H. Other	\$ 19,720
Total Direct Costs	\$500,000
I. Indirect Costs	0
Total Project Costs	\$500,000
Federal Request	\$500,000

Match Amount - No match amount is required under this grant program.

Attachment B

List of State Program Managers

State or Territory	State or Territory Managers	Phone
Alabama	Tammy Shelton	305.2361
Alaska	Heber Willis	307.5797
American Samoa	Barry Roberts (temporary)	616.1144
Arizona	Trina Dixon	514.2180
Arkansas	Tracey Willis	305.1766
California	Deborah Price-Scott	514.5677
	Paul Delameter	514.7903
	Jeff Hall	616.3255
Colorado	Tanya Gunn (temporary)	514.5997
Connecticut	Jeffrey Felten-Green	514.8874
Delaware	Flora Lawson	305.9216
Dist. of Columbia	Jeffrey Felten-Green - (temporary)	514.8874
	Dawn Aponte (part-time)	305.2108
Florida	Monte Evans	514.9376
Georgia	Joyce Mosso	305.2110
Guam	Barry Roberts	616.1144
Hawaii	Muriel Collins	305.1770
Idaho	Nancy Tait	514.9790
Illinois	Kim Marshall	514.7233
	Tracey Lee-Williams (assisting)	514.1499
Indiana	Judy Poston	616.1283
Iowa	Tracey Lee-Williams	514.1499
Kansas	Tanya Gunn	514.5997
Kentucky	Monte Evans	514.9376
Louisiana	Mari Ann Hollis	514.4981
Maine	Matt Hanson (temporary)	616.0649
Maryland	Darius Locicero	514.2553
Massachusetts	Matt Hanson	616.0649
Michigan	Linda Hammond-Deckard	514.6015
Minnesota	Brent Eckberg	514.5674
Mississippi	Tammy Shelton	305.2361
Missouri	Jim Simonson	353.9313
Montana	Tanya Gunn (temporary)	514.5997
Nebraska	Dan Payne (temporary)	616.3469
Nevada	Gene Contatore	305.1360
New Hampshire	Matt Hanson	616.0649
New Jersey	Michael Austin (as of 2/24/03)	305.7441
New Mexico	Deborah Powell	514.0735
New York	Claude Smith	353.8639
	Flora Lawson (assisting)	305.9216
No. Mariana Islands	Barry Roberts	616.1144
North Carolina	Ayisa Crowe	305.1874
North Dakota	Dan Payne	616.3469
Ohio	Michelle Huddleston	514.9354
Oklahoma	Steve Meyer	353.8641
Oregon	Jeannie Santos	514.5440
Pennsylvania	Gale Farquhar	514.8528
Puerto Rico	Gerardo Velasquez	353.8645

Rhode Island	Jeffrey Felten-Green	514.8874
South Carolina	Shevella Wilson (temporary)	514.5820
South Dakota	Dan Payne	616.3469
Tennessee	Shevella Wilson	514.5820
Texas	Sonya Dimas	616.6698
	Steve Meyer	353.8641
Utah	Nancy Tait	514.9790
Vermont	Alana Miller	514.5003
Virgin Islands	James Chavis	307.0688
Virginia	Tahitia Barringer	616.3294
Washington	Julius Dupree	514.1928
	Muriel Collins	305.1770
West Virginia	Tahitia Barringer	616.3294
Wisconsin	Brent Eckberg	514.5674
Wyoming	Trina Dixon (temporary)	514.2180