

**2006
PROJECT SAFE NEIGHBORHOODS
GRANT APPLICATION
For the
U.S. ATTORNEYS OFFICE
Of The
WESTERN DISTRICT OF OKLAHOMA**

**DEADLINE TO SUBMIT
MARCH 17, 2006**

District Attorneys Council
Federal Programs Division
421 N.W. 13th St., Suite 290
Oklahoma City, OK 73103
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**2006 PROJECT SAFE NEIGHBORHOODS GRANT APPLICATION
FOR THE UNITED STATES ATTORNEYS OFFICE
OF THE WESTERN DISTRICT OF OKLAHOMA
Application Information**

INTENT OF APPLICATION

This grant application is intended for applicants who wish to apply for funds under the 2006 Project Safe Neighborhoods Grant. It is essential that applicants thoroughly read the entire document before preparing the application for a request for funding.

AVAILABILITY OF FUNDS

The United States Attorneys Office of the Western District of Oklahoma and the Federal Programs Division in the District Attorneys Council announces the availability of grant funds. All awards are contingent until the Grant Award Notice is received from the Bureau of Justice Assistance (BJA), Office of Justice Programs, United States Department of Justice.

PURPOSE

The purpose of these funds is to goal is to create safer neighborhoods by reducing gun violence in the Western District of the United States Attorney.

TASK FORCE PRIORITIES

The Project Exile Task Force is responsible for developing the state strategy, determining priorities for funding, reviewing grant proposals, and determining awards for the grant funds.

ELIGIBILITY REQUIREMENTS

To be eligible for funding from the PSN Grant, an applicant must be one of the following:

- State agencies
- Units of local government (i.e., city, county, town)
- Public or private nonprofit organizations
- Private research firms
- Colleges and universities
- Non-federal governmental agencies

MATCH REQUIREMENT

There is no match requirement on the Project Safe Neighborhoods Grant Program.

RESTRICTIONS ON USE OF FUNDS

The PSN Grant shall not be used to purchase gun locks, gun buy back programs, air time for national public service announcements, or for crime tip money.

AWARD PERIOD

It is anticipated that the award period for this grant will be July 1, 2006, through June 30, 2007; however, the federal award will dictate the final dates.

PERSONNEL REQUIREMENTS

The Project Director is the contact person for all project activities. The Project Director is responsible for meeting the goals and objectives of the award. The Fiscal Officer is responsible for reporting the financial activity related to the award. The Project Director and Fiscal Officer may **NOT** be the same person.

The Chief Executive Officer is the person with official signature authority to make financial and programmatic commitments on behalf of the applicant agency. The Chief Executive Officer must be a state agency head, mayor, city manager, chairperson of the County Commission or an authorized tribal leader.

GRANT CONTINUATION POLICY

The federal granting agency requires the District Attorneys Council to make application for funding on an annual basis. While an effort will be made to continue funding projects with proven effectiveness, a project must stand on its own merit each year. No project is guaranteed continued funding.

COMMINGLING OF FUNDS

A physical segregation of funds is not required. However, the accounting systems of all subgrantees must provide each award to be accounted for separately, including any interest earned.

Funds specifically budgeted and/or received for one project may not be used to support another. Where a subgrantee's accounting system cannot comply with this requirement, the subgrantee shall establish a system to provide adequate fund accountability for each project that it has awarded.

NON-SUPPLANTING OF FUNDS

Supplanting is to reduce the amount of state or local funds with Federal funds. Federal funds must be used to add to existing funds for project activities and not replace those funds appropriated for the same purpose. **Federal funds shall not be used to supplant, or replace, state or local funds in an agency's or organization's budget.**

FINANCIAL ACCOUNTABILITY AND PROGRAMMATIC REPORTING REQUIREMENTS

A subgrantee of the PSN Grant agrees to comply with all of the state and federal provisions of the 2006 Project Safe Neighborhoods Grant and the provisions as set forth in the *Administrative and Financial Guidelines Manual*. The manual will be provided at the time of contracting by the Federal Programs Division, District Attorneys Council. These requirements include project record keeping, programmatic reporting and financial reporting. The following is a list of the required reporting requirements:

◆ **Quarterly Expenditure and Financial Status Report**

Financial Status Reports (Form A-7) are due on a quarterly basis by the deadlines as set in the *Administrative and Financial Guidelines Manual*.

◆ **Request for Funds Form**

The subgrantee is required to submit the Request for Funds Form (Form A-3) on a monthly basis by the deadlines as set forth in the *Administrative and Financial Guidelines Manual*.

◆ **Performance Reports**

The subgrantee shall submit progress reports by July 15th and January 15th for the life of the award.

A Final Activities Report will be due within 60 days of the end of the award period. This report shall describe the project's activities in sufficient detail so that a report may be made to the National Institute of Justice.

DATA GATHERING

Each funded program will require pertinent data to be collected throughout the life of the grant from the agency or agencies carrying out the objectives of the grant.

COMPLIANCE WITH REPORTING REQUIREMENTS

The Program Monitor of the PSN Grant will review and report on the status of the fiscal and programmatic reporting requirements for all current subgrantees to the Director of Federal Programs and the Task Force. Current subgrantees must have all reporting requirements up-to-date prior to drawing funds on an approved award.

CONFIDENTIALITY

No recipient of monies, or any personnel involved in the project, shall use or reveal any information received from the project for any purpose other than the purpose for which such information was obtained.

CERTIFICATION REGARDING LOBBYING, DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS AND DRUG FREE WORKPLACE REQUIREMENTS

The authorized certifying official of the applicant agency is required to accept the Certification Regarding Lobbying, Debarment, Suspension, and Other Responsibility Matters; and Drug Free Workplace Requirements.

Lobbying: The subgrantees, contractors, and subcontractors will not use any federal funds for lobbying. Any lobbying activities will be disclosed by completing the form, Disclosure of Lobbying Activities. This form can be obtained by contacting the Federal Programs Division of the District Attorneys Council.

Debarment: The subgrantees have not been debarred or suspended from federal benefits and/or no such proceedings have been initiated against them; have not been convicted of, indicted for, or criminally or civilly charged by a government entity for fraud, violation of antitrust statutes, embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property; and have not had a public transaction terminated for cause or default.

Drug Free Workplace: Each subgrantee shall implement and post within the agency a Drug Free Workplace Policy.

STANDARD ASSURANCES

The authorized certifying official of the applicant agency is required to accept the Standard Assurances which assures and certifies compliance with all applicable Federal statutes, regulations, policies, guidelines, and requirements, including OMB Circulars A-21, A-87, A-102, A-110, A-122, A-133; Ex. Order 12372 (intergovernmental review of federal programs); and 28 C.F.R. pts. 66 or 70 (administrative requirements for grants and cooperative agreements).

EQUAL EMPLOYMENT OPPORTUNITY ASSURANCE OF COMPLIANCE CLAUSE

All subgrantees of federal grants must comply with nondiscrimination requirements contained in federal laws. If a court or administrative agency makes a finding of discrimination against a subgrantee on grounds of race, color, religion, national origin, gender, disability, or age after a due process hearing, the subgrantee must forward a copy of the finding to the Office for Civil Rights of the Office of Justice Programs.

The authorized certifying official of the applicant agency is required to ensure compliance with the provisions of the following federal laws:

- Title VI of the civil Rights Act of 1964
- Omnibus Crime Control and Sage Streets Act of 1968
- Section 504 of the Rehabilitation Act of 1973
- Title II of the Americans with Disabilities Action of 1990
- Age of Discrimination Action of 1975
- Title IX of the Education Amendments of 1972

OTHER REQUIREMENTS

Purchase of American-Made Equipment and Products

It is the sense of Congress, as conveyed through each year's appropriations act that to the greatest extent practicable, all equipment and products purchased with grant funds should be American made.

National Environmental Policy Act

All actions significantly affecting the quality of the environment are subject to the provisions of the National Environmental Policy Act (NEPA) and other related federal environmental laws. Most RSAT projects will not be affected by NEPA. If, however, a project involves minor renovation, construction, or any other activity that may have an impact on the environment or change the use or function of a facility, the subgrantee should provide a full description of the proposed project to the District Attorneys Council for submission to the BJA State Policy Advisor prior to project implementation. A determination regarding whether any further action is necessary will be made by BJA.

DEADLINE FOR SUBMISSION OF APPLICATION

Applications must be received at the District Attorneys Council by the deadline regardless of whether the application is hand carried or delivered via mail. The deadline to submit the

application is **5:00 p.m., March 17, 2006**. Any application received after this time and date will not be reviewed. Proposals received via fax machine or on disk will not be reviewed.

MANDATORY FINANCIAL MEETING

Attendance at the mandatory Programmatic and Financial Meeting is required for all approved applicants. Additional information on this meeting will be provided to approved subgrantees after the Awards Meeting.

**2006 PROJECT SAFE NEIGHBORHOODS GRANT
FOR THE UNITED STATES ATTORNEYS OFFICE
OF THE WESTERN DISTRICT OF OKLAHOMA
Application Instructions**

APPLICATION FORMAT

Follow these instructions in submitting an application:

- Applications must be submitted on the enclosed forms. Do not alter or recreate the forms in another format.
- Applications must be typed and stapled in the upper left-hand corner. Do not put applications in folders/and or binders.
- Submit pages in numerical order. Do not include instruction or guideline pages with the application.

SUBMISSION OF THE APPLICATION

- Do not submit the application on disk.
- The application must be submitted by the deadline, whether hand carried or delivered via mail.
- Submit the original completed application and attachments plus ten copies by **March 17, 2006**, to:

District Attorneys Council
Federal Programs Division
421 N.W.13th St., Suite 290
Oklahoma City, Oklahoma 73103

REQUIRED SIGNATURES

The Chief Executive Officer is the person with ultimate authority to make financial and programmatic commitments on behalf of the applicant agency. The Chief Executive Officer must be an agency head, mayor, city manager, or chairperson of the County Commission. The signature of the Chief Executive Officer is required on the following documents:

- Certificate of Application (Page 24)
- General Assurances (Page 26)
- Certifications Regarding Lobbying, Debarment, Suspension and Other Responsibility Matters, and Drug Free Workplace Requirements (Page 29)

APPLICATION FORM NSTRUCTIONS

Directions: These instructions are provided to assist in the completion of the application form.

- 1. ENTER THE NAME OF THE APPLICANT AGENCY**
- 2. APPLICANT MAILING ADDRESS**
Enter the mailing address, city, state, zip, area code/phone number, area code/fax number and the email address of the applicant agency.
- 3. CHIEF EXECUTIVE OFFICER**
Enter the name of the Chief Executive Officer.
- 4. CHIEF EXECUTIVE OFFICER INFORMATION**
Enter the mailing address, city, state, zip, area code/phone number, area code/fax number and the email address of the Chief Executive Officer.
- 5. PROJECT DIRECTOR**
Enter the name of the Project Director.
- 6. PROJECT DIRECTOR INFORMATION**
Enter the mailing address, city, state, zip, area code/phone number, area code/fax number and the email address of the Project Director.
- 7. FISCAL OFFICER**
Enter the name of the Fiscal Officer.
- 8. FISCAL OFFICE CONTACT INFORMATION**
Enter the name of the fiscal officer. Enter the mailing address, city, state, zip, area code/phone number, area code/fax number and the email address of the Fiscal Officer.
- 9. FEDERAL TAX IDENTIFICATION NUMBER**
Enter the organization's federal identification number or tax identification number.
- 10. FEDERAL AMOUNT REQUESTED**
Enter the amount of federal funds requested in this application.
- 11. IF FUNDED, CHECK THE TYPE OF PROJECT(S) THAT THE FUNDING WILL SUPPORT, SUCH AS CREATING A NEW SERVICE OR ACTIVITY, ENHANCING AN EXISTING PROJECT OR CONTINUATION OF A FEDERAL PROJECT.**

**2006 PROJECT SAFE NEIGHBORHOODS GRANT
FOR THE UNITED STATES ATTORNEYS OFFICE
OF THE WESTERN DISTRICT OF OKLAHOMA
Application Form**

1. Agency Applicant: _____

2. Applicant Mailing Address: _____

City _____ State _____ Zip _____

Area Code/Phone Number: _____

Area Code/ Fax Number: _____

E-mail Address: _____

3. Chief Executive Officer: _____

4. Chief Executive Officer Contact Information:

Address: _____

City _____ State _____ Zip _____

Area Code/Phone Number: _____

Area Code/ Fax Number: _____

E-mail Address: _____

5. Project Director: _____

6. Project Director Contact Information:

Address: _____

City: _____ State _____ Zip _____

Area Code/Phone Number: _____

Area Code/ Fax Number: _____

E-mail Address: _____

7. **Fiscal Officer:** _____

8. Fiscal Officer Contact Information:

Address: _____

City: _____ State _____ Zip _____

Area Code/Phone Number: _____

Area Code/ Fax Number: _____

E-mail Address: _____

9. **Federal Tax Identification Number:** _____

10. **Federal Amount Requested:** _____

11. If awarded, these funds will: (check all that apply)

- _____ Create a new service or activity
- _____ Enhance an existing project or service
- _____ Continuation of a current federally funded project

**APPLICATION NARRATIVE
PROBLEM STATEMENT AND PROJECT DESCRIPTION**

- ❑ Provide a clear and concise narrative of the problem that will be addressed through the use of these funds **AND** a specific and detailed description of the project.
 - ❑ Include national data regarding the problem as well as information and statistics from the local level.
 - ❑ Do **not** delete these directions. If more space is necessary, use additional pages.
-

APPLICATION NARRATIVE
GOALS, OBJECTIVES, PERFORMANCE MEASURES, and ACTIVITIES

- ❑ The goals, objectives, performance measures, and activities of a grant proposal are inherently related.
 - ❑ **Goals** are broad, general statements of a desired result or outcome of the project.
 - ❑ **Objectives** are specific results or effects of a program's activities that must be achieved to reach the goals. Objectives must include **performance measures** that are **specific and measurable**. The performance measures identify quantifiable data that determine whether the goals and objectives were met.
 - ❑ **Activities** are the specific steps taken to meet the objectives.
 - ❑ Use the following outline format in this section:
 - 1. Goal(s)
 - A. Objectives/Performance Measures
 - 1. Activities
 - ❑ See Appendix A for further information on how to write goals, objectives, performance measures, and activities.
 - ❑ Do **not** delete these directions. If more space is necessary, use additional pages.
-

DATA ELEMENTS

- ❑ To report a project's achievements, each project must collect data. List in bullet format the performance measures that will be collected. The list must relate with the planned goals, objectives, and activities. For additional information on performance measures see Appendix A.
 - ❑ Do **not** delete these directions. If more space is necessary, use additional pages.
-

OVERALL BUDGET SUMMARY

CATEGORY	FEDERAL FUNDS REQUESTED
A. Personnel	
B. Personnel Benefits	
C. Equipment	
D. Travel	
E. Supplies	
F. Operating Expenses	
G. Contractor/ Consultant Expenses	
H. Facilities/Rental Expenses	
I. Other	
TOTAL	

DETAILED BUDGET NARRATIVE
CATEGORY A and B- PERSONNEL and PERSONNEL BENEFITS

Directions: List each position by title. Show the annual salary rate and percentage of time to be devoted to the project. Fringe benefits should be based on an established formula.

Position	Specify New (N) or Existing (E)	Total Annual Salary	% of Time Devoted	Federal Funds Request
TOTAL DIRECT SALARIES				
TOTAL SALARIES X ____ % = TOTAL BENEFITS				
TOTAL PERSONNEL BUDGET				

Budget Narrative:

Provide a more detailed explanation of the personnel that will be assigned to the project. The narrative should briefly describe the responsibilities of each of the positions. Use additional pages if necessary.

DETAILED BUDGET NARRATIVE
CATEGORY C – EQUIPMENT

Directions: List non-expendable items that are to be purchased. Expendable items should be included in the Supplies Category.

Equipment	Quantity	Unit Price	Federal Funds Request
TOTAL			

Budget Narrative:

Provide an explanation of the equipment to be purchased. Explain how the equipment is necessary to the success of the project. Use additional pages if necessary.

DETAILED BUDGET NARRATIVE
CATEGORY D – TRAVEL

Directions: Travel must be project related. Specify travel expenses of project personnel by purpose, such as travel to training, interjurisdictional travel, etc.

Destination	Airfare Costs	Per Diem	Mileage	Federal Funds Request
TOTAL				

Budget Narrative:

Provide an explanation the above category. Identify the personnel who will be using travel and the purpose of the travel. Explain how the travel is necessary to the success of the project. Use additional pages if necessary.

DETAILED BUDGET NARRATIVE
CATEGORY E – SUPPLIES AND OPERATING

Directions: Generally supplies include any materials that are expended or consumed during the project period. List items by type, such as paper, folders, etc. Show the basis for computation. Operating costs are expenses that are required to implement the project, such as telephone, utilities, photocopying, printing, and maintenance. See the Chart of Accounts in the Appendix for items to be included under supplies and operating expenses.

Item	Quantity	Unit Price	Federal Funds Request
TOTAL			

Budget Narrative:

Provide an explanation of the supplies to be purchased. The narrative should serve as an explanation of the figures. Use additional pages if necessary.

DETAILED BUDGET NARRATIVE
CATEGORY F – OPERATING EXPENSES

Directions: Generally, operating costs are expenses that are required to implement the project, such as telephone, utilities, photocopying, printing, and maintenance. List operating expenses individually.

Expense	Rate Per Month	Federal Funds Request
TOTAL		

Budget Narrative:

Provide a detailed explanation of the category. The narrative should serve as an explanation of the figures. Use additional pages if necessary.

DETAILED BUDGET NARRATIVE
CATEGORY G - CONSULTANT AND CONTRACTORS

Directions: For each consultant, enter the name, if known, the service to be provided, the hourly or daily fee or rate. Consultant fees in excess of \$450 per day require additional justification and prior approval from the Director of Federal Programs, District Attorneys Council and the Bureau of Justice Assistance.

Service or Product	Fee or Rate	Federal Funds Request
TOTAL		

Budget Narrative:

Provide a detailed explanation of the category. Explain how the consultant is necessary to the success of the project. The narrative should serve as an explanation of the figures. Use additional pages if necessary.

DETAILED BUDGET NARRATIVE
CATEGORY H –RENTAL OF FACILITIES

Directions: For this category, identify the facilities to be used and the annual rate for rental or facilities.

Facilities	Annual Rate	Federal Funds Request
TOTAL		

Budget Narrative:

Provide a detailed explanation of the category. Explain how the rental or facilities is necessary to the success of the project. The narrative should serve as an explanation of the figures. Use additional pages if necessary.

DETAILED BUDGET NARRATIVE
CATEGORY I – OTHER

Directions: Specifically identify the funds being requested in this category.

		Federal Funds Request
TOTAL		

Budget Narrative:

Provide a detailed explanation of the category. The narrative should serve as an explanation of the figures. Use additional pages if necessary.

CERTIFICATE OF APPLICATION

The signature below of the Chief Executive Officer certifies the accuracy of the information in this application and agrees to comply with all state and federal provisions of the 2006 Project Safe Neighborhoods and all other applicable state and federal laws.

Name: _____

Address: _____

Title: _____

Signature of Chief Executive Officer: _____

The Chief Executive Officer is the person with ultimate authority to make financial and programmatic commitments on behalf of the applicant agency. The Chief Executive Officer must be an agency head, mayor, city manager, or chairperson of the County Commission.

GENERAL ASSURANCES

The applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars No A-21, A-110, A-122, A-128, A-87; E.O. 12372 and Uniform Administrative Requirements for Grants and Cooperative Agreements-28 CFR, Part 66, Common Rule, that govern the application, acceptance, and use of Federal funds for this federally-assisted project. The applicant assures and certifies that:

1. It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information that may be required.
2. It will comply with requirements of the provisions of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 USC 5461-5466) which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.
3. It will comply with provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants (5 USC 1501, et seq.)
4. It will comply with minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act.
5. It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other ties.
6. It will give the sponsoring agency or the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
7. It will comply with all requirements imposed by the Federal-sponsoring agency concerning special requirements of law, program requirements, and other administrative requirements.
8. It will ensure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
9. It will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 975, approved December 31, 1976. Section 102(a) requires, on and after March 2, 1975, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal Financial assistance" includes any form of loan, grant, guarantee, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
10. It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 USC 470), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 USC 569a-1 et seq.) by (a) consulting with the State

Historic Preservation Officer on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800) by the existence of any such properties, and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.

11. It will comply, and assure the compliance of all its and contractors, with applicable provisions of Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, the Juvenile Justice and Delinquency Prevention Act, or the Victims of Crime Act, as appropriated, the provisions of the current edition of the Office of Justice Programs Financial and Administrative Guide for Grants M7100.1, and all other applicable Federal Laws, orders, circulars, or regulations.
12. It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18, Administrative Review Procedure; Part 20, Criminal Justice information Systems; Part 22 Confidentiality of Identifiable Research and Statistical Information; Part 23, Criminal Intelligence Systems Operating Policies; Part 30, Intergovernmental Review of Department of Justice Programs and Activities; Part 42, Nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61, Procedures for Implementing the National Environment policy Act; part 63, Floodplain Management and Wetland Protection Procedures; and federal laws or regulations applicable to federal assistance programs.
13. It will comply, and all its contractors will comply, with the nondiscrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 USC#3789 (d), or Victim of Crime Act (as appropriate); Title VI of the Civil Rights Act of 1964 as amended; Section 504 of the Americans with Disabilities Act (ADA) (1990); Title IX of the Education Amendments of 1972; the Age Discrimination Act of 1975; Department of Justice Non-Discrimination Regulations, 28 CFR Part 42, Subparts C,D,E, and G; and Department of Justice regulations on disability discriminations, 28 CFR Part 35 and Part 39.
14. In the event a Federal or State court or Federal administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs.
15. It provides an Equal Employment Opportunity Program if required to maintain one, where the application is for \$500,000 or more.
16. It will comply with the provisions of the Coastal Barrier Resources Act (P.L. 97-348) dated October 19, 1982 (16USC 3501 et. Seq.) Which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.

Chief Executive Officer Signature

Date

The Chief Executive Officer is the person with ultimate authority to make financial and programmatic commitments on behalf of the applicant agency. The Chief Executive Officer must be an agency head, mayor, city manager, or chairperson of the County Commission.

**U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS
OFFICE OF THE COMPTROLLER**

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT; SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certifications included in the regulations before completing this form. Signature of the form provides for compliance with certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying " and 28 FR Part 67, "Government Debarment and Suspension (Nonprocurement) and Government-Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation, of fact upon which reliance will be placed when the Department of Justice determines to award the covered transaction, grant, or cooperative agreement.

1. **LOBBYING** as required by Section 1352. Title 31 of the U.S. code, and implemented at 28 CFR Part 69, for persons entering into a Grant or cooperative agreement over \$100,000, as defined at 28 CFR Part 69, the applicant certifies that:
 - a) No federal approved funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of congress, an officer or employee of Congress, or an employee of a member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
 - b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities," in accordance with it's instructions;
 - c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)

As required by Executive Order 12549, Debarment and Suspension, and implemented at 28 CFR Part 67, for prospective participants in primary covered transaction, as defined at 28 CFR part 67, Section 67.510-

- A. The applicant certifies that it and its principals:
 - a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State of Federal court, or voluntarily excluded from covered transactions by any Federal department or agency:
 - b) Have not within a thee-year period preceding this application been convicted of or had a civil judgement rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or Local) transaction or

contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.

- c) Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, or Local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and,
 - d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and
- B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR part 67, subpart F, for grantees, as defined at 28 CFR Part 67 Sections 67.615 and 67.620-

- A. The applicant certifies that it will or will continue to provide a drug-free workplace by:
- a) Publishing a statement notifying employees that the unlawful manufacture, distribution dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
 - b) Establishing an on-going drug-free awareness program to inform employees about-
 1. The dangers of drug abuse in the workplace;
 2. The grantee's policy of maintaining a drug-free workplace;
 3. Any available drug counseling, rehabilitation, and employee assistance programs; and
 4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
 - c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
 - d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will-
 - 1) Abide by the terms of the statement;
 - 2) And Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
 - e) Notify the agency in writing, within 10 calendar days after receiving notice under subparagraph (d) (2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Department of Justice, Office of justice Programs, Attn: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531. Notice shall include the identification number(s) of each affected grant;
 - f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted-

- 1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - 2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State or Local health, law enforcement, or other appropriate agency;
 - g) Making a good faith effort to continue to maintain a drug free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).
-
-

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

1. Grantee Name and Address:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

2. Application Number and/or Project Name: _____

3. Grantee IRS/Vendor Number: _____

4. Typed Name and Title of Chief Executive Officer:

Name: _____

Signature: _____

Date: _____

The Chief Executive Officer is the person with ultimate authority to make financial and programmatic commitments on behalf of the applicant agency. The Chief Executive Officer must be an agency head, mayor, city manager, or chairperson of the County Commission.

APPENDIX A

INFORMATION ON GOALS AND OBJECTIVES

This information is being provided to you to assist you in preparing the goals and objectives.

THE DIFFERENCE BETWEEN GOALS AND OBJECTIVES

- Goals are broad; objectives are narrow.
- Goals are general intentions; objectives are specific.
- Goals are intangible; objectives are tangible.
- Goals are abstract; objectives are concrete.
- Goals can't be validated as is; objectives can be validated.

GOALS

A goal is a broad, general statement that identifies the long-range purpose of the program. It is the desired result or outcome.

OBJECTIVES AND PERFORMANCE MEASURES

Objectives are nothing more than the means for achieving the goals. Objectives are specific and attainable, measurable and time bound. Performance Measures identify the quantifiable component of the objective.

Objective statements start:

To increase...

To decrease...

To reduce...

To expand...

Program objectives that are measurable become the criteria by which you judge the effectiveness of your program. Useful program objectives will describe:

WHAT is going to be done

HOW will it be done

WHEN will it be done

HOW will the results be measured.

EXAMPLES OF GOALS

WEAK GOAL STATEMENTS

- To address gun violence.
- To train law enforcement.
- To provide gun prevention education.
- Reduce recidivism among felons.

STRONG GOAL STATEMENTS

- The goal of this project is to increase the number of prosecutors dedicated to prosecuting juveniles and adults on gun related offenses in order to make the communities safer.
- The goal of this project is to increase the knowledge of law enforcement officers on the federal and state firearm statutes.
- The goal of this project is to reduce the number of truant juveniles on the street.
- The goal of this project is to identify and track high risk probationers and parolees in the county to assess progress of these individuals, report any violations, and prosecute as warranted.

EXAMPLES OF OBJECTIVES AND PERFORMANCE MEASURES

These are examples of weak objectives because they are vague and cannot be measured.

WEAK OBJECTIVES AND PERFORMANCE MEASURES

- To continue the work of Project Exile.
- To reduce gun crime in the county.
- To expand public awareness activities.

These are examples of strong objectives and performance measures because the objectives are specific and measurable.

STRONG OBJECTIVES AND PERFORMANCE MEASURES

- To conduct two call-in sessions by October 1, 2006, for 40 high risk probationers and parolees in Oklahoma County to inform the probationers and parolees about Project Exile and the consequences of being caught with a firearm.
- To conduct 3, 2-hour training programs by October 1, 2006, for 60 law enforcement officers to increase awareness about Project Exile with law enforcement officers in the District, educate officers on federal and state firearms laws and firearms trafficking, impart the capabilities regarding gun tracing efforts, and, identify the benefits of federal prosecution in specific cases.
- To increase the personnel by a full time officer dedicated to conducting 100 gun traces between August 1, 2006, and July 30, 2007.

APPENDIX B

CHART OF ACCOUNTS

This information is being provided to assist you in placing requested items in the correct budget category.

CHART OF ACCOUNTS

Budget Category	Item
Personnel	Salaries
	Longevity
	Overtime Wages
Benefits	Insurance
	Unemployment Compensation
	FICA
	Retirement
	Disability
	Retirement
	Health, Dental, and Life Insurance
Travel	Mileage
	Per Diem
	Public Transportation
	Lodging
	Registration
Operating Expenses	Postage
	Printing
	Telecommunications Services
	Utility Charges
	Maintenance and Repair
Supplies	Office Supplies
	Data Processing Supplies
	Educational Supplies
Rental Expenses	Office Space
	Other Building Space
	Equipment and Machinery, including vehicles
	Telecommunications Equipment
	Other
Equipment	Office Furniture and Equipment
	Data Processing Equipment
	Data Processing Software
	Equipment – Medical, Telecommunications, Vehicles
Volunteer	Volunteer time to support the funded program
Other	Motor Fuel
	Uniform Clothing and Accessories
	Safety and Security Supplies and Services