**Appendix A**

**Performance Monitoring and Evaluation**

Grant recipients will be required to collect and report quarterly and annually performance data in accordance with requirements of the Project Safe Neighborhood’s program measurements. To assist further in fulfilling the CJCC’s responsibilities and commitment to fund evidence-based and data-driven projects, the applicants who receive funding under this solicitation must provide quarterly outcome data that measure the results of their work.

Submission of performance measures data is not required for the application. Instead, applicants should discuss in their application their proposed methods for collecting data for performance measures. Please refer to the section “What an Application Must Include” (below) for additional information.

**Supplanting**

Federal funds must be used to supplement existing funds for program activities and cannot replace or supplant nonfederal funds that have been appropriated for the same purpose. Supplanting is prohibited under PSN.

**Budget**

Applicants must develop the estimated budget according to a standard format utilizing the forms on the CJCC’s website. Under each of the budget categories, the applicant must attach a budget narrative explaining the purpose for the funds in the space provided.

**Restrictions on Use of Funds**

Funds cannot be used directly or indirectly for security enhancements or equipment to nongovernmental entities not engaged in criminal justice or public safety. Indirect costs, not limited to expenses such as accounting, payroll data processing, purchasing, personnel, and building use, may not be requested through this grant program. In addition, the following items are prohibited:

* Vehicles, vessels, or aircraft
* Luxury items
* Real estate
* Lobbying
* Fundraising;
* Construction projects
* Gun locks
* Gun buy-back programs
* Air-time to run the national public service announcements “Mothers,” Sentenced,” and “Family Prison”

**Reviewing the Application**

The CJCC and the U.S. Attorney’s Office are committed to ensuring a fair and open process for selecting applicants for this grant opportunity. A selection committee will review applications to make sure the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation. At any point during those reviews, a decision to not fund a project or any part of it may be made. These decisions are within the complete discretion of the PSN Task Force Selection Committee.

When an application is received at the CJCC office, there is no commitment on the part of the CJCC to move it through to the next stage, fund an application or to fund it at the amount requested.

All areas of the budget are subject to review and approval. Decisions related to these budget areas are based on both eligibility and reasonableness. Determinations of the reasonableness of budget items are fully within the discretion of the CJCC and are made both through objective tools and subjective decision-making.

**Funding Decisions**

All funding decisions related to this solicitation are made solely by PSN Task Force Selection Committee for the U.S. Attorney Office of the Northern District. The CJCC will inform the applicant of its decision through a letter. Applicants must not make any assumptions regarding funding decisions until they have received official written notification of award or denial that is signed by the Governor, CJCC Director or the U.S. Attorney for the Northern District of Georgia.

**\*\*\*Webinar \*\*\***

CJCC in partnership with the NDGA will conduct an application workshop to go over requirements as well as answer any questions. The webinar will be held on **March 29, 2019 at 2:00 p.m. EST**. Potential applicants should call and login 5 min prior to the webinar beginning.

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