

# **Project Safe Neighborhoods 2018 Grant Solicitation**



United States Attorney's Office  
Northern District of California  
Federal Courthouse  
450 Golden Gate Avenue  
San Francisco, California 94102

and

The Children's Initiative, Inc.  
3625 Ruffin Rd #100  
San Diego, CA 92123

# **PROJECT SAFE NEIGHBORHOODS**

## 2018 Application Guidelines and Procedures

### **Introduction**

Project Safe Neighborhoods (PSN) is designed to create and foster safer neighborhoods through a sustained reduction in violent crime, including, but not limited to, addressing criminal gangs and the felonious possession and use of firearms. The program's effectiveness depends upon the ongoing coordination, cooperation, and partnerships of local, state, tribal, and federal law enforcement agencies – and the communities they serve – engaged in a unified approach led by the U.S. Attorney (USA) in all 94 districts.

The Office of the United States Attorney (USAO), Northern District of California (NDCA) has been designated to receive funds for the Project Safe Neighborhoods (PSN) grant program. As the fiscal agent, the Children's Initiative will conduct a competitive application process for the Fiscal Year (FY) 2018 Project Safe Neighborhood (PSN) subawards and procurement contracts. This document provides potential applicants with program criteria and eligibility information so that formal application proposals may be prepared. For additional information about grant requirements, please refer to the [Bureau of Justice Assistance's \(BJA\) solicitation for the Project Safe Neighborhoods grant for Fiscal Year \(FY\) 18](#).

Please contact Jessica Brown at the Children's Initiative at (858) 256-6569 or [jbrown@theci.org](mailto:jbrown@theci.org) to request technical assistance. Additional information can also be obtained regarding the Project Safe Neighborhoods program by visiting the official program website at <https://www.justice.gov/psn>.

### **Distribution of Funds**

Approximately \$588,664 is available to support violence reduction projects in the Targeted Enforcement Area (TEA) of San Francisco, with special attention given to the Tenderloin neighborhood. This effort is known as FIT- the *Federal Initiative for the Tenderloin*.

The number of awardees will be determined based on the level of funding requests and decision of the PSN Selection Committee. The PSN Selection Committee may allocate a different funding amount than what the applicant requested. All award amounts are subject to change and all final awards are contingent on approval by the Bureau of Justice Assistance (BJA).

Successful 2018 PSN Grant Applicants will be provided in the following PSN target category:

- Targeted intervention, outreach, and prevention efforts at 72% of award total for NDCA PSN 2018 (\$588,664)

**Please note:** All awards are subject to adjustment based on the applications received and the PSN Selection Committee's recommendation to BJA.

### **Deadline**

The PSN grant program for the Northern District of California will accept applications via email only until 5:00 pm on October 21, 2020. Applications must be submitted to both, Jessica Brown, Grant Compliance Specialist/Grant writer at [Jbrown@theci.org](mailto:Jbrown@theci.org) and AUSA Annemarie Conroy at [Annemarie.Conroy@usdoj.gov](mailto:Annemarie.Conroy@usdoj.gov).

### **Length of Funding:**

Applicants can apply for approximately up to three years of funding although it is anticipated that some will not require the full three years to fully expend their grant awards.

### **Goals and outcome measures of Northern District of California's PSN Program**

- **Goal 1:** Mitigate and reduce violent crime and open-air drug dealing, including gun and gang violence, within the Tenderloin area.
- **Goal 2:** Enhance collaboration and information sharing between the USAO, federal and local law enforcement agencies.
- **Goal 3:** Increase the federal prosecution rate of the most violent offenders and gang members.
- **Goal 4:** Promote and support meaningful anti-gang and anti-violence measures.
- **Goal 5:** Promote and support effective prevention, intervention, and reentry strategies to break the cycle of crime in the Tenderloin, with particular attention to keeping youth from becoming involved in gangs and crime.
- **Goal 6:** Assist law enforcement through use of a research partner to evaluate violent crime in the Tenderloin.

## **Funding priorities**

Project Safe Neighborhoods' overall goal is to promote safe communities across the state through the reduction of gun violence and gang activity, with special focus on areas with increased rates of violent crime/gang activity. **Toward that goal, the Northern District of California's PSN enforcement program seeks to fund projects that will enhance progress toward the following priorities:**

***Intervention/Prevention/Outreach/Reentry.*** Prevention, outreach, reentry and engagement programs and strategies to break the cycle of crime in the Tenderloin district, with particular attention to keeping youth from becoming involved in gangs and crime as well as programs and strategies focused on the reduction of violent crime and open-air drug dealing in the Tenderloin district. Improving and enhancing interface with the community, non-profit organizations (NGO's) serving the Tenderloin population to help improve safety.

## **Eligible Applicants**

Eligible applicants must operate in the target districts and/or contribute to PSN violence reduction efforts. Target Enforcement Area (TEA) San Francisco, and more particularly on the Tenderloin neighborhood.

Eligible applicants for the purposes of the PSN anti-gun/gang violence initiative program strategy implementation are:

- Law enforcement agencies, state agencies, local units of government, and public institutions of higher education, if able to certify compliance with 8 U.S.C. § 1373 and contingent on responses to a supplemental questionnaire regarding their entity's communication practices with the U.S. Department of Homeland Security (DHS) and U.S. Immigration and Custom Enforcement (ICE). A "local unit of government" is defined as any city, town, township, or other general-purpose political subdivision of a state.
- Non-governmental services, programs, or service providers in a position to contribute to PSN violence reduction efforts.
- Non-profit organizations, program and service providers that promote and support effective prevention and reentry strategies.

- Private institutions of higher education
- Tribal government/organizations

**Timeline**

September 21, 2020	Release of 2018 Sub-Grantee Application Packet and Notice of Funding Availability
October 21 2020 @5:00 pm	Sub-grant applications Due
October 19, 2020 – November 2020	PSN NDCA Task Force Review and Rating of Applications and Executive Committee Evaluation and Selection
December 2020	Award letters & Sub-grant Agreements released
December 2020	Sub-grant award cycle begins

**Application process**

Applicants for funding under the 2018 PSN Program must submit the following by 5:00 pm on October 18, 2020:

- Program Narrative
  - The Program Narrative includes a Statement of the Problem, Project Design and Implementation, Capabilities and Competencies, and a Plan for Collecting Data Required for this Solicitation’s Performance Measures.
- [Budget Detail Worksheet and Narrative](#)
- (If applicable) [Certification of Compliance with 8 U.S.C. § 1373](#) and Communication with the Department of Homeland Security (DHS) and/or Immigration and Customs Enforcement (ICE) Questionnaire/Policies & Procedures

All subgrantees will agree to abide by all applicable guidelines, including the [DOJ Grants Financial Guide](#), grant Terms and Conditions, and any Special Conditions.

## **Application Review Process and Review Criteria**

All applications will be reviewed by the Children’s Initiative for technical sufficiency and will then be reviewed by the members of the PSN Selection Committee. Chosen by the USAO, the committee is comprised of individuals from across the state that represent retired law enforcement and prosecutorial agencies. Individuals who evaluate the applications cannot play a role in the production of all or part of any application, nor can they be employed by the federal government or by an applicant, in order to ensure that there is no conflict of interest. Once the review is completed, the PSN Selection Committee will finalize the recommendations before submitting them to the Bureau of Justice Assistance (BJA) for final approval.

The Children’s Initiative and the PSN Selection Committee will evaluate applications based on the following criteria:

1. Statement of the Problem and Understanding of the PSN Program Strategy (10%)
2. Program Design and Implementation (35%)
3. Capabilities/Competencies (30%)
4. Plan for Collecting Required Data (15%)
5. Budget and Detailed Budget Narrative (10%)

Each application shall be reviewed for completeness and responsiveness to the requirements set forth herein. Any application that does not meet these requirements will not be considered for funding. Applications have a maximum limit of eight pages, not including the budget worksheet.

## Cover sheet

- **Applicant agency:** Provide the official name, physical and mailing address of the entity applying for funds.
- **Applicant agency contact:** Provide the name, title, telephone number, and email address of the individual who oversees the entity in which the applicant program is located.
- **Project director:** Provide the name, title, telephone number, and email address of the individual who will be in direct charge of the project.
- **Project title:** Provide the title or name of the project.
- **Request Amount**
- **Proposed Start date**

## **Notification process**

Applicants will be notified in writing by the Children’s Initiative whether their application has been approved for funding or has been denied funding. All applicants will be notified, in writing, of their rating and funding decision. This notification will be made within thirty (30) days of the PSN Selection Committee’s meeting to select applicants for the Northern District of California’s PSN program for Fiscal Year (FY) 18.

Once the allocation of funding has been made to all selected sub-grantees, each recipient will receive an award letter indicating their final award amount.

A decision to deny funding may not be appealed but does not prohibit resubmission of a similar proposal in a subsequent year of funding.

# Program Narrative

## **Statement of the Problem (SAP)**

- Identify the existing need and problem.
- Include relevant data, such as jurisdiction arrest and crime rates.
- Identify the Project Safe Neighborhoods (PSN) program strategy that will be utilized (prevention, intervention, re-entry or law enforcement).
- Identify the Targeted Enforcement Area (TEA).
- Demonstrate an understanding of the PSN program strategy goals and timeline.

## **Program Design and Implementation**

- Describe sufficiently and clearly how the proposal will be implemented.
- Describe how the proposal will advance the goals and outcome measures of the U.S. Attorney’s Office for the Northern District of California’s PSN program.
- List any collaborators or partners specific to the proposal. Describe the role of each collaborator or partner. Written agreements should be included where possible, such as a memorandum of understanding (MOU), contract, or a Letter of Agreement (LOA).

## **Capabilities/Competencies**

- Applicant must fully describe the applicant’s capabilities to (1) implement the program within the identified area; and (2) implement the program within the established project timeline.
- Demonstrate expertise in collaborating with local, state, and federal law enforcement, and/or criminal justice partnerships (including the United States Attorney’s Office).

- Demonstrate experience in addressing gun and gang violence, gang violence associated with conflict over turf, narcotics distribution, aggression, and/or shootings.
- Demonstrate experience in working with law enforcement, criminal justice agencies, and/or community-based partners on targeted enforcement, prevention activities, and/or community engagement.
- Applicants are encouraged to submit statistics or outcome data on violent crime, gun, and gang crime.

### **Plan for Collecting Required Data**

- Describe the process for measuring project performance.
- Indicate who will be responsible for submitting Quarterly Progress Reports and Performance Measurement Tool Reports.

## Budget

### **Budget Detail Worksheet and Narrative**

- Provide a budget and budget narrative that are complete, cost effective, and allowable (i.e. reasonable, allocable, and necessary for program activities).
- Budget narratives should demonstrate how the applicant will maximize cost effectiveness of grant expenditures.
- An indirect cost rate of 10% of the total amount requested for personnel costs only (salary plus fringe) is allowable only for non-governmental organizations.

All applicants should use the [Excel version of OJP's Budget Detail Worksheet](#).

### **Allowable costs**

- Personnel costs, salaries, fringe benefits, overtime
- Training
- Equipment
- Supplies
- Travel
- Contractual services, when applicable
- Other costs: telecommunication, equipment maintenance, fuel and vehicle maintenance, janitorial or security services, and registration fees

### **Unallowable costs**

- Expenses for non-PSN activities
- Bonuses or commissions



- First class travel
- Conference food and beverage
- Lobbying or fundraising
- Tips/gratuities
- Bar charges/alcoholic beverages

For more information on costs, [please refer to the DOJ Grants Financial Guide](#).

## Required Reporting/Data Submission

### **Program Income**

Subgrantees are required to account for program income generated by the activities of this agreement and shall report receipts and expenditures of this income on a Program Income/Federal Forfeiture form as stated within the Certified Assurances. All program income shall be expended during the life of the grant contract to further program objectives or may be refunded to the Federal government.

### **Programmatic Reporting**

Subgrantees will be required to submit two (2) separate Progress Reports on the programmatic accomplishments made toward the goals of the sub-grant agreement and quarterly (4) Financial Status Reports on their financial activity.

<u>Reporting period</u>	<u>Delinquent after</u>
January 1 –March 31	April 30
April 1 – June 30	July 30
July 1 – September 30	October 30
October 1 – December 31	January 30

### **Progress reports**

Subgrantees are required to submit progress reports by [completing an online questionnaire](#) through [Performance Management Tool System \(PMT\)](#). Quarterly reports are submitted in PMT and semi-annual reports are submitted in [Grant Management System \(GMS\)](#).

## Financial Status Report (FSR)

Subgrantees are required to report their financial activity by completing Financial Status Reports (FSR) in Grant Management System (GMS) and submitting them on a quarterly basis through Grant Management System (GMS).

**Important note:** Progress Report and Financial Status Report due dates are fixed and cannot be adjusted. Late reports submitted (after the grace period) into GMS will automatically result in a Withhold of Funds placed on the award which will be removed once the Progress Report or Financial Status Report are submitted.

## Special Conditions

### **System for Award Management (SAM) and Universal Identifier Requirements**

All subgrantees must submit their EIN and DUNS number to receive funds. If your agency does not have a DUNS number and/or is not currently registered in SAM, begin these processes now due to the time required to complete these.

To obtain a DUNS number online, go to the DUNS registration website at <https://fedgov.dnb.com/webform/Index.jsp> or call the DUN & Bradstreet hotline at 1-866-705-5711. You will receive a DUNS number within one day. There is no cost associated with obtaining a DUNS number. Your DUNS number is required as part of the SAM registration process.

To register with SAM, go to [www.sam.gov](http://www.sam.gov). Click on “Create an Account”. Choose “Individual account”. Provide the requested information and submit. Receive the email from “notifications” and click through the sam.gov link to validate your account. Log in at <https://sam.gov> with the username and password that were created.

### **Supplanting**

Federal funds can be used to supplement or enhance existing funds for program activities and cannot replace or supplant those funds that have been appropriated for the same purpose. PSN funds shall be used to fund new programs or expand/enhance existing programs. Applications will be reviewed for supplanting during the application process as well as during post-award monitoring.

### **High Risk**

Applicants are required to disclose if they are currently designated high-risk by another federal grant making agency.

## **Job Duties Questionnaire for Coordinators or Administrative Assistants**

Applicants requesting funds to pay personnel that are not performing field duties (e.g. coordinator, administrative assistant) are required to complete a Job Duties Questionnaire with their application to document the nature of the duties being performed. These individuals will also be required to submit time and effort reports delineating the hours spent working on PSN grant activity.

## Certifications

All applicants applying for the 2018 PSN Program will be required to complete and submit the following certifications at the same time of their application. Applicants who fail to do so will not be considered for funding.

- [Certification of Compliance with 8 U.S.C. § 1373](#)
- [Communication with the Department of Homeland Security \(DHS\) and/or Immigration and Customs Enforcement \(ICE\) Questionnaire/Policies and Procedures \(please enclose your questionnaire along with a copy of your agency policies and procedures with your application\).](#)
- [Applicant Disclosure of High-Risk Status](#)
- [Applicant Disclosure of Lobbying Activities](#)
- [Certified Assurances](#)