

Project Safe Neighborhoods 2018 Grant Solicitation



United States Attorney's Office
Southern District of California
San Diego, California 92101

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), Southern District of California (SDCA) 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.

Please contact Jessica Brown at the Children's Initiative at (858) 256-6569 or 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 \$260,000 is available to support violence reduction projects in San Diego County and Imperial County. The number of awardees will be determined based on the level of funding requests and decision of the selection committee. Successful 2018 PSN Grant Applicants will be provided in two categories:

- 1) targeted law enforcement at 50% of award or \$130,000
- 2) targeted prevention and/or reentry activities at 50% of award or \$130,000

Deadline

The PSN grant program for the Southern District of California will accept applications until 5:00 pm on Monday, March 16, 2020. Applications must be submitted to both, AUSA Andrew Haden at Andrew.Haden@usdoj.gov and Jessica Brown, Grant Compliance Specialist/Grant Writer at Jbrown@theci.org.

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 Southern District of California's PSN Program

- **Goal 1:** Mitigate gun and gang violence within the areas of San Diego that have the highest concentration of gang-related activity, as well as in the District overall.
- **Goal 2:** Enhance collaboration and information sharing between the U.S. Attorney's Office (USAO), federal and local law enforcement agencies, and local prosecutors.
- **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 and reentry strategies to break the cycle of crime and to keep youth from becoming involved in gang and crime.
- **Goal 6:** Ultimately, provide - and be able to show through the assistance of a research partner - a positive qualitative impact on the District at large.

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 Southern District of California's program seeks to fund projects that will enhance progress toward the priorities listed below:**

1. **Prevention/Reentry:** Prevention programs that break the cycle of crime and keep youth and adults from becoming involved in gangs and crime. This may include reentry, prevention, mentoring, instructional, or other programs that provide services that prevent or rehabilitate gang members.

2. **Law Enforcement:** Programs (or task forces) that will curb gun and gang violence and the availability of weapons in high-risk populations and high crime areas. This can include targeting gangs and violent street groups, geographic hot spot areas, felons in possession, and/or chronic violent offenders.

Eligible Applicants

Eligible applicants must operate in the target districts and/or contribute to PSN violence reduction efforts. Target districts include San Diego County and Imperial County.

Eligible applicants for the purposes of the Project Safe Neighborhoods (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.
- Non-profit organizations, programs and service providers with an emphasis on youth mentoring services.
- Private institutions of higher education
- Tribal government/organizations

Timeline

February 14, 2020	Release of 2018 Sub-Grantee Application Packet and Notice of Funding Availability
March 16, 2020 @5:00 pm	Sub-grant applications Due
March 17-March 24, 2020	PSN SDCA Task Force Review and Rating of Applications and Executive Committee Evaluation and Selection
March 31, 2020	Award letters & Sub-grant Agreements

	released
April 6, 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 Monday, March 16, 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 (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. This notification should be made within thirty (30) days of the application date. Unsuccessful applicants are afforded the right to appeal the selection process. All appeals must be submitted to the Children’s Initiative within 30 days of receipt of the funding decision.

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. All applicants will be notified in writing of their rating and funding decision no later than thirty (30) days after the date of application.

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 (youth prevention 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 Southern 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. 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