

Project Safe Neighborhoods 2018 Grant Solicitation



United States Attorney's Office
District of Oregon
1000 SW Third Ave, Suite #600
Portland, Oregon 97204

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), District of Oregon has been designated to receive funds from the Project Safe Neighborhoods (PSN) grant program to establish the Portland Area Crime Gun Initiative (PACGI). As the fiscal agent, the Children's Initiative will conduct a competitive application process for the Fiscal Year (FY) 2018 Project Safe Neighborhood (PSN) subaward 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 \$296,800 is available to the Portland Area Crime Gun Initiative (PACGI) in the Targeted Enforcement Area (TEA) of Portland and the City of Gresham within Multnomah County. The awardee will be determined by the Oregon PSN Grant Selection Committee. Successful 2018 PSN Grant Applicants will be provided in one category:

1) targeted prevention, intervention, deterrence, and/or outreach activities at 90% of award or \$296,800

Deadline

The PSN grant program for the District of Oregon will accept applications until 5:00 pm on Monday, May 18, 2020. Applications must be submitted to both AUSA, Suzanne Hayden at Suzanne.Hayden@usdoj.gov and Jessica Brown, Grant Compliance Specialist/Grant Writer at Jbrown@theci.org.

Length of Funding:

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

Goals and outcome measures of the Portland Area Crime Gun Initiative (PACGI):

- **Goal 1:** Implement a virtual crime gun intelligence center model to coordinate enhanced investigations and prosecutions of individuals, group/gangs engaged in serial shootings in the TEA.
- **Goal 2:** Implement full exchange of information among law enforcement agencies about shootings and violent crime occurring in the TEA and increase capacity for rapid analysis of firearms and shell casings.
- **Goal 3:** Improve the use of intel and data by the PSN partnership and monitor trends in gun and gang crime in crime reduction strategies.
- **Funding Goal 4:** Implement targeted intervention and prevention efforts for individuals at highest risk of being a victim or perpetrator in a shooting in the TEA (including firearm violence victims), in order to reduce risk of re-hospitalization for firearm or assault injuries, arrest for firearm or violent crime, and death by homicide.

Funding priority

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 Portland Area Crime Gun Initiative (PACGI) seeks to fund a project that will enhance progress toward the priority described below:**

Intervention/Prevention/Deterrence/Outreach: Targeted intervention, prevention, deterrence, and/or outreach efforts for individuals at highest risk of being a victim or perpetrator in a shooting in the TEA (including firearm violence victims), which employ the application of long-term, intensive case management. PACGI's goal is to replicate the Oakland Ceasefire Intensive Case Manager/Life Coach program by creating an intensive Case Manager/Life Coach program in the TEA.

Intensive case management is to be applied by trained and certified “Life Coaches” who are credible messengers, to work in coordination with existing Multnomah County Local Public Safety Coordinating Council stakeholder services including the City of Portland Office of Youth Violence Prevention. Similar to Oakland, California and other jurisdictions’ ceasefire strategies, the goals are to reduce the risk of re-hospitalization for firearm or assault injuries, arrest for firearm or violent crime, and death by homicide.

Eligible Applicants

Eligible applicants must operate in the district’s Target Enforcement Area (TEA) and/or contribute to PSN violence reduction efforts. The Targeted Enforcement Area (TEA) includes Portland and the City of Gresham within Multnomah County.

Eligible applicants for the purposes of the Portland Area Crime Gun Initiative (PACGI) 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, intervention, deterrence, and/or outreach strategies.
- Private institutions of higher education.
- Tribal government/organizations.

Oregon’s PSN Task Force would prefer, but not require, applicants applying for PSN funds to implement the PACGI strategy to satisfy the following criteria:

- Entities that can provide at minimum 2 intensive Case Manager/Life Coaches for 2 years.
- Personnel who are well-trained and certified by the National Institute for Criminal Justice Reform (NICJR).
- Personnel who are culturally competent and responsive to the clients they serve.
- Personnel who are credible messengers by their background and experience.
- Personnel who will work with high-risk clients on creating a life plan with specific goals and provide incentives for reaching milestones and goals.
- Personnel who will work with up to 12 clients at a time for 12-18 months.
- Personnel who will meet with clients weekly.
- Personnel who receive client referrals from collaborating with the City of Portland’s Office of Youth Violence Prevention and Local Public Safety Coordinating Council, and Oregon’s PSN Task Force.
- Entities that will work with Oregon’s PSN task force and research partner on data and outcomes.

For additional information about Oakland’s Ceasefire Intensive Case Manager/Life Coach program, please review the program’s description and requirements.

Timeline

Friday, April 17, 2020	Release of 2018 Sub-Grantee Application Packet and Notice of Funding Availability
May 18, 2020 @5:00 pm	Sub-grant applications Due
May 19, 2020 – May 29, 2020	Oregon PSN Task Force and Selection Committee review and approve applicants and research partner
May 29, 2020	Award letters & Sub-grant Agreements released
June 12, 2020	Sub-grant award cycle begins

Subgrantee Application process

Applicants for funding under the 2018 PSN Program must submit the following by 5:00 pm on **Monday, May 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

The subgrantee 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 Oregon PSN Task Force and PSN Grant Selection Committee. Chosen by the USAO, the Oregon PSN Grant Selection Committee is comprised of individuals from across the state who have experience in community, law enforcement and prosecution 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 Oregon Grant Selection Committee will finalize the recommendations before submitting them to the Bureau of Justice (BJA) for final approval.

The Children's Initiative and the Oregon Grant 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 application date.

Once the allocation of funding has been made to the selected sub-grantee, the 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 (intervention, prevention, deterrence, or outreach).
- 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 implement the specific program strategy of Intensive Case Managers/Life Coach goals and outcome measures as described in Funding Goal #4.

- Describe how the proposal will reduce gun crimes, gun, and gang violence in Portland and Gresham within Multnomah County.
- Describe how the proposal will promote and support meaningful anti-violence measures.
- Provide and be able to show through the assistance of a research partner –a positive qualitative and quantitative impact on the District TEA.
- 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 Letter of Agreement (LOA).**

Capabilities/Competencies

- Applicant must fully describe its capabilities to (1) implement the program within the identified target 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 retaliatory shootings.
- Demonstrate experience in working with law enforcement, criminal justice agencies, trauma hospitals and/or community-based partners on targeted enforcement, prevention activities, and/or community engagement.
- Applicants will be scored on experience with trauma informed crisis response, including crisis response to hospitals to work with shooting victims and their families. Applicants will be scored on the use of statistics or outcome data from supporting organizational efforts directly related to 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
- Client incentives for engagement and achievement of life plan goals
- 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

The subgrantee is 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

The subgrantee 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

The subgrantee is 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)

The subgrantee is 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. **See exemptions for nonprofit organizations below.**

- [Certification of Compliance with 8 U.S.C. § 1373](#) (**Nonprofit organizations are exempt from completing this certification**)
- [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). (**Nonprofit organizations are exempt from completing this questionnaire**)
- [Applicant Disclosure of High-Risk Status](#)
- [Applicant Disclosure of Lobbying Activities](#)
- [Certified Assurances](#)