

The Criminal Justice Coordinating Council (Council) in partnership with the United States Attorney's Office of the Northern District of Georgia is pleased to announce that we are seeking applications for funding under the Project Safe Neighborhoods (PSN) Grant Program. This program furthers the State of Georgia's strategic goal to prevent or reduce crime and violence.

2013 Project Safe Neighborhoods (PSN): Violent Gang and Gun Crime Reduction Program Request for Application (RFA)

Eligibility

Applicants are limited to units of state and local government and private, non-profit community organizations located in the following locations: the City of Atlanta and Clayton County, with a required partnership from state and local juvenile justice and community agencies, such as law enforcement, prosecutors, judicial agencies, family and youth services, schools, community-based organizations serving youth and adolescents, community associations, faith-based organizations, neighborhood planning units and other agencies serving high-risk youth and young adults as appropriate.

Note: If an award is made, it must be administered by a unit of local government or a private organization holding non-profit status.

Deadline: All applications are due at 5:00 p.m. on February 26, 2013

Available Funding: Approximately \$350,000

Award Period: July 1, 2013 through June 30, 2014¹

Contact Information

For assistance with the requirements of this solicitation, contact:

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Release Date: February 13, 2013

¹ The award period is dependent upon when federal funding becomes available (if awarded) and, therefore, it may change.

Project Safe Neighborhoods (PSN) Program 2013 Project Application

Project Safe Neighborhoods (PSN) Grant Program Overview

History and Foundation

The Project Safe Neighborhoods (PSN) Program was launched in 2001 as a gun crime reduction effort, and was modified in 2006 to encompass initiatives seeking to reduce gang violence. PSN was built upon the foundations of previously-existing gang and gun crime reduction efforts. By studying these projects, the U.S. Department of Justice (DOJ) determined that successful crime reduction initiatives had three common elements: They were comprehensive, coordinated and community-based.

Comprehensive—The most successful initiatives marry enforcement with prevention and deterrence efforts.

Coordinated—Programs that ensure coordination between enforcement, deterrence and prevention efforts are more likely to succeed than those that do not.

Community-based—The composition of gang and gun-related crime varies at the local level, and the resources available to address it vary from district to district. Accordingly, any national crime reduction program must remain sufficiently flexible for jurisdictions to implement it in a way that both responds to the specific problem in that area, and accounts for the particular local capacities and resources that can be dedicated. PSN represents the national commitment to reduce gun and gang-related crime in America by coordinating with existing local programs which target these crimes, and by providing those programs with the additional tools necessary for them to be successful. PSN's five core elements - partnerships, strategic planning, training, community outreach and accountability) have guided the program since its inception.

- The partnership element requires workable and sustainable partnerships with federal, state, and local law enforcement and prosecutors.
- Community strategic problem-solving involves the use of data and research to isolate the key factors driving violent crime at the local level.
- The outreach component incorporates communication strategies geared at residents, youth offenders, and other community members.
- The training element underscores the importance of ensuring that each person involved in the gang and gun reduction effort—from the police officer; to the prosecutor; and the community outreach worker—has the skills necessary to be most effective.
- The accountability element ensures that the PSN task force regularly receives feedback about the impact of its interventions to make necessary program adjustments.

For more specific guidance with the development and implementation of your proposed project as it relates to the Project safe Neighborhoods (PSN) grant program, the link to the national PSN site can be accessed here: www.psn.gov.

Background and Guiding Principles

The Criminal Justice Coordinating Council will make one award or multiple awards for approximately \$350,000 for state or local governments or nonprofit agencies to provide services that will enhance and support the PSN strategy implemented in the Northern District of Georgia.

Grant funds are designed for the following activities:

- To conduct focused law enforcement activities;
- To increase community outreach of the dangers posed by the illegal and irresponsible use of guns;
- To deter and prevent youth from becoming involved with guns or gangs by impact youth at-risk of gang involvement in, or within, close proximity to the target areas identified in this Request for Proposal;
- To develop public awareness campaigns, to enhance ex-offenders' efforts to rebuild their lives and to strengthen the communities to which they return; and
- To conduct research and provide data that guides the law enforcement activities and identifies the worst offenders in the target area.

Criminal Justice Coordinating Council

The Criminal Justice Coordinating Council (Council) is the state administering agency for the federally-funded PSN program; as such, the Council will be the agency administering the PSN local grant program. This application kit provides information on the grant application guidelines.

Application Deadline

The deadline to submit applications under this announcement is **5:00 p.m. Eastern time on February 26, 2013**. The Council highly recommends starting the process as early as possible to prevent delays in the application submission by the specified deadline.

Timeline

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| • Request for Applications (RFA) Released | February 13, 2013 |
| • Applications Due | February 26, 2013 |
| • Announcement of Award Recipient(s) | July 1, 2013 |
| • Tentative Grant Award Effective Date | July 1, 2013 ² |

² The grant award date as stated is the anticipated award date. It is dependent upon when federal funding becomes available (if awarded) and, therefore, may change.

Eligibility

Applicants are limited to units of state and local government, and private, non-profit organizations with IRS 501 (c) (3) status that can demonstrate a proven track record of providing suppression, prevention, intervention, community outreach, and/or reentry and case management services to ex-offenders in the Northern District of Georgia. For those applicants submitting an application as a non-profit, verification from the Internal Revenue Service (IRS) of non-profit 501 (c) (3) status signed by an authorized representative of the IRS is required. ALL non-profit applicants must submit this verification even if you are a current DOJ grantee and documentation is assumed to be on file.

Purpose of the Award

To provide applicants with the critical funding needed to design, develop, continue and/or implement specific components of a comprehensive PSN strategy, which includes partnerships, strategic planning and research integration, training, prevention and intervention, and accountability and data-driven efforts. Funding is restricted to programs that:

- Offer focused law enforcement services to reduce the occurrence of violent gang and gun - related incidents through both reactive and proactive efforts;
- Offer re-entry services for adult violent offenders returning to the community from a secure confinement;
- Offer supervision and support to high-risk youth offenders referred to programming or monitoring by Juvenile and/or Superior Courts;
- Has been established as a multi-jurisdictional violent crime task force;
- Provides continued training to State and local law enforcement;
- Conduct research and data collection that will assist with the implementation of a evidence-based law enforcement initiative;
- Purchase equipment necessary to gather information on targets/criminals;
- Address the prevention of violence through prosecution, with specific inclusions of PSN;
- Implement continued outreach initiatives and new outreach campaigns; Focus on juvenile-related programs that prosecute gun offenders, provide special supervision of juveniles prosecute adult offenders who provide guns to juveniles, or provide education and outreach to juveniles regarding firearms laws;
- Conducts research;
- Implements eligible education, supervision, outreach and prevention initiatives to address the PSN goal of reducing gun violence and/or increases prosecutions of Federal firearms crimes in the target areas.

Amount to be Awarded

All awards are subject to the availability of appropriated funds and any modification or additional requirements that may be imposed by law. The total amount available under this solicitation is approximately \$350,000.

Eligible agencies are entitled to apply for funding under this solicitation knowing that the Council and USAO may make one award for the entire available amount, or multiple awards. The successful applicant will have no more than 12 months from the date of award to expend all funds. Applicants should assume that this is a one-time award; no continuation funding should be anticipated.

Program Areas

The project area described below consists of specific components of suppression, prevention, intervention, community policing, outreach and public awareness campaigns, reentry and prosecution. Collaboration between law enforcement, prosecutors, service providers and community organizations are crucial to the success of these programs and applications submitted under this program area will be required to show broad-based community support.

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 Council'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. CJCC performance measures for Project Safe Neighborhood grant recipients can be found at <http://cjcc.georgia.gov> <Grant Programs<Project Safe Neighborhoods.

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 Council's website. Under each of the budget categories, the applicant must attach a budget narrative explaining the purpose for the funds.

Match Policy

The federal funds provided under the Project Safe Neighborhoods (PSN) Grant Program do not require recipients to provide match funds.

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”

WHAT AN APPLICATION MUST INCLUDE:

This section describes what an application should include and outlines the components required to submit a complete application. Applicants should anticipate that failure to submit an application that contains all of the specified elements may negatively affect the review of the application; and, should a decision be made to make an award, it may result in the inclusion of special conditions that precludes access to or use of award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that some application elements are so critical that applications unresponsive to the scope of the solicitation or that do not include a program abstract, project narrative, and budget detail worksheet including a budget narrative will be deemed ineligible for funding.

A. Abstract (One page or less)

The abstract must provide an overall summary of the project and include a summary of the case management services, evaluation abilities, and offender recruitment strategies. The abstract must be single-spaced and drafted using a standard 12-point font.

B. Program Narrative (5-10 pages)

Applications should include narrative information using the format outlined below to explain the purpose, goals and objectives, implementation plan, participants, and evaluation methods for the proposed grant project. **The program narrative must not exceed ten pages, must be double-spaced and must be printed in a standard 12-point font. Please number the pages “1 of 10”, “2 of 10”, etc.**

a. Statement of the Problem

Describe the problem(s) you will be addressing in your program. Explain the nature and extent of gun violence problems in your community. Fully explain the specific problems your proposal addresses and provide statistical data (if available) to support your explanation. Describe who is experiencing the problem (an area of your community, people of specific age, race, gender, a segment of the criminal justice system, etc.).

b. Project Operation/Activities

Describe the expertise and background of the organization that qualifies you to carry out this program. Describe the length of time and specific experience the organization has in operating programs the programs for which funding is sought. Explain how your organization will be implementing the project and your operational protocol. Explain in detail how your project will work to include the target audience. Describe the activities that will take place in order to reach the goal(s) listed. Tasks should be listed as a timetable in which they will be completed (monthly or quarterly).

c. Project Goals, Objectives, Performance Measures, Evaluation Methods, and Activities

Describe what you expect your project to achieve when it is completed. Using concise sentences, clearly describe the long-term outcomes you expect to achieve, how you expect to monitor and evaluate it. Goals need to be both realistic and achievable.

Performance measures document how you plan to measure the success of your project. Briefly describe how you will measure the success of your project. Describe the resources in place to collect the information, the methods of collection, and how the information will be reported.

C. Budget Worksheet and Budget Narrative

Applicants are required to submit a draft budget and budget narrative outlining how the funds requested will be used to support and implement the program. This narrative should include a breakdown of costs, as well as how funds will be allocated across approved budget categories of Personnel, Fringe Benefits, Travel, Equipment, Supplies, Consultants/Contracts, and Other. The Budget Worksheet and Budget Narrative can be found on our website, <http://cjcc.georgia.gov>

D. Additional Documents

Applicants must attach job descriptions and resumes (if already in place) of key staff associated with the implementation of the proposed project.

Applicants should also include a project timeline of the activities to take place and the goals to be achieved.

Required Forms

The following forms are required to be submitted along with the application and can be accessed on the Council's website at <http://cjcc.georgia.gov>.

- Grant Application Cover Sheet****
- Designation of Grant Officials***
- Audit Requirements***
- Assurances****
- Civil Rights Contact***
- Certifications****
- Disclosure of Lobbying Activities****
- Memorandum of Understanding with other Service Providers***

****Form must be signed by the Authorized Official (i.e., the Board of Commissioners or Mayor if a local government entity, the Board Chairperson, if a non-profit agency)***

Reviewing the Application

The Council 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 U.S. Attorney's Office.

When an application is received at the Council office, there is no commitment on the part of the Council 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 Council and are made both through objective tools and subjective decision-making.

Funding Decisions

All funding decisions related to this solicitation are made solely by the U.S. Attorney's Office of the Northern District of Georgia based on the recommendations by the PSN Task Force Funding Committee. The Council 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, Council Director or the U.S. Attorney of the Northern District of Georgia.

HOW TO APPLY

Complete the necessary information along with all additional required documentation and submit the completed application (which includes all of the required documents) to the Council using the Adobe form available [here](#). Please note that you will not be able to save an incomplete application and return at a later time. Ensure that you have all of the required information and attachments before submitting your documents. To be eligible for funding consideration, a complete application must be received by our office on or before the due date of **February 26, 2013 at 5:00 P.M.** No mail or e-mailed applications will be accepted.

APPLICATION CHECKLIST

This checklist has been created to assist with developing the application.

Eligibility Requirements:

- Applicant agency meets eligibility requirements
- Proposed Budget is within the allowable limits

What an Application Must Include:

- Abstract
- Program Narrative

Other Required Forms:

- Grant Application Coversheet
- Budget Detail Worksheet and Budget Narrative
- Standard Assurances
- Audit Requirements
- Certifications
- Civil Rights Contact
- Designation of Grant Officials
- Disclosure of Lobbying
- Memorandum of Understanding (if applicable)
- Job Descriptions and/or Resumes
- Project Timeline