



CRIMINAL JUSTICE COORDINATING COUNCIL

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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 goals and indicators to break the cycle of gangs and gun violence by preventing and reducing crime.

2010 Project Safe Neighborhoods (PSN): Neighborhood Violence Prevention Initiative Request for Application (RFA)

Eligibility

Lead applicants are limited to units of local government and private, non-profit community organizations located in the following counties: Clayton, Cobb, DeKalb, Fulton and Gwinnett, with a required partnership from state and local justice and/or community agencies, such as law enforcement, prosecutors, judicial agencies, family and youth services, schools, community-based organizations serving adults, youth and/or adolescents, faith-based organizations, neighborhood planning units and other agencies serving high-risk individuals 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 28, 2011

Contact Information

For assistance with the requirements of this solicitation, contact:

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Release Date: January 6, 2011

2010 Project Safe Neighborhoods (PSN): Neighborhood Violence Prevention Initiative Request for Application

Project Safe Neighborhoods (PSN) Grant Program Overview

History and Foundation

The Project Safe Neighborhoods initiative 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 -- While enforcement is a necessary and important aspect of crime reduction programs, 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 -- Gang and gun related crime is local, 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. Project Safe Neighborhoods 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 both offenders (focused deterrence") and the community ("general deterrence"). 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; to the community outreach worker -- has the skills necessary to be most effective. Finally, the *accountability* element ensures that local task forces regularly receive feedback about the impact of its interventions so that adjustments can be made if necessary.

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/

Northern District of Georgia

Under the current Project Safe Neighborhoods funding structure, the continuation of funding specific to U.S. Attorneys seems likely to be eliminated in the FY 2011 federal budget. In the Northern District, there remains approximately \$ 358,000, which combines funding from both FY 2009 and FY 2010 program years. The U.S. Attorney's Office (USAO) intends to expend the remaining funds by granting award(s) geared towards one-time anti-violence project(s) targeting one or more high crime neighborhoods in Clayton, Cobb, DeKalb, Fulton and/or Gwinnett.

The Criminal Justice Coordinating Council (Council) is the state administrative agency designated to administer the federally funded PSN program; as such, the Criminal Justice Coordinating Council will be the agency administering this grant program. This application kit provides information on the grant application guidelines.

The deadline to submit applications under this announcement is **5:00 p.m. eastern time on February 28, 2011**. 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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|---|--------------------------|
| • Letter of Intent Released | November 10, 2010 |
| • Letter of Intent Due | December 7, 2010 |
| • Request for Applications (RFA) Released | January 6, 2011 |
| • Applications Due | February 28, 2011 |
| • Announcement of Award Recipient(s) | March 2011 |
| • Grant Award Effective Date | April or May 2011 |

Eligibility

Please refer to the title page for eligibility under this program.

The U.S. Attorney's Office of Northern District of Georgia selected the counties of Clayton, Cobb, Dekalb, Fulton and Gwinnett as eligible for this funding opportunity based on the following strategy:

- Each was identified as having the highest crime statistics in the North Georgia region
- Each was identified to have the highest concentration of violent crime within their North Georgia region

Purpose of the Award

To provide applicants with the critical funding needed to design, develop, continue and/or implement specific components of a comprehensive anti-violence project targeting high crime neighborhoods in the following counties: Clayton, Cobb, Dekalb, Fulton or Gwinnett. Funding is restricted to programs that:

- Offer supervision and support to high-risk youth offenders referred to programming or monitoring by Juvenile and/or Superior Courts; or

- Offer re-entry services for adult violent offenders returning to the community from a secure confinement.

Applicants are encouraged to review the Office of Juvenile Justice and Delinquency Prevention's Model Programs Guide as well as guidance from the National Reentry Resource Center to ensure that their proposal is based on a scientifically tested and proven program model. Their information can be accessed here, respectively: <http://www.ojjdp.gov/mpg/> and <http://nationalreentryresourcecenter.org/audiences/community-faith-based>. While this is not exclusive of all program models, note that additional program models are available and appropriate.

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 **\$358,262.**

Eligible agencies are entitled to apply for funding under this solicitation knowing that the Council and U.S. Attorney's Office may make as few as one award or as many as two awards. Please note that requests and the subsequent funding awards will not exceed \$179,131 per award, if two recipients are selected and the full award amount if only one recipient is selected.

Approximately 10% of each award must be reserved for evaluation of the project.

The successful applicants will have no more than 24 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 two project areas described below consist of specific components of broader anti-violence initiatives such as *Project Cease Fire* or *OJJDP's Comprehensive Gang Strategy*. Numerous examples of these types of programs are available. However, in both instances, the basic program components are well established and available through a variety of sources.

Youthful offender programs

Programs providing support and supervision to high risk youthful offenders should **serve youth with significant criminal histories in lieu of more severe legal sanctions.** The primary objectives are to prevent recidivism among participants and reduce violent crime within the targeted community. Program referrals can be made by both the Juvenile and/or Superior Courts. These programs typically consist of educational activities (GED preparation, remedial review, etc.) and counseling services offered three to five days each week. Project staff and volunteers may include former offenders and/or gang members. Such programs often provide family outreach services and job training/referral services, and usually provide close supervision of participants in partnership with local law enforcement. **Applications for these programs must include at a minimum:**

- Clearly defined referral criteria;
- A well structured referral process;

- A clearly defined program description with clearly defined activities and participant expectations, including sanctions for non-compliance;
- Provisions for close supervision and regular reporting for participants;
- Remedial educational activities, such as GED instruction, employment support, job training, etc.

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.

Adult re-entry programs

Adult re-entry programs should offer services for **adult violent offenders returning to the community from secure confinement** to targeted communities. The primary objectives are to prevent recidivism among participants and reduce violent crime within the targeted community. Program referrals must be made by adult criminal justice agencies. **Applications for these programs must include at a minimum:**

- A well structured referral process beginning prior to release;
- Close supervision as mandated by the State Department of Probation and Parole;
- Transitional support services, such as housing, educational opportunities, English as a Second language (ESL) and employment assistance, etc.;
- Job search and placement services;
- Structured counseling services;
- Family involvement and support services.

Performance Monitoring and Evaluation

The grant recipients will be required to collect and report quarterly and annual performance data in accordance with requirements of the Project Safe Neighborhood's program measurement tool. 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.

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.

The grant recipient will also be required to cooperate with an independent evaluator to collect additional data to demonstrate system impact, extent of collaboration, commitment of resources for sustainability, and program effectiveness in improving outcomes among participants.

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 furnish a narrative explaining the purpose for the funds; federal funds requested, along with totals.

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; and
- Construction projects.

WHAT AN APPLICATION SHOULD INCLUDE:

This section describes what an application should include and sets out a number of elements. 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, budget detail worksheet including a budget narrative, project timeline, and memoranda of understanding will neither proceed to the review phase nor receive further consideration.

A. Abstract

The abstract must provide an overall summary of the project and include the project's purposes, goals, and deliverables. The abstract may be single or double-spaced but must use a standard 12-point font and must not exceed 1 page.

B. Program Narrative

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 fifteen pages, must be double spaced and must be printed in a standard 12-point font.** Please number the pages "1 of 15", "2 of 15", etc.

Because many of the sections are related to others, be sure to specifically answer only what the section requires; providing more information than requested will cause redundancies.

Section 1: Problem Statement and Target Population (20%)

Describe, in detail, the specific problem (violent crime) in the community that will be targeted by the proposed project. Applicants must provide baseline data for violent crime levels in the targeted neighborhood(s) and include provisions for monitoring this data for a minimum of two years. In addition, the applicant should provide a thorough description of the targeted community with demographic and economic data. A description of existing services serving both youthful and adult offenders, as well as gaps in services, should be included.

Re-entry proposals should describe the difficulties facing violent offenders returning to the targeted community and provide an estimate of the number of violent offenders returning to the community each year. Specific barriers to reducing violent crime, such as inadequate law enforcement presence, or lack of community cohesion, should also be addressed, as well as current crime prevention and intervention efforts, if any, within the targeted locality.

Checklist

- Did you provide statements that identify the specific problem or problem(s) to be addressed, data that explains the problem, details the gaps in services that exist within

your community and distinguishes your proposed project from current efforts at combating the problem, if any?

- Have you described the services that currently exist in your community for the proposed population?
- If your project is focused on re-entry, did you detail the difficulties posed and the number of offenders returning to your community?

Section 2: Program Design, Goals & Implementation (10%)

Based on your problem statement, identify no less than (4) goals and objectives for program development, implementation, and outcomes. Goals and objectives should be SMART: specific, measurable, achievable, realistic given resources provided, and time-limited. Goals must address each of the following:

- Reduction of violent and gang crime in the targeted community as measured by state and local crime statistics;
- Prevention of recidivism among program participants as measured by the rate of re-arrests for new **felony** offenses;
- Collaborative partnerships with law enforcement and community organizations within the targeted community designed to reduce crime and improve quality of life for residents;
- Improvement in educational and employment outcomes for participants;
- Prevention/reduction of substance abuse (where applicable) among participants.

Checklist

- Do the goals and objectives identify what your project will accomplish in the time period?
- Do the goals and objectives describe the impact your project will have on the problem?

Section 3: Project Activities & Work Plan (40%)

This section should describe the basic details of the proposed program, including the evidence-based model(s) the program replicates and any information about the program's effectiveness in reducing detention and recidivism in the proposed target population. Based on current efforts within your community, this section should detail how the project will complement or supplement existing anti-crime efforts or fill existing gaps in services. Take time to identify each program component or intervention included in the project, how assessment tools will be used to match participants to appropriate interventions, and how case management will be used to monitor participation. Describe how the program will be implemented, the on-going activities that will be performed and the work products that will result.

Provide a detailed work plan that shows what staff members or partners will be responsible for which activities, under what timeline activities will be accomplished, and the program outputs and outcomes that will result.

Checklist

- Did you describe the evidence-based model that led your agency to determine the project would be successful in your community?
- Did you describe how the program will reduce recidivism among participants and violent crime in the targeted community?
- Did you take into consideration how your proposed project will complement existing anti-crime efforts within the same community?

- Did you include a detailed work plan, including a timeline outlining the project from beginning to the end?
- Did you describe how this proposed program is related to the overall needs of the community?
- Could a person unfamiliar with your project read this section and understand how your program will operate from day to day?

Section 4: Capabilities, Capacity and Community Collaborations (20%)

This section should clearly explain the mission and philosophy of the lead agency, and describe the capacity of the applicant to implement the proposed project. This section should include a detailed overview of how the project will be managed, the roles of partnering agencies, and a description of how communication among collaborators will be managed. A signed Memoranda of Understanding must be attached identifying each partner assisting the project implementation.

****** Any applicant failing to submit the required MOU will not be reviewed. ******

Checklist

- Did you describe the management structure and staffing of the project, identifying the agency responsible for the project?
- Did you describe the capability of the lead organization and collaborative partners to implement the project, including gathering and analyzing information, developing a plan, evaluating the program, and include resumes for key personnel?
- Did you describe how the project would be organized and staffed to meet each of the requirements? The management and organizational structure described should match the staff needs necessary to accomplish the tasks outlined in the implementation plan.
- Did you attach an MOU signed by all partners?

Section 5: Project Evaluation (10%)

Describe the existing capacity of the lead agency and partners to measure program success, including your ability to collect, manage, and analyze data on program inputs, activities, participant characteristics, and program outcomes.

This section should describe how participation will be tracked and how changes in behavior of program participants as a result of their participation in the program, particularly recidivism, will be measured. Recidivism should be tracked for at least one year following completion of the program. Describe your lead agency and partners' ability to collect qualitative and quantitative performance data, file performance reports, and work with an external evaluator on collection and analysis of data and preparation of final reports.

Checklist

- Have you included output measures to measure program activities and participant characteristics?
- Did you identify what data elements and information will be collected to evaluate the overall effectiveness of the proposed project?
- Have you included outcome measures to illustrate the success of your project?
- Have you described how you will measure detention and recidivism of program participants during the one-year follow-up period?

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.ga.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.

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.ga.gov>:

- ☐ **Budget Work Sheet and Budget Narrative**
- ☐ **Grant Application Cover Sheet****
- ☐ **Designation of Grant Officials**
- ☐ **Audit Requirements**
- ☐ **Assurances****
- ☐ **Civil Rights Contact**
- ☐ **Certifications****
- ☐ **Disclosure of Lobbying****

*****Form must be signed by the Authorized Official (County Commissioner, if County, Mayor, if a City, and 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. Applications for funding go through many reviews. With that said, 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 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 and all letters of intent received in response 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 return them to the Council. To be eligible for funding consideration, a complete application must be **received in our office (not postmarked) either by mail or delivery** on or before the due date of **February 28, 2011 at 5:00 P.M.**

Send the original and three bound copies (4 total) to:

Criminal Justice Coordinating Council
ATTN: 2010 PSN Request for Application
104 Marietta Street, Suite 440
Atlanta, Georgia 30303

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 Should Include:

- ☐ Abstract*
- ☐ Program Narrative*
 - ☐ Problem Statement & Target Population
 - ☐ Program Design, Goals & Implementation
 - ☐ Project Activities & Work Plan
 - ☐ Capabilities, Capacity and Community Collaborations
 - ☐ Project Evaluation
- ☐ Budget Detail Worksheet and Budget Narrative*
- ☐ Job Descriptions and/or Resumes*
- ☐ Memoranda of Understanding*
- ☐ Letter of Support, if desired
- ☐ Other Required Forms*
 - ☐ Assurances
 - ☐ Audit Requirements
 - ☐ Certifications
 - ☐ Civil Rights Contact
 - ☐ Designation of Grant Officials
 - ☐ Disclosure of Lobbying
 - ☐ Grant Application Cover Sheet