

The Criminal Justice Coordinating Council (CJCC) 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 grant program furthers the Northern District of Georgia's strategic goal to develop the capacity of law enforcement to reduce gun violence.

## FY2023 Project Safe Neighborhoods (PSN): Gun Violence Reduction Grant Program

### Request for Proposals (RFP)

*from Law enforcement Partners*

#### Eligibility:

Applicants are limited to units of local and state law enforcement who operate or will service within any of the 46 counties in the Northern District of Georgia. The Northern District comprises the counties of Banks, Barrow, Bartow, Carroll, Catoosa, Chattooga, Cherokee, Clayton, Cobb, Coweta, Dade, Dawson, DeKalb, Douglas, Fannin, Fayette, Floyd, Forsyth, Fulton, Gilmer, Gordon, Gwinnett, Habersham, Hall, Haralson, Heard, Henry, Jackson, Lumpkin, Meriwether, Murray, Newton, Paulding, Pickens, Pike, Polk, Rabun, Rockdale, Spalding, Stephens, Towns, Troup, Union, Walker, White and Whitfield.

**Note: If an award is made, it must be managed by a local or state government agency.**

**Deadline:** All applications are due at **5:00 p.m. by Friday, June 28, 2024\***

\*application narratives should not be more than 3-5 pages. See the below suggested outline.

Available Funding:

Grant Program Funding Available: \$75,000

**Multiple awards with a maximum dollar amount of \$37,000**

Award Period\*: Each award is one year (12 months) in length. Extensions will be limited.

#### Contact Information:

For assistance with the requirements of this solicitation, contact:  
Mia Smith, Program Director, at 404-654-5693 or [Mia.smith@cjcc.ga.gov](mailto:Mia.smith@cjcc.ga.gov)

**\*THIS IS A FEDERAL REIMBURSEMENT GRANT OPPORTUNITY\***

Release Date: May 29, 2024

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\*Awards are funded based on an external selection committee vote. All conditions stated within this document are considered. The award period is dependent upon when federal approval (if selected for funding) is received; therefore, exact award dates cannot be given until federal approval is received.

# THIS IS A FEDERAL SUB-GRANT SUBJECT TO FEDERAL RULES AND REGULATIONS

## SECTION I: OVERVIEW AND INSTRUCTIONS

### The Project Safe Neighborhoods Grant Program

Project Safe Neighborhoods (PSN) is designed to create safer neighborhoods through a sustained reduction in crime associated with gang and gun violence. The program's effectiveness is based on the cooperation of local, state, and federal agencies engaged in a unified approach led by the U.S. Attorney (USA) in each district. PSN follows four key design elements of successful violent crime reduction initiatives: community engagement, prevention and intervention, focused and strategic enforcement, and accountability.

In 2021, the Department launched a violent crime reduction strategy strengthening PSN so that it is built on newly articulated core principles: fostering trust and legitimacy in our communities, supporting community-based organizations that help prevent violence from occurring in the first place, setting focused and strategic enforcement priorities, and measuring the results of our efforts. And the Department expressly underscores that the fundamental goal of this work is to reduce violent crime in the places we call home, not to increase the number of arrests or prosecutions as if they were ends in themselves.

### Criminal Justice Coordinating Council

The Criminal Justice Coordinating Council (CJCC) is designated by the Governor of Georgia as the State Administering Agency for criminal justice and victims' assistance programs. Created by the General Assembly (O.C.G.A. § 35-6A-2), CJCC is comprised of twenty-four members representing various components of the criminal justice system.

### Overview of the Gun Violence Reduction Program

CJCC in partnership with the United States Attorney's Office of the Northern District of Georgia (NDGA) is seeking applications for funding for the FY2023 PSN Gun Violence Reduction (GVR) grant program. The grant funds can be used to address gun violence; to implement or enhance engagement and policing strategies through the development or testing of innovative strategies; to build knowledge about effective practices and outcomes; and to support new, creative approaches to preventing gun crime and promoting safer communities throughout the Northern District.

### Project-Specific Information

Funding has been established to support specific law enforcement lead projects related to the reduction of gun and gang crime, such as the following subcategory areas (please note this list is not exhaustive):

- **Gun Reduction:** Prevention, intervention, and/or suppression strategies that can increase gun safety and decrease illegal gun use. Applications should include evidence-promising practices that address gun-violence, such as projects or programs that focus on deterrence, community mobilization, social intervention, case-review partnerships, education, outreach, suppression, and/or address youths, violent-repeat offenders, or high-risk returning citizens.
- **Equipment and Technology:** Projects that intend to invest in technology or equipment that will allow law enforcement to respond more effectively and efficiently to gun violence. This can include secure gun storage, safety, evidence management, and ballistics tracing and tracking equipment/systems.

- **Education and Prevention:** Projects that help reduce instances of gun crime by taking a proactive approach of keeping at-risk populations from offending or becoming victims of crimes. Applicants should take a comprehensive approach that established public awareness on how to address potential rises in gun violence/crimes. This can include projects that focus on initiatives to address rises in gun theft from motor vehicles.

Evidence-promising project ideas can be found at [crimesolutions.ojp.gov](https://crimesolutions.ojp.gov)

#### Unallowable Use of Funds\*

- Projects seeking funding to hire sworn law enforcement personnel will not be considered.
- Projects that *exclusively* seek to purchase technology, software or mobile applications, or equipment **without** offering broader training, programming, or services to support those tools will not be considered.
- Projects that include the majority of funding for generally unallowable costs such as vehicles, food, exercise and recreational equipment, and promotional items such as gifts and souvenirs will not be considered.

**\*Please see [Attachment A](#) for a more detailed list of allowable and unallowable expenses\***

#### Match Requirement

There is no match requirement for this federal award program.

#### Supplanting

Awards must be used to supplement existing funds for program activities where they exist, not replace or supplant nonfederal funds that have been appropriated for the same purpose.

#### Risk Assessment and Monitoring

Risk Assessment and Monitoring. [2 CFR 200.332\(b\)](#) states that “all pass-through entities must... evaluate each subrecipient’s risk of noncompliance with Federal statutes, regulations, and the terms and conditions of the subaward for the purposes of determining the appropriate subrecipient monitoring.” Risk assessment and monitoring apply to the grantee court(s), not to individual participants. Please see the links below for more information.

The FY23 Gun Violence Reduction Grant monitoring schedule will be developed based on the overall subrecipient risk. The risk assessment should be completed using the subgranting agency's information. Click [here to complete risk assessment](#). See below for instructions on how to complete the risk assessment:

- [Non-Profit Risk Assessment Instructions](#)
- [Government Agency Risk Assessment Instructions](#)
- [University Risk Assessment Instructions](#)

\*\*Risk assessment should only be completed by applicants who **have not** completed a risk assessment in the last 12 months.

## SECTION II: APPLICATION AND SUBMISSION INFORMATION

Please submit a 3–5 page application using the following outline: (a) what is the **problem**; (b) what is **needed** to address the problem; and (c) how the **proposed project** is designed to provide those needs.

**Problem Statement:** Provide a summary of the specific problem(s)/gap(s) the project (to be subsequently described) will address as it relates to violent crime. Specifically, *state what is driving the violence, and who and where are affected by the problem(s).*

Include any data or information that supports this claim. Information sources can include official counts (e.g., calls for service, code enforcement reports, incidents of crime, clearances in areas, jail populations); management data or assessments (e.g., community interactions, prior events, school records, public transit issues); surveys (e.g., questionnaires, interviews); or social patterns (e.g., resource allocations, service requests, evidence of decay, news articles, pictures). Only use data that are recent and relevant to the target population. For example, do not use statewide data for a local problem statement, and do not use national data for a statewide problem statement.

**Needs Statement:** Provide a brief explanation about what is driving the problem(s)/gap(s) and what is needed to address it. Specifically, *state how addressing the needs can reduce violent crime.*

**Project Description:** Provide a description of the project or program proposed to reduce the problem(s)/gap(s) by addressing local need(s). The summary should include all relevant location, agency, planning and implementation details. Describe the geographic area, current capacity to support the project, estimated number of individuals who will be served during the grant period, or any characteristics of the population, area of focus, and project components.

\* If an applicant is requesting to expand an ongoing project, the application must include a detailed description of the current project, the implementation status to date, and how the funding will be used to supplement existing funding to achieve project objectives.

- **Project goals:** Provide the goals of the proposed project. Applicants should explain how they will accomplish the proposed goals. The applicant should include how the project relates to the overall context of reducing violent gun and/or gang crime.
- **Project Activities:** This section should include a work plan that explains what activities the project will undertake and any other information that allows the reader to understand the specifics of the project. Make sure to fully details how the proposed funding will address the gap(s) problem(s) described in the needs statement. (no need to recap the problem, data, or target group provided in the other sections)

### Additional Application Attachments

#### Budget

All applicants must attach a budget using the provided Detailed Budget Worksheet. All line items within the budget are subject to review and approval. Decisions related to these budget line items are based on allowance of line-item costs per federal program guidelines, justification of costs in relation to project activities, and reasonableness of cost based on current market rates.

Please note that the budget worksheet downloaded has macros enabled for the purpose of editing line items. Prior to uploading the approved budget, the applicant will need to save via .xls file to disable the macros. Please contact CJCC if there are any questions regarding the provided budget sheet.

### How to Apply

Submit the completed Application including the requested information and all required attachments online at [https://cjcc.formstack.com/forms/fy23\\_gun\\_violence\\_reduction\\_grant\\_program](https://cjcc.formstack.com/forms/fy23_gun_violence_reduction_grant_program). To be eligible for funding consideration, a complete application must be submitted before 5 p.m. (EDT.) on June 28, 2024.

## SECTION III: POST-AWARD REQUIREMENTS

### Grant Acceptance

Subgrantees must accept or reject the grant award with required forms within forty-five (45) days of the award date. The subgrantee will be unable to request funds for reimbursement until the award documents are submitted to the Council.

### Special Conditions

At the time of the subgrant award, the Council will assign special condition as deemed appropriate for the program. The special condition will outline the subgrantee's responsibilities as well as federal and state regulation that must be adhered to, as a condition of accepting the grant award for the approved program. The special condition will be included in the award packet and must be reviewed, signed, and returned to the Council within forty-five days(45) of the award date. The Council may assume the grantee rejects the grant award if these acceptance documents are not received by this submission deadline.

**This is a federal reimbursement grant. Potential subgrantees are expected to abide by all federal rules and regulations.**

### Fiscal Accountability

Commingling of funds on either a program-by-program or project-by-project basis is prohibited. The subgrantee's accounting system must maintain a clear audit trail for each source of funding for each fiscal budget period and include the following:

- Separate accountability of receipts, expenditures, disbursements and balances. CJCC recommends creating an account in your accounting system for each grant using the grant number provided by CJCC.
- Itemized records supporting all grant expenditures in sufficient detail to show exact nature of activity.
- Data and information for each expenditure with proper reference for supporting voucher or bill properly approved.
- Maintenance of billing records for project related expenses (i.e. service invoices)
- Provisions for payment by check (as applicable).

Subgrantees will select whether they would prefer to be reimbursed for grant expenses on monthly or quarterly basis once awarded.

## Performance Measures and Reporting Requirements

Performance measurement can be defined as the process of routinely measuring the outputs and outcomes produced by a program, thereby allowing one to assess the effectiveness of program investments and activities. It has been found that measuring performance builds consensus and commitment within the justice community, assists with the goal of obtaining and allocating resources, demonstrates success, and improves accountability.

The Bureau of Justice Assistance (BJA), Office of Justice Programs, the federal entity that administers the PSN program, has developed performance measures for all PSN-funded program types. As such, the Council requires that all PSN-funded subgrantees complete a quarterly statistical report using BJA's Performance Measurement Tool (PMT). The PMT will ultimately help states produce evidence-based guidance on monitoring and evaluating all programs.

PMT reporting is completed based on grant-funded activities and due on the following dates:

| <b>Reporting Period</b> | <b>Due Date</b> |
|-------------------------|-----------------|
| July 1 – September 30   | October 15      |
| October 1 – December 31 | January 15      |
| January 1 – March 31    | April 15        |
| April 1 – June 30       | July 15         |

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## Attachment A

### Allowable Use of Funds

- Salary/Wages
- Overtime Compensation
- Fringe associated with OT
- Program/Project Supplies
- Maintenance and Operations
  - Project related media
  - Outreach
  - Prevention Activities
- Training
- Travel/Mileage
- Equipment (\$5K or more threshold for a single item)
- Rental costs (i.e. meeting space, conference room)
  - Must be limited to fair market value for similar facilities in your locality. Rental rates in excess of this amount will need special Federal approval.

### Unallowable Use of Funds

- Food/Beverages
- Prizes, rewards, entertainment, trinkets (or any type of monetary incentive)
- Participant stipends
- Gift cards
- Administrative costs
- Fundraising activities
- Electronic Immobilization Devices (EID)
- Construction or renovation costs
- Acquisition cost of real estate property
- Military type equipment
- Restitution payments
- Courts costs
- Fines, penalties, and late charges
- Bonuses or commissions
- Drones
- Vehicle purchases
- Building maintenance cost (i.e., lawn care, janitorial services, etc.)
- Utilities
- Covert “Buy Monies/ PEPI”
- Lodging over federal per diem rates
- Lobbying
- First Class Travel
- Pre-award costs
- Supplanting (Federal funds can only be used to supplement existing funds for program activities, it cannot be used to replace or supplant nonfederal funds that have been appropriated for the same purpose.)