

2022-2023 REQUEST for GRANT PROPOSALS  
APPLICATION INSTRUCTIONS AND REQUIREMENTS

# FY22-23 Project Safe Neighborhoods Grant Program

CRIMINAL JUSTICE COMMISSION

885 Summer St NE  
Salem, OR 97301

RELEASE DATE:  
**March 15, 2024**

APPLICATION OPEN DATE:  
**March 15, 2024**

ONLINE APPLICATION DUE DATE:  
**May 12, 2024**



## Grant Summary

### Purpose

This Request for Grant Proposals (RFGP) is to solicit applications from public and private entities for funding to implement the 2022-2023 Project Safe Neighborhoods (PSN) Violent Gang and Gun Crime Reduction Program with the United States Attorney's Office, District of Oregon (USAO). PSN is an essential source of grant funding for state and local law enforcement agencies charged with developing innovative multi-disciplinary, multi-agency approaches to addressing violent crime through the cultivation of collaborative relationships.

The USAO's PSN strategy is focused on reducing violent crime across the state with a particular focus on stopping retaliatory criminal conduct associated with gang activity and/or drug trafficking. FY22-23 PSN funds will aid the implementation of the USAO's PSN strategy across the state.

### Eligible Applicants

- Non-profit organizations
- District Attorney's Offices
- Units of local government
- State agencies
- Federally qualified health centers
- Educational institutions
- Departments of corrections
- And other organizations engaged directly or indirectly in violent crime reduction activities or services

### Application Instructions

To be considered for this grant award, applicants must complete the provided application under the guidelines provided in this document and submit it, via email, to the Criminal Justice Commission via the contact listed below.

### Key Dates

Application Release	<b>Friday, March 15, 2024</b>
Application Deadline	<b>Sunday, May 12, 2024, by 9:00pm PDT</b>
Award Notification	<b>On or about June 24-28, 2024</b>
Estimated Grant Period	<b>July 15, 2024 to September 30, 2026</b>

### Contact Information

For questions regarding the PSN grant program or to submit your application by email, please contact:

[Danielle.Typinski@cj.oregon.gov](mailto:Danielle.Typinski@cj.oregon.gov) (971) 301-1766

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## I. Overview

The Project Safe Neighborhoods (PSN) Violent Gang and Gun Crime Reduction Program is administered by the U.S. Department of Justice (DOJ), Bureau of Justice Assistance (BJA), through the Oregon Criminal Justice Commission (CJC). The CJC is the assigned Fiscal Agent for the USAO for this PSN funding. As such, the CJC is responsible for providing coordinated and transparent management of various programmatic and all financial components of the award.

## II. Availability and Duration of Funding

The CJC has approximately **\$350,000** available in funding to award as sub-grants. There is no cost sharing or matching requirement with these funds.

This application is a competitive, one-time solicitation offering support for an estimated grant period beginning **July 15, 2024** and ending **September 30, 2026**, with the possibility of a one-year, no-cost extension upon sufficient justification.

The source of this funding is the Project Safety Neighborhood Grant Program through the U.S. Department of Justice's Office of Justice Programs (OJP)/Bureau of Justice Assistance (BJA). The Assistance Listings number is 16.609.

## III. Grant Program Goals

The goal of the USAO's PSN Strategy is to reduce violent crime throughout the state. PSN FY 2022-2023 grant funding will enable the district to continue making progress toward this goal through the following objectives, listed below. These objectives, as well as the strategies designed to meet the objectives, are based on PSN's four pillars:

- **Community Engagement:**

Continue to develop and maintain partnerships with and between law enforcement, government entities, and community partners.

- **Prevention and Intervention:**

Continue and improve upon targeted prevention efforts for individuals at highest risk of being a victim or perpetrator of violence, including and especially firearm violence, in order to reduce the risk and occurrence of violence-connected injuries and deaths, and arrests.

- **Focused and Strategic Enforcement:**

Continue and improve enhanced investigations and prosecutions of individuals and groups/gangs engaged in serial shootings. Continue coordinating full exchange of information among law enforcement agencies, and other partners, about shootings and violent crime and increase capacity for rapid analysis of evidence.

- **Accountability:**

Improve the collection and use of data and monitor trends in gun and gang crime in crime reduction strategies.

#### **IV. Eligible Applications**

- Non-profit organizations
- District Attorney's Offices
- Units of local government (including local law enforcement agencies)
- State agencies
- Federally qualified health centers
- Educational institutions
- Departments of Correction
- Other organizations engaged in violent crime reduction activities or services

#### **V. Award Funds and Allowable Uses**

Grant recipients will receive all award disbursements on a payment reimbursable basis for costs incurred against an approved scope of work and budget.

Grant recipients may apply awarded funding toward costs incurred at any point during the grant period, so long as funds are spent on costs associated with the program goals and/or eligible program requirements outlined in Sections III and IV, and comply with the CJC's [Grant Administration Guide](https://www.oregon.gov/cjc/CJC%20Document%20Library/2023_GrantAdminGuide.pdf), which can be found on CJC's website at [https://www.oregon.gov/cjc/CJC%20Document%20Library/2023\\_GrantAdminGuide.pdf](https://www.oregon.gov/cjc/CJC%20Document%20Library/2023_GrantAdminGuide.pdf).

- **Permitted Uses**

Grant program funds may be spent within the following budget categories:

- *Personnel:*  
Salaries and wages for all grant-funded personnel
- *Fringe Benefits:*  
Fringe benefits for all grant-funded personnel (in whole or in part)
- *Travel/Training:*  
Eligible expenses for transportation, lodging, per diem, and registrations for trainings that support grant purposes
- *Equipment:*  
Permanent or non-expendable equipment with a purchase price of \$5,000 or more, or a useable life of two or more years, for a single item

- *Contractual Services:*  
An individual or organization providing a service or programmatic aspect of the work that is not provide by the grantee
- *Supplies:*  
Consumable materials or supplies, including the cost of small items of equipment that do not meet the threshold for the “Equipment” category
- *Other:*  
Other allowable expenses include such items as rent, postage, telecommunication, photocopying, equipment repair, and subscriptions to periodicals.
- *Administrative Costs (up to 10% of grant funds limitation):*  
Activities associated with administering the grant such as purchasing, budgeting, payroll, accounting, and staff services

- **Prohibited Uses**

Grant program funds may not be used for any of the following:

- Supplanting existing funding for programs, services, or supports already in operation
- Compensation of federal employees including salary, consulting fees, travel, or other compensation
- Land acquisition, including renting, leasing, or construction of building or other physical facilities
- Physical facility improvements, restoration, or remodeling
- Employee bonuses
- Firearms or tactical equipment
- Polygraphs
- Marketing or branding
- Lobbying, membership to lobbying organizations, or political activities, including political contributions
- Fundraising or donations
- Taxes
- Entertainment, including amusement, diversion, social activities, and any associated costs (i.e. tickets to shows or sports events, meals, lodging, rentals, transportation, and gratuities)
- Fines and penalties
- Home office workspace and related utilities
- Passport charges
- Food and drinks, except as allowed per diem in accordance with state and federal travel policies

- Alcohol
- Pets and pet care
- Tip lines/rewards and survey distribution/rewards

For more information on costs, please refer to the [DOJ Grants Financial Guide](#).

## VI. How to Apply

Applications are due on **Sunday, May 12, 2024**, by **9:00 P.M. PDT** via email to [CJC](#). Late applications will not be accepted. Applicants are encouraged to contact CJC staff with questions about the application requirements or other technical assistance inquiries. See page 2 for CJC contact information.

- **Application Submission Requirements**

1. Applications must be completed and submitted via email to Danielle Typinski at [Danielle.Typinski@cj.oregon.gov](mailto:Danielle.Typinski@cj.oregon.gov).

- **Estimated Grant Application Timetable**

<b>March 15, 2024</b>	Application released
<b>May 12, 2024</b>	Application deadline
<b>May 13-31, 2024</b>	Grant Review Committee makes award recommendations
<b>June 3-21, 2024</b>	BJA makes final award decisions
<b>June 24-28, 2024</b>	Intent to Award Notices sent
<b>July 15, 2024</b>	Grant Award Agreements sent

## VII. Application Contents

Applicants must submit the following information as part of the application.

- **Cover Sheet**

1. Organization name
2. Primary contact information
3. Fiscal contact information
4. Organization’s Unique Entity Identifier (UEI) number issued by the System of Award Management (SAM)

- **Statement of the Problem (SAP)**

1. Identify the existing need and problem.
2. Include relevant data, such as jurisdiction arrest and crime rates.

3. Identify the Targeted Enforcement Area (TEA).
4. Demonstrate an understanding of the Justice Department's PSN program, including its intent and goals.

- **Program Design and Implementation**

1. Provide a brief, but specific project/program proposal for how PSN grant funds will be used.
2. Describe succinctly and clearly how the proposal will implement the specific program strategy and achieve outcome measures.
3. Describe how the proposal will promote and support meaningful anti-violence measures.
4. Describe how the proposal will reduce violent crime in Oregon.
5. Describe how program success will be measured, including what and how qualitative or quantitative data or information will be collected to inform this assessment.
6. 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).
7. Applicants must clearly describe how they will use 30% of the awarded grant funds to support the activities of gang task forces or law enforcement gang activity objectives in the proposed project area.

- **Capabilities/Competencies**

1. 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.
2. Demonstrate expertise in collaborating with local, state, and federal law enforcement, and/or criminal justice partnerships (including the USAO).
3. Demonstrate experience in addressing gun and gang violence, gang violence associated with conflict over turf, narcotics distribution, aggression, and/or retaliatory shootings.
4. 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.
5. Address experience working with or managing federal grant funding.



- **Plan for Collecting Required Data**

1. Describe the performance indicators that will be used to measure project performance.
2. Describe the process for measuring project performance.
3. Indicate who will be responsible for collecting and reporting on project performance data associated with Quarterly Progress Reports and Performance Measurement Tool (PMT) Reports.

- **Budget**

1. Provide a budget and budget narrative that are complete, cost effective, and allowable (i.e. reasonable, allocable, and necessary for program activities). All applicants should use the Excel version of [OJP's Budget Detail Worksheet](#) to present budget line items and amounts.
2. Budget narratives should demonstrate how the applicant will maximize cost effectiveness of grant expenditures.
3. An indirect cost rate of 10% of the total amount requested is allowable.

## **VIII. Application Review and Award Decisions**

CJC staff will conduct the initial review of all applications received by May 12, 2024 at 9:00 P.M. Each application will be examined for general responsiveness to the guidelines provided in this RFGP.

If CJC staff determine that modifications to an application are required before advancing the application to the District of Oregon's PSN Grant Program Selection Committee, the applicant's primary contact person will receive electronic notice requesting revisions be made within a specified time frame.

- **Committee Review Criteria**

All applications that are responsive to the guidelines of this RFGP will be provided to the District of Oregon's PSN Task Force for review and evaluation based on the following criteria:

1. Statement of the Problem and Understanding of the PSN Program Strategy
2. Program Design and Implementation
3. Capabilities/Competencies
4. Plan for Collecting Required Data
5. Budget and Detailed Budget Narrative

- **Award Decisions**

The PSN Grant Program Selection Committee will submit their recommendations through to the CJC for ratification. The selections will be forwarded to the USAO District of Oregon. The final selections will be authorized by BJA before subawards can be finalized and funds disbursed. A decision to deny funding may not be appealed but does not prohibit resubmission of a similar proposal in a subsequent year of funding.

To be considered for selection, the organization must not be suspended or debarred from receiving federal funding, per Title 2 Part 200.241 of the Code of Federal Regulations (2 CFR 200.214),

- **Extension of Application Deadline**

CJC reserves the right to extend the application deadline by the posting of an amendment to this solicitation on the CJC website. Applications must be received by the May 12 deadline in the absence of an amendment.

## **IX. Award Conditions**

Grant recipients must agree to the grant award terms and conditions. The CJC may negotiate the terms of the Grant Award Agreement. In the event that mutually agreeable terms cannot be reached with a reasonable time period, as judged by the CJC, the CJC reserves the right to cancel the award to the applicant.

- **Monitoring and Reporting**

During the grant period, the CJC will monitor whether grant recipients are operating funded programs as described in the approved application and making progress toward the program performance objectives.

Grant recipients will be required to:

1. Report program expenditures quarterly to the CJC;
2. Submit quarterly programmatic reports explaining successes, improvements, barriers and deficiencies;
3. Accommodate periodic communications and/or site visits from CJC staff; and
4. Answer the required Bureau of Justice Assistance Performance Measure questions.

- **Grant Suspension or Termination**

Following reasonable notice to grant recipients and attempts to resolve problems informally, CJC may suspend funding in whole or in part, terminate funding, or impose another sanction for reasons including, but not limited to, the following:

- Failure of the funded program to comply substantially with the requirements or statutory objectives of the grant program guidelines issued hereunder, or other provisions of state law;
  - Failure of the funded program to make satisfactory progress toward the approved goals and objectives;
  - Failure of the funding program to adhere to the requirements of the grant award and standard or special conditions;
  - Proposing or implementing substantial changes that result in a funded program that would not have been selected if it had been subjected to the original review of applications; or
  - Failure of the funded program to comply substantially with any other applicable state statute, regulation, or guideline.
- **Special Conditions**

All applicable provisions from the federal award will be incorporated into the grants awarded under this solicitation. The successful applicants will also be subject to the subrecipient management requirements of the Uniform Guidance federal grant regulations (2 CFR 200.332), including a review of audit and financial statements, periodic on-site or remote monitoring, and a pre-award capacity evaluation. When applicable, findings from the pre-award capacity evaluation may be addressed in the grants awarded.

## **X. Contact for Technical Assistance and Questions**

For questions regarding the grant program or application please contact [Danielle.Typinski@cjc.oregon.gov](mailto:Danielle.Typinski@cjc.oregon.gov) or (971) 301-1766.