

**GOVERNOR'S OFFICE of CRIME CONTROL and PREVENTION**  
**FY 2020 Project Safe Neighborhoods (PSNM) Grant**

**Notice of Funding Availability**  
**Application Guidance Kit**



**Online Submission Deadline: July 18, 2019**

**Funded through:**  
**Project Safe Neighborhoods Grant**  
**Office of Justice Programs, Bureau of Justice Assistance**  
**(CFDA# 16.609)**

Governor's Office of Crime Control and Prevention  
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Crownsville, Maryland 21032-2022  
[www.goccp.maryland.gov](http://www.goccp.maryland.gov)  
(410) 697-9338

Larry Hogan, Jr., Governor  
Boyd K. Rutherford, Lt. Governor  
V. Glenn Fueston, Jr., Executive Director

**Note: Hard copy applications are no longer being accepted.**

**ELIGIBILITY**

Funding through this application is available to local law enforcement agencies and cooperating agencies to develop, implement, and support anti-gang prevention and violent crime reduction enforcement strategies in Maryland. Only one application per jurisdiction will be accepted.

**IMPORTANT NOTES**

Applicants are required to apply for grant funding through the Governor's Office of Crime Control and Prevention online application process located at <http://goccp.maryland.gov/grants/>. Instructions for completing the online application can be found at <http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf>. Additionally, all applicants **MUST** provide proof that they have a valid federal **DUNS** number and be **currently registered** with the [System for Award Registration \(SAM\)](#). A screenshot reflecting this information is sufficient.

## Getting Started

Thank you for applying for the **Project Safe Neighborhoods (PSNM) Grant Program** from the **Governor's Office of Crime Control and Prevention (GOCCP)**. The primary purpose of this program is to develop, implement, and support anti-gang prevention and violent crime enforcement strategies in Maryland through dedicated partnerships forming a PSN task force. Grant funds should be used to help 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.

If you need application assistance, please contact:

Tammy Lovill, Project Safe Neighborhoods Grant Program Manager  
410-697-9321  
[Tammy.Lovill@maryland.gov](mailto:Tammy.Lovill@maryland.gov)

Justice Schisler, Chief of Programs  
410-697-9334  
[Justice.Schisler@maryland.gov](mailto:Justice.Schisler@maryland.gov)

The Governor's Office of Crime Control and Prevention's success is measured by sub-recipient success. It is critical that we hear from you, our customers. To share your ideas of how the Governor's Office of Crime Control and Prevention can serve you better, email your program manager. Funding for this NOFA is allocated by Governor's Office of Crime Control and Prevention's Bureau of Justice Assistance award 2018-GP-BX-0051.

**Governor's Office of Crime Control and Prevention Mission:**

To serve as a coordinating office that advises the Governor on criminal justice strategies. The office plans, promotes, and funds efforts with government entities, private organizations, and the community to advance public policy, enhance public safety, reduce crime and juvenile delinquency, and serve victims.

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## I. ELIGIBILITY CRITERIA

### A. General

Project Safe Neighborhoods is a nationwide initiative that brings together federal, state, local and tribal law enforcement officials, prosecutors, and community leaders to identify the most pressing violent crime problems in a community and develop comprehensive solutions to address them. Each jurisdiction may **only submit one application** to include all partnering agencies within the jurisdiction. The applicant will develop a PSN task force plan for each jurisdiction to include the lead agency and the project partners. **The agency acting as the lead is to submit the application with the remaining partners listed in the contractual section of the budget. Local or State government entities are eligible to serve as the lead** applicant and submit an application to include the following **required project partners:**

- Local law enforcement
- State's Attorney's Office
- Institute of Higher Education for the research component (required)
- Maryland Department of Parole and Probation
- United States Attorney's Office

Additionally, the following partners/resources may be considered:

- Washington-Baltimore HIDTA for analytical services
- Maryland Department of Corrections
- Faith community
- Neighborhood associations
- Non-profit, non-governmental victim services programs including faith-based and community organizations (see I[B] and I[C] below).

The lead applicant and the project partners are required 1) to use a data-driven approach to clearly identify the violent crime problem in their jurisdiction, and 2) to develop specific strategies to address that problem and to gather relevant data to measure results with specific metrics in partnership with a research-partner.

**Only one application may be submitted per jurisdiction by the lead applicant with the project partners listed in the contractual section of the budget.**

### B. Non-profit – 501(c)(3)

An organization must provide proof of this status by submitting a copy of its status letter from the IRS with the application. The requirements for obtaining 501 (c)(3) status can be found on the Internal Revenue Service website ([www.irs.gov](http://www.irs.gov)); search for Publication 557, "Tax-Exempt Status for Your Organization." If the IRS letter is not available, a letter from your organization's authorized official listing officers, bylaws, and/or articles is permissible until such time that a copy can be obtained from the IRS.

### C. Faith-Based/Community Organizations

Faith-based organizations applying for PSNM funding do not have to relinquish or modify their religious identity (e.g., remove religious symbols) to be considered eligible applicants. However, PSNM funding may not be used to fund any inherently religious activity, such as prayer or worship. Organizations may continue to engage in inherently religious activities; however, such activities may not coincide with activities funded by the grant—i.e., such religious activities must be separate (in time and place) from the grant funded activity. Further, any participation in religious activities by individuals receiving services provided under the grant must be voluntary.

## II. PROGRAM DESCRIPTION

### A. Requiring Agency

Governor's Office of Crime Control and Prevention (GOCCP)

### B. Opportunity Title

Project Safe Neighborhoods Grant (PSNM)

### C. Submission Date

July 18, 2019

### D. Anticipated Period of Performance

October 1, 2019 to September 30, 2020

### E. Funding Opportunity Description

Project Safe Neighborhoods 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, and federal law enforcement agencies—and the communities they serve—engaged in a unified approach in cooperation with the U.S. Attorney's Office for the District of Maryland. Acting decisively in a coordinated manner at all levels, federal, state, and local, will help reverse a rise in violent crime and keep American citizens safe. <https://www.justice.gov/usao-md>.

The awardee is responsible for establishing a collaborative Project Safe Neighborhoods team (task force) of federal, state, local, and other community members to implement a strategic plan for investigating, prosecuting, and preventing violent crime. Through the task force, each awardee will implement the five design features of Project Safe Neighborhoods—leadership, partnership, targeted and prioritized enforcement, prevention, and accountability—to address violent crime in their respective jurisdictions (see section III). Successful applicants must detail within their application the involvement of the U.S. Attorney's Office, as well as the other required partners, in their planning and implementation.

Project Safe Neighborhoods provides the critical funding, resources, and training for law enforcement, prosecutors, and their teams to combat violent crime and make their communities safer through a comprehensive approach to public safety that marries targeted law enforcement efforts with community engagement, prevention, and reentry efforts.

In an effort to reduce violent crime in Maryland, the Governor's Office of Crime Control and Prevention has made \$609,472 available for this program and anticipates making 1 or 2 awards not to exceed \$609,472 for FY 2020. **All funding is contingent upon the Governor's Office of Crime Control and Prevention receiving the specified grant funds from the Bureau of Justice Assistance.**

## III. PROGRAM REQUIREMENTS

The purpose of these funds is to help develop, implement, and support anti-gang and anti-gun prevention and enforcement strategies under Project Safe Neighborhoods in the State of Maryland. The lead agency, along with project partners will use funding for programs that emphasize the five core elements of Project Safe Neighborhoods, while focusing on law enforcement related strategies that enforce and/or suppress gang related activity. **Each of the five core elements must be outlined within the Program Strategy/Program Logic**

**section of the application narrative.** The five core elements of PSN are as follows:

1. **Leadership** – The United States Attorney’s Office, working with state, and local law enforcement, is an important partner in the law enforcement response to crime in local jurisdictions, and must be part of any leadership group in developing and implementing a crime-reduction program to help local law enforcement address violent crime problems. This includes serving as a convener to ensure coordination among federal, state, and local agencies, and among existing initiatives and task forces that can help reduce violent crime.
2. **Partnership** – All participants will work in partnership with federal, state, and local law enforcement and prosecutors, as well as the community. All of these stakeholders are necessary partners in this work and must collaborate to achieve success. The PSN task force typically includes both federal and local prosecutors, federal law enforcement agencies (Bureau of Alcohol, Tobacco, Firearms and Explosives, Drug Enforcement Administration, Federal Bureau of Investigation, and/or U.S. Marshals Service), local and/or state law enforcement agencies, probation and parole, and the appropriate fiscal agent. The inclusion of local government leaders, social service providers, neighborhood leaders, members of the faith community, business leaders, and health care providers is also essential.

Because of the importance and effectiveness of implementing evidence-based practices, PSN/GOCCP strongly encourages a partnership with a research entity—either from within the local law enforcement community or through academic institutions—to help identify crime trends, develop targeted enforcement strategies, and measure the effectiveness of the program. Recognizing that crime problems, including felonious possession and use of a firearm and/or gang violence, illegal drug sales and distribution, human trafficking, and other related violent crime, vary from community to community, any proposal must be tailored to the local crime issues, and be data-informed. For more information, please visit <https://psn.cj.msu.edu/>.

3. **Targeted and Prioritized Enforcement** – PSN requires each successful applicant to develop data-driven strategies to target enforcement efforts in locations with significant violent crime problems and against offenders who are driving the violence. District-based enforcement efforts must focus on three areas. First, they must identify the locations within the district in greatest need of comprehensive violent crime reduction efforts. Second, they must identify the offenders who are driving the violence in those areas. Third, they must ensure that those offenders are prosecuted in the jurisdiction that can provide the most certain and appropriate sanction.
4. **Prevention** – While enforcement is a cornerstone of violence reduction, the PSN program requires a comprehensive approach that also focuses on prevention and deterrence efforts. At the outset, public awareness and support of the local violent crime reduction effort is key. This entails developing effective relationships with both community leaders and residents, understanding the needs and priorities of the community, and effectively communicating how law enforcement’s efforts are helping to reduce crime and increase public safety. Additionally, PSN encourages partnerships with local prevention and reentry programs that can help reduce violent crime by keeping at-risk populations (especially at-risk youth) from offending in the first place.
5. **Accountability** – PSN must maintain accountability by measuring results based on an outcome (reduction of violent crime), as well as numbers of investigations and prosecutions. PSN’s success is ultimately measured by the reduction in violent crime, specifically felonious firearm possession and use, and criminal gang violence. This element emphasizes that PSN task forces will collect and analyze data focusing on

outcomes—i.e., reduced violent crime and criminal gang violence. The accountability component is linked to strategic planning, whereby the PSN task force monitors crime data over time, as related to the targeted problems and/or targeted areas.

### **Objectives and Deliverables**

PSN is focused on reducing violent crime, with an emphasis on employing a research-driven and strategic problem-solving approach to reduce felonious firearm crimes and criminal gang violence through enforcement, prosecution, deterrence, community engagement, and intervention and prevention. **All applications must incorporate each of the following objectives (outlined within the Program Goals and Objectives section of the narrative) and acknowledge the ability to meet the deliverables during the grant cycle.**

#### **Objectives:**

1. Establish and implement effective programs and strategies that enable PSN task forces to effectively and sustainably prevent and respond to violent crime and/or criminal gang violence.
2. Establish a productive research plan that is integrated into the strategic and tactical operations of PSN task forces and community agencies.
3. Foster effective and consistent collaborations, within police agencies, with external agencies, and with the communities they serve, to increase public safety and reduce violent crime and criminal gang violence.
4. Create and maintain coordination among federal, state, and local law enforcement officials, with an emphasis on: prevention; tactical intelligence gathering; more vigorous and strategic prosecutions of illegal weapon possession and criminal gang violence; and enhanced accountability.

#### **Deliverables:**

1. Have the key PSN task force members complete the Violence Reduction Assessment Tool located here: <https://vrat.psnmsu.com/>
2. Complete a Strategic Action Plan (SAP). The SAP, produced by the grantee at the outset of each award, should include the project's problem analysis; violence reduction strategy; strategy development and modification; organizational changes, innovations, and improved practices; police agency-research relationships; and integration. The SAP should also identify the specific outcomes to be measured, e.g. number of non-fatal shootings; number of homicides, robberies or other crimes. Also, there must be specific measures outlined for determining community participation, e.g. the number and frequency of community meetings; community surveys before and after project implementation, etc. The research partner can help in developing what is to be measured and how it will be measured.
3. Periodic reports, presentations, and briefings for the PSN task force and community members.
4. A final analysis report of the program's implementation and outcomes submitted to the Bureau of Justice Assistance at the conclusion of the project.

The OJP CrimeSolutions.gov website at <https://www.crimesolutions.gov/> is one resource that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

Post-award recipients will be required to provide the relevant data by submitting quarterly performance metrics through BJA's online Performance Measurement Tool (PMT) located at <https://bjapmt.ojp.gov>. Applicants should examine the complete list of performance indicators at <https://bjapmt.ojp.gov/help/PSNMeasures.pdf>.

Applicants should visit OJP's performance measurement page at [www.ojp.gov/performance](http://www.ojp.gov/performance) for an overview of performance measurement activities at OJP.

## IV. APPLICATION PROCESS

Applicants are required to apply for grant funding through the GOCCP web-based application process, which may be accessed through the web URL [www.goccp.maryland.gov](http://www.goccp.maryland.gov) and clicking on **GRANTS MANAGEMENT SYSTEM**, or by going directly to the login screen using the URL: <https://grants.goccp.maryland.gov>.

**In order to use GOCCP's web-based application you must have a User ID.**

If you have *not* previously applied through the web, go to the following URL to obtain instructions and the information required to obtain a User ID and password: <http://goccp.maryland.gov/grants/requesting-access/>.

The last day to request a User ID is June 20, 2019. If you have previously applied through the web, use your existing User ID and password.

If you have previously applied to GOCCP, **but do not have your User ID, or are having technical issues with the system**, contact the helpdesk via email at [support@goccp.freshdesk.com](mailto:support@goccp.freshdesk.com) for assistance.

If you need assistance completing the program-specific information required in the online application, please contact Tammy Lovill at 410-697-9321 or [Tammy.Lovill@maryland.gov](mailto:Tammy.Lovill@maryland.gov).

**The online application must be submitted no later than 3:00 PM on July 18, 2019.**

## V. TRAINING/TECHNICAL ASSISTANCE (TA)

To help applicants prepare and submit applications that reflect GOCCP's established guidelines and procedures, training is provided through training videos posted on the GOCCP website. These may be accessed through the following URL: <http://goccp.maryland.gov/grants/gms-help-videos/>.

Please review the training videos prior to beginning your application to become familiarized with system guidelines, fiscal review and tips, civil rights requirements, etc.

Additionally, instructions for completing the online application can be found at <http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf>. Applicants are encouraged to review these instructions prior to completing the online application. The narrative section of the application should be completed in an outline-style format (retaining all numbering, lettering, and section headers).

## VI. IMPORTANT DATES

Deadline to Request a User ID	June 20, 2019
Deadline to Submit an Online Application	July 18, 2019, 3:00 pm
Letters of Intent Emailed/Denial Letters Emailed	August 20, 2019
Award Documents	September 2019
Sub-award Start Date	October 1, 2019
Sub-award End Date	September 30, 2020

## VII. APPLICATION EVALUATION

GOCCP will assess the merits of the proposed program in each of the following areas (See Notice of Funding Availability Application Instructions located at <http://goccp.maryland.gov/grants/programs/>) and score each application accordingly:

- Problem statement/needs justification (15 points total)
- Program goals and objectives (20 points total)
- Program strategy/program logic (10 points total)
- Performance measurement (outputs, outcomes, and impacts) (20 points total)
- Timeline (5 points total)
- Spending plan and budget (reasonableness, cost effectiveness, detailed justification per line item) (20 points total)
- Management capabilities (5 points total)
- Sustainability (5 points total)

PSNM is a competitive application process. GOCCP may conduct a three-tier review, to include internal staff and external independent reviewers, of each application submitted in accordance with this Notice of Funding Availability. As part of the internal review, GOCCP staff will also review the following for each application:

- Scope (geographic size and location)
- Reach (ability to recognize and address the needs of underserved populations)
- GOCCP audit findings
- Performance history with previous awards with GOCCP

## VIII. FUNDING SPECIFICATIONS

### A. Funding Cycle

Commencement of awards funded under PSNM for FY 2020 will begin October 1, 2019 and end on September 30, 2020. Funds are paid on a reimbursable basis.

### B. Allowable Costs

- Salary, wage, and fringe benefits
- Overtime compensation
- Workshops and events that support the PSN project
- Travel associated with implementation and evaluation of the PSN project (estimate 2-3 non-federal employees to attend required PSN conference, including research partner)
- Equipment
- Printing
- Indirect costs

### C. Unallowable Costs

The following services, activities, and costs cannot be supported with PSNM funding:

- Construction
- Vehicles
- Audit costs
- Food/beverage

## IX. DISTRIBUTION OF FUNDS & REPORTING REQUIREMENTS

GOCCP will distribute awarded funds to grantees on a quarterly reimbursement of expenditures basis following the timely submission of corresponding quarterly fiscal and programmatic reports. These reports must be submitted through the Grants Management System. All programmatic electronic reports are due within 15 calendar days of the end of each quarter.

Financial electronic reports are due within 30 calendar days of the end of each quarter. All reporting activity occurs through the Grant Management System, using the same User ID and password that were used for the application process.

For further post-award instructions, read the Special Conditions specific to your award in the GMS and read the General Conditions which can be found at:

<http://www.goccp.maryland.gov/grants/general-conditions.php>.

**A. Electronic Funds Transfer (EFT)**

GOCCP encourages the use of electronic funds transfer (EFT). To obtain the appropriate form, the address to submit the form, and a general overview, including FAQs, refer to the following website:

[http://comptroller.marylandtaxes.gov/Vendor\\_Services/Accounting\\_Information/Static\\_Files/GADX10Form20150615.pdf](http://comptroller.marylandtaxes.gov/Vendor_Services/Accounting_Information/Static_Files/GADX10Form20150615.pdf).

**B. Match**

There is no match required for this funding source. Do NOT enter a match into your budget. If you wish to show other financial or in-kind contribution to your program, it may be written into your narrative.

**C. Supplanting, Transparency, and Accountability**

Federal funds must be used to supplement existing state and local funds for program activities and must not replace those funds that have been appropriated for the same purpose. See the Office of Justice Programs Financial Guide (Part II, Chapter 3). There are strict federal laws against the use of federal funds to supplant current funding of an existing program. Jurisdictions must provide assurances and certifications as to non-supplanting and the existence of proper administrative/financial procedures.

A strong emphasis is being placed on accountability and transparency. Grantees must be prepared to track, report on, and document specific outcomes, benefits, and expenditures attributable to the use of grant funds. Misuse of grant funds may result in a range of penalties to include suspension of current and future funds and civil/criminal penalties.

## X. APPLICATION CHECKLIST

### What an Application Should Include:

- Face Sheet
- Project Summary
- Narrative
  - Problem Statement/Needs Justification
  - Program Goals
  - Program Strategy
  - Program Measurement
  - Timeline
  - Spending Plan
  - Management Capabilities
  - Sustainability
- DUNS/SAM Registration
- Letters of Support/Commitment (if required)
- Budget and Budget Justification
  - Personnel
  - Operating Expenses
  - Travel
  - Contractual Services
  - Equipment
  - Other
- Indirect Cost Rate Agreement or Documentation Supporting Use of the De minimis Indirect Cost Rate (if applicable)
- Budget Prioritization
- Certified Assurances
- Certification Regarding Lobbying
- Audit Findings/Corrective Action Plan (if applicable)
- Single Audit Requirements (if applicable)
- Proof of 501 (c)(3) Status (if applicable)

More information on each item above can be found in the NOFA Application Instructions found here: <http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf>.