



FY 2021 Project Safe Neighborhoods Maryland (PSNM) Grant Program

Notice of Funding Availability Application Guidance Kit

Online Submission Deadline: Friday, July 16, 2021 by 3 PM

Funded through:

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

Governor's Office of Crime Prevention, Youth, and Victim Services
100 Community Place
Crownsville, Maryland 21032-2022
www.goccp.maryland.gov
(410) 697-9338

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

ELIGIBILITY

Funding through this solicitation 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.

IMPORTANT LINKS

Application Instructions:

<http://goccp.maryland.gov/wp-content/uploads/NOFA-application-instructions.pdf>

Grants Management System (GMS): <http://goccp.maryland.gov/grants/>

GMS submission is required; Hard copy applications are not accepted.

Purpose

Thank you for applying for the **FY21 Project Safe Neighborhoods Maryland (PSNM) Grant Program** from the **Governor's Office of Crime Prevention, Youth, and Victim Services**. 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 Project Safe Neighborhood Task Force. This program supports the Law Enforcement Unit's goal of disrupting and dismantling criminal organizations involved in guns, gangs, drugs and human trafficking through the Maryland Criminal Intelligence Network (MCIN) which is a criminal justice strategy, coordinated at the local, state, and federal levels.

If you need application assistance, please contact:

Quentin Jones,
Program Manager

Quentin.Jones@maryland.gov

Justice Schisler,
Chief of Programs

Justice.Schisler@maryland.gov

If you need assistance with program criteria or have questions on program design, please contact:

Martin Hammond
Deputy Director of Criminal Justice Programs

Martin.Hammond@maryland.gov

The Governor's Office of Crime Prevention, Youth, and Victim Services' success is measured by subrecipient success. It is critical that we hear from you, our customers. The Hogan-Rutherford administration is committed to providing the best possible customer service to our citizens. To share your ideas on how the Office can best serve you and provide support, please email the above program manager to provide your feedback or complete a three question customer experience survey [customer experience survey](#).

Governor's Office of Crime Prevention, Youth, and Victim Service's 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.

Table of Contents

Eligibility Criteria	3
Program Description	4
Program Requirements	5
Reporting Requirements	8
Application Process	8
Training/ Technical Assistance (TA)	9
Important Dates	10
Application Evaluation	10
Funding Specifications	10
Distribution of Funds & Reporting Requirements	11
Application Checklist	13

I. Eligibility Criteria

The following Maryland entities are eligible to submit an application under the FY 2021 Project Safe Neighborhoods Grant Program:

- Local governmental entities
- Local law enforcement
- State law enforcement
- State's Attorney's Offices

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 lead applicant is required to develop a Project Safe Neighborhood Task Force plan for their own jurisdiction to include the lead agency and the project partners. 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
- United States Attorney's Office
- Maryland Department of Parole and Probation

Additionally, the following partners/resources should be strongly considered as partners in each jurisdiction's application:

- Maryland Department of Corrections
- Institutions of higher education/ Research partner
- Social services providers
- Nonprofit organizations
- Faith-based communities
- Local neighborhood associations
- Washington-Baltimore HIDTA

The lead applicant and the project partners are required to:

- a. Use a data-driven approach to clearly identify the violent crime problem in their jurisdiction
- b. Develop specific strategies to address that problem and to gather relevant data to measure results with specific metrics.

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

II. Program Description

A. Requiring Agency

Governor's Office of Crime Prevention, Youth, and Victim Services

B. Opportunity Title

FY 2021 Project Safe Neighborhood (PSNM) Grant Program

C. Submission Date

Friday, July 16th, 2021 by 3 PM

D. Anticipated Period of Performance

October 1, 2021 to September 30, 2023

E. Funding Opportunity Description

The Governor's Office of Crime Prevention, Youth, and Victim Services anticipates the availability of \$622,232 for the FY 2021 Project Safe Neighborhoods Maryland grant program. The office anticipates making 1 to 3 awards not to exceed the total of \$622,232 for a period of two years (October 1, 2021 to September 30, 2023). The minimum amount an applicant should request for this comprehensive project is \$200,000 and the maximum amount is \$622,232.

- The office will award up to \$324,571 in Year 1 funding for up to 1 to 3 awards.
- The office will award up to \$297,661 in Year 2 funding for up to 1 to 3 awards.

Note: Applicants can request the total amount for each funding year (Year 1 and Year 2) if needed for their comprehensive project.

Please note that applications that do not meet the minimum range noted above or those that exceed the maximum award allocation noted above are subject to removal from consideration during the initial technical review.

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.

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. 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.

III. Program Requirements

The purpose of Project Safe Neighborhood 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 identifying, disrupting, and dismantling criminal networks through collaboration and comprehensive data sharing as well as enhancing coordination among public safety partner agencies to ensure that tactics, resources, and intelligence are integrated for the purpose of targeting criminal networks and gangs.

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, the Project Safe Neighborhood and the Governor’s Office of Crime Prevention, Youth, and Victim Services 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.

Assistance of BJA's Training and Technical Assistance Providers

Award recipients will have the opportunity to work closely with BJA's national PSN training and technical assistance (TTA) partners who can help them build capacity, strengthen the program, and incorporate data driven policing in their response to violent crime.

Deconfliction and Officer Safety

Given the Department of Justice's (DOJ) commitment to officer safety, PSN funding can be used to address critical law enforcement officer safety concerns related to PSN target areas and activities. This includes the identification of specific officer safety threats through improved local analytical capabilities; situational awareness and information sharing; training; and access to protective equipment. Applicants must demonstrate a direct nexus to PSN in order for these costs to be considered.

BJA also strongly encourages that PSN task forces deconflict enforcement operations and events (e.g., surveillance, warrant service, undercover operations, etc.) through the DOJ-funded RISSafe Deconfliction System, [High Intensity Drug Trafficking Area \(HIDTA\)](#)

[Case Explorer](#), and/or other no-cost systems. More information about RISSafe can be found at <https://www.riss.net/rissafe/>.¹

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/ evaluation 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.

¹ (U.S. Department of Justice, n.d.)

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's Crime Solutions](#) website is one resource that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

IV. Reporting Requirements

Grantees must develop a comprehensive strategic plan for reducing crime, predicated on seamless coordination and consistent information sharing among all levels of government. This plan must articulate how the applicant plans to meet the requirements above. The Governor's Office of Crime Prevention, Youth, and Victim Services requires projects and initiatives to focus on delivering services that show their effectiveness via program outputs and outcomes, therefore directly supporting the Office's Law Enforcement Unit's goal of disrupting and dismantling criminal organizations involved in guns, gangs, drugs and human trafficking.

All grants awarded under this funding opportunity will be required to report on the following mandatory performance measures:

- Number of criminal organizations Identified
- Number of criminal organizations disrupted
- Number of criminal organizations dismantled
- Number of homicide cases closed resulting in a successful prosecution
- Number of guns seized
- Number of gun cases referred for federal prosecution.

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> and the Grant Management System (GMS).

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 for an overview of performance measurement activities at OJP.

V. Application Process

Applicants are required to apply for grant funding through the Governor's Office of Crime Prevention, Youth, and Victim Services' web-based application process, which may be accessed through the web URL 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 the Governor's Office of Crime Prevention, Youth, and Victim Services' 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 Tuesday, June 29th, 2021. If you have previously applied through the web, use your existing User ID and password.

If you have previously applied to the Governor's Office of Crime Prevention, Youth, and Victim Services, **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 for assistance.

If you need assistance completing the program-specific information required in the online application, please contact:

Quentin Jones
 PSNM Program Manager
Quentin.Jones@maryland.gov

Martin Hammond
 Deputy Director of Criminal Justice Programs
Martin.Hammond@maryland.gov

V. Training/ Technical Assistance (TA)

To help applicants prepare and submit applications that reflect the Governor's Office of Crime Prevention, Youth, and Victim Services' established guidelines and procedures, training is provided through [training videos posted on the Office 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).

The Governor's Office of Crime Prevention, Youth and Victim Services will conduct a technical assistance conference call to provide further application assistance and to answer questions. The FY 2021 Project Safe Neighborhood Maryland NOFA technical assistance call will be held from 10:00 AM to 11:00 AM on Tuesday, June 22nd, 2021.

Call in number: 1-904-323-0904
PIN: 986 580 612#
Meeting Link: [Join with Google Meet](#)

V. Important Dates

Application Technical Assistance Conference Call	June 22, 2021
Deadline to Request a User ID	June 29, 2021
Deadline to Submit an Online Application	July 16, 2021
Letters of Intent Emailed/Denial Letters Emailed	September 15, 2021
Award Documents	September 2021
Sub-award Start Date	October 1, 2021
Sub-award End Date	September 30, 2023

VI. Application Evaluation

The Governor's Office of Crime Prevention, Youth, and Victim Services 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 (20 points total)
- Performance measurement (outputs, outcomes, and impacts) (10 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. The Governor's Office of Crime Prevention, Youth, and Victim Services 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, the Governor's Office of Crime Prevention, Youth, and Victim Services' staff will also review the following for each application:

- Crime rate
- Geographic distribution
- Scope (geographic size and location)
- Reach (ability to recognize and address the needs of underserved populations)
- Audit findings
- Performance history with previous awards

VII. Funding Specifications

A. Funding Cycle

Commencement of awards funded under FY21 PSNM will begin October 1, 2021 and end on September 30, 2023. **Funds are paid on a quarterly reimbursable basis.**

B. Allowable Costs

- Salary, wage, and fringe benefits
- Overtime compensation
- Contractual services for external partners
- Workshops and events that support the PSN project
- Travel associated with implementation and evaluation of the PSN project
- Equipment
- Indirect costs

Note: The following is **required** to be included in your application **narrative and budget**: 30% of the total request must be used to support gang task forces in the United States regions experiencing a significant or increased presence of criminal or transnational organizations engaging in high levels of violent crime, firearms offenses, human trafficking, and drug trafficking. This supports both PSNM and MCIN crime reduction strategies.

C. Unallowable Costs

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

- Operating expenses
- Rental fees
- Printing costs
- Telephone/fax
- Food/beverage
- Trinkets
- Lobbying and administrative advocacy
- Audit costs

D. Consultant Rates

The threshold for consultant rates is \$650 per day. Rates above this threshold will be considered on a case by case basis, with sufficient budget justification.

The Governor's Office of Crime Prevention, Youth, and Victim Services reserves the right to make additional budget reductions and adjustments at its discretion.

VIII. Distribution of Funds & Reporting Requirements

The Governor's Office of Crime Prevention, Youth, and Victim Services 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)

Our office 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:

<https://marylandtaxes.gov/divisions/gad/eft-program.php>.

See Form GADX-10 and the GAD 710 Form to instruct first time vendors to update vendor information with the General Accounting Division(GAD)/Comptroller of Maryland and to instruct existing vendors how to update changes in banking information.

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 contributions 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.

IX. Application Checklist

What an Application Should Include:

- ☐ Face Sheet
- ☐ Project Summary
- ☐ Narrative
 - ☐ Problem Statement/Needs Justification
 - ☐ Program Goals and Objectives
 - ☐ Program Strategy/ Logic Model
 - ☐ Program Measurement
 - ☐ Timeline
 - ☐ Spending Plan
 - ☐ Management Capabilities
 - ☐ Sustainability
 - ☐ Applicant Disclosure of Pending Applications Statement
- ☐ Unique Entity Identifier (UEI, Currently DUNS number)
- ☐ Letters of Commitment
- ☐ Budget and Budget Justification
 - ☐ Personnel
 - ☐ Operating Expenses
 - ☐ Travel
 - ☐ Contractual Services
 - ☐ Equipment
 - ☐ Other
- ☐ Indirect Cost Rate Agreement or Documentation Supporting the 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)

Note: The [Subrecipient Organizational Capacity Questionnaire](#) is no longer due at the time of application. If awarded, this completed questionnaire will be required post-award.

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>.

Additional Applicant Resources:

- Code for Federal Regulation Title 2 CFR: https://ecfr.io/Title-02/cfr200_main
- Maryland Code: <https://mdcourts.gov/lawlib/research/gateway-to-md-law/code-rules-laws-sources>
- Department of Justice (DOJ) Financial Guide: <https://www.ojp.gov/financialguidedojo/overview>
- FBI Crime Data Explorer: <https://crime-data-explorer.fr.cloud.gov/explorer/state/maryland/crime>
- 211 Maryland - a statewide resource available by phone and internet 24/7 to connect residents to health and human resources: <https://211md.org/>
- Maryland Hate Crimes Hotline: 1-866-481-8361