



U.S. Department of Justice
United States Attorney's Office
Eastern District of Virginia



PROJECT SAFE NEIGHBORHOODS GRANT SOLICITATION

PREVENTING & REDUCING VIOLENT CRIME

Guidelines and Application Procedures

Application Due Date
April 15, 2022



Virginia Department of Criminal Justice Services

Improving and promoting public safety in the Commonwealth

Virginia Department of Criminal Justice Services
1100 Bank Street, Richmond, Virginia 23219
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1. Introduction

The United States Attorney for the Eastern District of Virginia in partnership with the Virginia Department of Criminal Justice Services (DCJS) is pleased to announce the availability of \$535,653 in federal Project Safe Neighborhoods (PSN) grant funds. The PSN funds allow states, Tribes, units of local government, non-profits, and other organizations to support a broad range of activities to prevent and reduce violent crime. As the State Administrative Agency (SAA), DCJS has the responsibility of managing the coordination and distribution of PSN funds in a manner that supports the reduction of violent crime in the Commonwealth of Virginia.

PSN 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 our communities and develop comprehensive solutions to address them. Additional information on PSN can be obtained by visiting the official program website at <https://www.justice.gov/psn>.

This document provides potential applicants with program criteria and eligibility information so that formal application proposals may be prepared.

Applicants for this competitive solicitation may be awarded grants for a twelve (12) month period, in one or more of the focused areas identified in these guidelines. Exceptions will be considered if a twenty-four (24) month period is needed.

2. Eligible Applicants

PSN grant awards may be made to state agencies, local units of government, Tribes, and nonprofit agencies. A “local unit of government” is defined as any city, county, town, township, or other general purpose political subdivision of a state. In addition, the following points should be noted regarding eligible applicants:

- A. Police Departments, Sheriffs’ Offices, and Public Defenders’ offices are not eligible to apply directly but would be the implementing agency for the grant. A city or county would be the legal applicant/recipient and manage grant funds on behalf of the implementing department or agency.
- B. A Commonwealth Attorney’s Office, for grant purposes, is funded as an office within a lead county or city. The lead county or city must meet the following requirements:
 - 1) Maintain the financial records for the grant;

- 2) Include the Commonwealth Attorney's Office in its payroll records; and 3) Include the financial records of the grants to the Commonwealth Attorney's Office in its organization-wide audit.

C. Information for the following individuals will be required on the grant application: 1) Project Director – Implementing Agency/Department Head or person involved in the daily operations of the project.

- 2) Financial Officer – City or County Finance Director or state agency Chief Financial Officer; and
- 3) Official Authorized to Sign – Mayor, City or County Administrator, or state agency director.

The required PSN Cover Sheet must be included with the application.

3. Funding Policies

A. Programs funded under PSN should be 12 months in length (July 1, 2022 – June 30, 2022); however, a 24-month period can be considered depending on the need specified in the application. Note: second or subsequent year funding is not guaranteed. New and continuation projects will compete equally each year. In such a competitive environment, “need” and the use of effective data-driven strategies will be key factors for funding selections, in addition to evaluating performance results.

B. All subgrantees will agree to abide by all applicable guidelines, including grant terms and conditions and any special conditions.

C. PSN funds can be used to fund salaries and fringe benefits, necessary equipment, contractual services when applicable, travel and training costs, and other needed supplies.

4. Funding Priorities

The overall goal for this initiative is to promote safe communities across the state through the reduction of gun violence and gang activity, with special focus on areas with increased rates of violent crime/gang activity. Toward that goal, the program seeks to fund projects that will enhance progress toward the below priorities. However, innovative, evidence-based projects outside of these priorities, which are aimed at reducing firearm and gang violence, will also be considered.

A. Gun and Gang Crime Investigation/Suppression: Programs (or task forces) to focus on perpetrators of gun and gang-related crimes. This can include the illegal possession of firearms, the illegal sale of guns, or other crimes committed to benefit a “gang.” Multiagency cooperation should be demonstrated (e.g., both state and federal involvement).

B. Firearms Analysis: Programs that should enhance and provide support for state and local law enforcement agencies that analyze firearms and ballistic evidence (including NIBIN analysis and tracing of firearms).

C. Prevention and Reentry Programs: Programs dedicated to violent crime prevention and the identification of persons at high risk of offending (e.g., educational, faith-based, community-oriented, outreach, etc.). Programs dedicated to the successful reentry of offenders with housing, educational, and vocational partnerships.

5. Matching Requirement

Funding will provide for 100% of project costs. No cash or in-kind match will be required.

6. Guidelines for the Use of Grant Funds

A. Allowable Expenses:

- 1) Personnel, training as a component of an overall program, equipment, and supplies are allowable expenses. All expenditures must be related to the implementation of an actual program. This program must be defined in the program narrative sections of the application.
- 2) All grant-funded personnel must have a majority of their time dedicated to grant activities. (See non-supplanting provisions in the Grant Terms and Conditions.)

B. Unallowable Expenses:

- 1) Any expenditure that is not a part of an approved program or project is unallowable.
- 2) Grant funds may not be used to supplant existing state or local criminal justice funds. Any grant expenditures must increase the existing amount of funds available for eligible activities.
- 3) “Buy money” used in drug enforcement is an unallowable expense.
- 4) Funds may not be expended to purchase, lease, rent, or acquire ammunition, association fees, vehicle insurance, or maintenance.

C. Financial Requirements:

An assurance that funds will not be used to supplant local funding must be provided in the application as stated in Grant Terms and Conditions. This certification attests that federal funds will be used to supplement existing funds for program activities, not replace funds already appropriated for the same purpose. Potential supplanting will be the subject of post-award monitoring and audit. If there is a potential presence of supplanting, the

applicant or subgrantee will be required to supply documentation demonstrating that the reduction in nonfederal resources occurred for reasons other than the receipt or expected receipt of federal funds. Violations of this requirement can result in recoupment of monies provided under this grant, in addition to possible civil and/or criminal penalties.

7. Suspension or Termination of Funding

The fiscal agent may suspend (in whole or in part) or terminate funding for, or impose another sanction on a subgrantee for any of the following behavior:

- A. Failure to adhere to the standard terms and conditions or special conditions.
- B. Implementing substantial program changes to the extent that, if submitted originally, the application would not have been approved for funding.
- C. Failure to submit reports (programmatic and/or financial) in a timely manner.
- D. Filing a false certification in this application or other report or document.

8. Application Review Process

All applications will be reviewed by the DCJS to ensure that the requirements of the grant are met and by the members of the PSN Grant Committee for possible selection. Chosen by the USAO, the grant committee is comprised of private citizens and individuals from across the Eastern District of Virginia who represent law enforcement, a prosecutorial agency, a re-entry program, and the Virginia Office of the Attorney General. The individuals who evaluate the applications cannot play a role in the production of all or part of any application, nor can they be employed by the federal government, in order to ensure that there is no conflict of interest. Once the review is completed, the PSN Grant Committee's recommendations will be forwarded to the USAO and DCJS before submission to the Bureau of Justice Assistance (BJA) for final approval.

All applications should include the following:

- PSN Cover Sheet Form (signed)
- Project Narrative not to exceed 3 pages
- PSN Itemized Budget Sheet Form
- PSN Budget Narrative
- PSN Goals & Objectives Form

All forms can be located at <https://www.dcjs.virginia.gov/grants/programs/fy-2022-project-safeneighborhoods-psn-grant-solicitation>

The DCJS and PSN Grant Committee will evaluate applications based on the following criteria:

A. Design quality of the proposal

- 1) Project Impact – The program should be designed to address the problems and needs of the area to be served. An analysis of how these problems could be improved through the project should be shown.
- 2) Budgetary Review – Each application will be reviewed to ensure budgetary reasonableness and affordability of costs.
- 3) Project Feasibility – Applicants should clearly and sufficiently detail how the project will be implemented.
- 4) Multi-jurisdictional Cooperation – Where applicable, proposals should indicate what type of coordination will be established between the applicant and other jurisdictions in the development and implementation of the project. Written agreements should be included where possible.
- 5) Project Evaluation – Simple, specific, and measurable objectives should be presented, and each objective must be matched with a performance indicator. The performance indicators describe how the grant's objectives will be documented or monitored. Evaluation measures the effectiveness of your program by comparing your objectives with actual accomplishments.

B. Geographic areas of greatest need

- 1) Jurisdictions with highest reported Violent Crime Rates – While the PSN Strategy is designed for the Eastern District of Virginia, special emphasis will be placed on the three target enforcement areas listed below:
 - a. Richmond
 - b. Newport News
 - c. Norfolk

C. Jurisdictions with limited resources

D. Probability of success

E. Effective utilization of resources

F. Requested grant amounts

- 1) If an agency has an ability and is willing to cover part of the cost of their grant project, please so note in the Budget Narrative section of the application.
- 2) Grant amounts should be at or above \$10,000 to reflect the seriousness and impact of the program. Novel initiatives that do not directly address the reduction of violent crime will not be considered.

9. Notification Process

Applicants will be notified in writing by the DCJS whether their application has been approved for funding or has been denied funding. Notices of these decisions are tentatively scheduled for publication on May 2, 2022.

10. Application Process

The grant application must be submitted to usavae.psn@usdoj.gov by April 15, 2022. The PSN Grant Committee will consider applications and once selected, DCJS will notify the grant recipient and direct them to register using the DCJS's On-line grant management System (OGMS), which will allow programmatic and fiscal reporting. Please note that if selected for an award by the PSN Grant Committee, you will be required to enter some of the application information in the OGMS system.

For programmatic questions, you may contact Mr. Albert Stokes at albert.stokes@dcjs.virginia.gov or Mr. Tracy Matthews at tracy.matthews@dcjs.virginia.gov.