

FY22-23 Project Safe Neighborhoods Application Template

All applications must follow the required format and include all requested details to be considered. For questions on the application template or any of the information included in the grant solicitation, please contact Danielle Typinski at danielle.typinski@cj.oregon.gov and (971) 301-1766.

It is strongly recommended that applicants closely review the information and evaluation criteria provide in the grant solicitation and read through all required application elements before drafting responses.

Budget narratives must clearly articulate how requested funds will be spent and how funds will be used to meet project objectives. Providing sufficient detail is an essential component of the evaluation criteria.

Required Application Sections

A. Cover Sheet

1. Applicant's name and information
 - a. Legal name
 - b. Address
 - c. Email
 - d. Phone

2. Application primary contact information
 - a. First and last name
 - b. Title
 - c. Email
 - d. Phone

3. Fiscal contact information
 - a. First and last name
 - b. Title
 - c. Email
 - d. Phone

4. Applicant's Unique Entity Identifier (UEI) number as assigned by the System of Award Management (SAM)

B. 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 PSN program strategy goals and timeline.

C. Program Design and Implementation

1. Describe sufficiently and clearly how the proposal will implement the specific program strategy and achieve outcome measures.
2. Describe how the proposal will promote and support meaningful anti-violence measures.
3. Describe how the proposal will reduce violent crime in the state of Oregon.
4. Describe how program success will be measured, including what and how qualitative and/or quantitative data or information will be collected to inform project success.
5. 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).
6. Clearly describe how they will use a minimum of 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.

D. Capabilities/Competencies

1. Fully describe 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 United States Attorney's Office).
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 federally-funded projects or directly managing federal grant funding.

E. 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 submitting Quarterly Progress Reports to CJC and Performance Measurement Reports on the BJA's Performance Measurement Tool.

F. Budget

1. Provide a *budget and budget narrative* using the U.S. Department of Justice/Office of Justice Program's Budget Detail Worksheet: (<https://www.ojp.gov/funding/apply/forms/ojp-budget-detail-worksheet>).
2. Costs must be reasonable, allocable (necessary and directly related to project), consistently treated, and allowable (not in the prohibited category listed in the grant solicitation).
3. The budget narrative must provide sufficient detail on how funding will be expended within each budget line item. See guidance provided in the Budget Detail Worksheet for examples.
4. Budget narratives should address how the elements included in the line items will contribute to the achievement of project objectives.
5. Budget narratives should demonstrate how the applicant will maximize cost-effectiveness of grant expenditures.
6. An indirect cost rate of 10% of the total amount requested is allowable.

Required Application Format

I. Cover Sheet

Organization	
Legal Name:	
Address:	
Email:	
Phone#:	
Unique Entity Identifier (UEI)	
Remittance Address:	

Primary Contact	
First Name:	
Last Name:	
Title:	
Email:	
Phone#:	

Secondary Contact (Optional)	
First Name:	
Last Name:	
Title:	
Email:	
Phone#:	

Fiscal Contact	
First Name:	
Last Name:	
Title:	
Email:	
Phone#:	

I. Narrative

Statement of the Problem (SAP)

[Enter Narrative]

Program Design and Implementation

[Enter Narrative]

Capabilities/Competencies

[Enter Narrative]

Plan for Collecting Required Data

[Enter Narrative]

II. Budget

Completed Budget Detail Worksheet