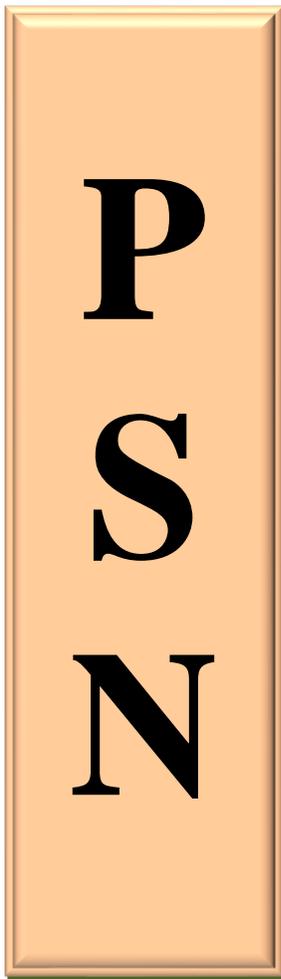




Governor's Grants Program



FEDERAL PROJECT SAFE NEIGHBORHOODS (PSN) GRANT PROJECT

**Fiscal Year 2019
Grant Solicitation**

APPLICATION DEADLINE:

**SUBMITTED BY June 28, 2019
Via U.S. Postal Service**

For questions regarding application requirements, please contact the
Kansas Governor's Grants Program at (785) 291-3205.
900 SW Jackson, Room 304 North • Topeka, Kansas 66612

Federal Project Safe Neighborhoods Program Guidelines

Eligibility Criteria and Grant Fund Use

The Federal Project Safe Project Safe Neighborhoods (PSN) Grant Program provides critical funding, resources, and training to combat violent crime and make communities safer through a comprehensive approach to public safety targeting law enforcement efforts with community engagement, prevention, and reentry efforts. The PSN grant program 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 PSN program's effectiveness depends upon the ongoing coordination, cooperation, and partnerships of local, state, tribal, and federal law enforcement agencies—and the communities they serve—engaged in a unified approach led by the U.S. Attorney in the District of Kansas.

Targeted and Prioritized Enforcement: District-based enforcement efforts must focus on three areas: First, they must identify locations within the district in greatest need of comprehensive violence 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.

The Kansas Governor's Grants Program (KGGP) is the Fiscal Agent selected by the Kansas U.S. Attorney's Office (USAO) to administer the PSN Grant and is the point-of-contact for this federal grant program. The USAO is the Coordinator of the PSN Task Force that includes significant partners from federal, state, and local entities. It is estimated that approximately \$261,278 will be available for subgrant awards. This is a competitive grant process with no guarantee of continued funding.

Due to limited PSN grant funds, the priority areas targeted to receive funds are: 1) a research partner; and 2) city/county jurisdictions identified with higher than average rates of gang and gun violence.

Grant funds may only be used for the following federal grant project purposes:

- Overtime Pay and related Fringe benefits
- Travel and Training
- Protective Equipment (not otherwise available)

Program Requirements

Applicants must comply with the applicable provisions of PSN and the requirements of the U.S. Department of Justice [DOJ Grants Financial Guide](#) effective edition, which includes maintaining

appropriate programmatic and financial records that fully disclose the amount and disposition of PSN funds. This includes, but is not limited to:

- Financial documentation for disbursements
- Daily time and activity records specifying time and type of service devoted to allowable PSN activities
- Grant project files
- The portion of the grant project supplied by other sources of revenue
- Statistical documentation
- Other records that facilitate an effective audit and grant analysis for compliance

Limitations on the Use of Grant Funds

The following limitations will apply:

- Per Department of Justice rules, no PSN funding can be used to purchase food and/or beverages for any meeting, conference, training, or other event. No food and/or beverages can be purchased with other funds that would constitute program income for a federal grant award. Exceptions to the restriction may be made only in cases where such sustenance is not otherwise available (i.e. extremely remote areas), or where a special presentation at a conference requires a plenary address where there is no other time for sustenance to be obtained. Such an exception would require prior written approval from the KGGP. This restriction does not apply to water provided at no cost, but does apply to any and all other refreshments, regardless of the size or nature of the meeting. Additionally, this restriction does not impact direct payment of per diem amounts to individuals in a travel status under the applicant's travel policy. Department of Justice and OJP guidance on food and beverage, conference planning, minimization of costs, and conference cost reporting is accessible on the [OJP web site](#).
- PSN funds used for fringe benefit costs shall not exceed the proportion of personnel costs supported by PSN funds.
- Supplies must be itemized and essential. All miscellaneous supplies will be denied.
- Costs incurred in applying for, administering, or auditing the grant are not allowed.
- Funds cannot be used for lobbying, fundraising, board development, or research projects.
- PSN funds may not be expended outside of the PSN priorities. Funds may not be used directly or indirectly for security enhancements or equipment for non-governmental entities not engaged in criminal justice or public safety.
- PSN funds shall not be used to reimburse in-state mileage expenses in excess of the applicant's approved policy rate or the current federal rate, whichever is lower. If the applicant chooses to reimburse at a rate in excess of this amount, per its agency policy, the

applicant should be aware that no grant funds administered by the KGGP may be used to make up the difference.

- Protective Equipment is allowable if necessary and essential to the grant project's success. To the extent practicable, all equipment purchased with grant funds must be American made and the subgrantee must retain documentation of research conducted for such products. For purposes of this application and grant program, equipment is defined as assets with a useful life of one year or more and a cost of \$500 or more.

Misuse of grant funds may result in a range of penalties, including suspension of current and future funds, suspension or debarment from federal grants, recoupment of monies provided under a grant, and civil and/or criminal penalties.

Supplanting

PSN funds shall be used to supplement, **not** supplant, other federal, state, or local funds that would otherwise be available for the proposed activities. The following guidelines should be used in determining the supplanting of funds. Although the examples provided below relate specifically to staffing scenarios, supplanting is not limited to personnel. Supplanting can occur in any budget line item if sufficient documentation cannot support that a PSN grant award has not replaced funds otherwise available for the same program or purpose.

Defined: To reduce federal, state, or local funds for an activity specifically because PSN funds are available (or expected to be available) to fund that same activity. PSN funds must be used to **supplement** existing funds for program activities and may **not replace** federal, state, or local funds that have been appropriated or allocated for the same purpose. Additionally, PSN funding may not replace federal, state, or local funding that is required by law. In instances where a question of supplanting arises, the applicant or subgrantee may be required to substantiate that the reduction in funding from other sources occurred for reasons other than the receipt or expected receipt of PSN funds.

Example 1 Organization A appropriated or otherwise secured funds in FY20 for salary and benefits for 10 officers. In FY19, Organization A is awarded PSN funds designated for the hiring of two additional officers. Organization A expended the PSN award as intended, and now has 12 officers.

In this scenario, Organization A has used PSN funds to supplement existing funds for program activities. Thus, supplanting has **not** occurred. If any of the officers had left the organization during FY19 and Organization A did not follow established recruitment procedures to replace these officers, or utilized PSN funding for those positions for other purposes, supplanting **would** have occurred.

Example 2 Organization B appropriated or otherwise secured funds in FY19 for salary and benefits for 10 officers. Due to budget projections for FY20, Organization B

expects to lay off four officers (facts that Organization B is able to substantiate). In FY20, Organization B is awarded PSN funds designated for hiring three additional officers. At the beginning of FY19, Organization B lays off one officer and uses PSN funds to continue the salary and benefits for the other three officers.

In this scenario, Organization B will use PSN funds to pay the salary and benefits for three officers who would have been laid off but for the availability of PSN funds. Therefore, supplanting has **not** occurred.

Example 3 Organization C appropriates or otherwise secures funds in FY20 for salary and benefits for 10 officers. Organization C plans to use PSN funds to pay the salaries of two additional officers. Subsequently, however, Organization C opts to use two current experienced employees for this effort, and uses PSN funds to pay their salaries and benefits. In doing so, Organization C determines that the remaining employees could handle the services and does not attempt to backfill the positions.

In this scenario, by replacing existing funds with PSN funds, supplanting **has** occurred. Although Organization C may use experienced staff to fill the new PSN-funded officer positions, use of the PSN funds has not **supplemented** funds for program activities, but has **replaced** those funds through Organization C's decision not to hire replacements for staff designated for PSN-funded activities.

Grant Application Deadline

Grant applications must be submitted via the U.S. Postal Service by **June 28, 2019**. All Grant applications should be addressed and mailed to the following:

Kansas Governor's Grants Program
900 SW Jackson, Room 304 North
Topeka, Kansas 66612

Grant Project Period

Grant projects funded by this grant program shall be for a period of 12 months from July 1, 2019, to June 30, 2020. Any funds not expended by June 30, 2020, must be returned to the (KGGP).

Grant Recipient Compliance and Reporting Requirements

If PSN funds are awarded to the applicant, subgrantees are expected to comply with the PSN grant program requirements set out in the grant assurances, reporting requirements, and any

requirements arising as a result of a compliance review. The KGGP will conduct a compliance review of each PSN grant award. Failure to comply with these requirements may result in suspension or termination of grant funding.

Agencies receiving a PSN award are required to submit the following reports:

- **EEOP** Certification must be current with the U.S. Department of Justice, Office of Justice Programs, Office of Civil Rights.
- **Five Most Highly Compensated Officers** Certification must be submitted to open the award.
- **Quarterly Financial Status Report** provides fiscal information on expenditures made during the quarter. Quarterly reimbursements are made based on these expenditure reports. These reports are due 15 calendar days after the end of each quarter or the first business day.
- **Semi-Annual Grant Project Narrative Report** provides a narrative description of the activities and services provided with grant funds. Reports are due 15 calendar days after the end of each 6-month period or the first business day.
- The **Performance Measurement Tool (PMT) Report** provides grant project statistical data and accountability metrics. PMT Reports must be submitted via the Federal Bureau of Justice PMT website within 15 calendar days after the end of each quarter or the first business day. **All law enforcement agency subgrantees must** submit accountability metrics data related to training on use of force, racial and ethnic bias, de-escalation of conflict, and constructive engagement with the public that officers have received.
- The **Projection of Final Expenditures Report** is due April 15th or the first business day.
- Any other reporting procedures that may be required by the federal government or the KGGP.

Subgrantees submitting late, incorrect, or incomplete reports will not receive payment until the next scheduled payments for grant programs. Repeatedly late reports, failure to submit reports or supporting documentation required by the grant assurances, or failure to respond to compliance review findings in the timeframe provided will result in the suspension of grant funds. The subgrantee must come into compliance with grant requirements before grant funds will be paid.

Copies of all financial and statistical supporting documentation must be maintained by the agency for a period of five years following the closeout of the grant award.

Review of Applications

A grant review committee will assist the KGGP in determining grant awards for the Federal PSN Grant. Applications submitted incomplete, with *any* missing components or information, may receive consideration only after other successfully completed applications have been considered. Applicants will be notified via Email of the grant award decision. Please do not call regarding the status of an application.

Each grant application will be evaluated using the following criteria:

- Applicant agency support of the goals of the PSN program and Strategy
- Demonstration of clear, measurable and appropriate grant project objectives and activities that are consistent with the purpose areas outlined in the grant application instructions
- Relevant budget information
- Submission of all required documents and a complete application
- Applicant agency's ability to fulfill all of the requirements of the PSN program

Contact Information

For technical assistance regarding the PSN grant program guidelines or application submission, contact Jocelyn Scott with the KGGP at (785) 291-3205 or Jocelyn.Scott@ks.gov.

What an Application Must Include

Please read all grant requirements and instructions before completing the grant application. Submit application documents in 12 pt. Times New Roman, number the pages of the Project Narrative, and title each document filename as indicated below. Do not submit any section of the application in landscape format. **Do not submit any items not specified in the instructions.**

The application must include the following items:

- Narrative that includes:
 - ___ Problem Statement and Needs Assessment
 - ___ Goals and Objectives
 - ___ Performance Measures and Results
 - ___ Grant Project Staff
 - ___ Collaboration
 - ___ Civil Rights Contact
 - ___ DUNS Number and SAM Registration
 - ___ Current Audit Report
 - ___ Grant Management Capacity
- Budget Summary Form
- Budget Narrative
- 8 U.S.C. §1373 Federal Certification

Project Narrative

The following items must be included in the project narrative. Include each item in the order listed below and clearly label each section.

Problem Statement and Needs Assessment

The submission of an application presumes there is a definable problem that will be addressed by the requested grant funds. Provide a detailed explanation of the problem that will be addressed, either in whole or in part, with the requested grant funds. Provide data that supports the problem to be addressed in the grant application and site the source of the data provided. Describe how the grant funds will address the problem. Describe any needs assessment that was used to develop the problem statement. Data may include sources such as law enforcement reports, number of 911 calls, crime index offenses, and street level intelligence. If the applicant is comparing local data to state or national data, include information that either establishes the need locally or describes why the local community is limited in resources to address the problem.

Grant Project Goal(s) and Objectives

State the goal(s) of the proposed grant project. This should not be the goals of the entire agency but should be specific to the proposed PSN-supported project.

List the objectives to be accomplished to achieve each goal listed. Objectives should be specific, measurable, realistic, and consistent with the goals of the grant project and cover a single event or outcome. Include the activities for each objective and explain how each objective will be measured. Specifically identify any evidence-based programs and/or practices being incorporated into the proposed objectives and activities.

Example (follow the format below):

Goal I: Reduce violence crime in Springfield.

Objective	Activities/Time Frame	Person Responsible
1. Three officers will be assigned to work overtime.	1. Officers receiving overtime pay will be identified by September 1, 2019.	1. Supervising Officer
2. Violent crime due to gang and gun violence will decrease by 50 percent.	2. Officers will document all activity regarding cases and activity involving gang and gun violence.	2. Supervising Officer, Chief of Police and Research Partner

Grant Project Performance Measures and Results

Grant recipients will be required to demonstrate how the grant project was implemented and if the project achieved the results expected based on the data collected and evaluated. Please provide the following information:

- Describe the process to be used for monitoring the implementation, progress, and outcomes of the grant project.
- Describe what data will be collected.
- Describe how the data collected will be used to ensure the success of the grant project.
- Describe the criteria that will be used to evaluate the activities and/or services provided through the proposed grant project.
- Explain how the proposed objectives will be measured and how it will be determined whether the proposed grant project is effectively and efficiently reaching the proposed goals and objectives.
- Describe what the grant project will achieve.

Grant Project Staff

Provide a list of each staff member to be funded with the grant along with staff who will be responsible for monitoring and evaluating the grant project. Include the name and title of each staff person and describe how this staffing pattern will help meet the goal(s) of the grant project.

Grant Project Collaboration

Grant funds are maximized when community agencies work together at all levels. Funding priority shall be given to agencies that demonstrate and maintain collaboration. Applicants must provide the following information:

- Describe how and with what entities the applicant collaborates with or proposes to collaborate with to carry out the grant project.
- List the point of contact for each agency the applicant will collaborate with during the grant period.
- Describe any new collaborative efforts that the applicant will undertake during the grant period and the impact the collaboration will have on the grant project.
- Describe how collaboration with units of government and/or with organizations will maximize the impact of grant funds.
- Describe how PSN funds will fulfill a gap in service and avoid duplication of services or resources in the applicant agency, related agency, or community.
- Describe any monetary contributions by the applicant and/or project partners to increase participation and demonstrate community support for the proposed project. Be specific about what funds will be contributed and how those funds will enhance the proposed PSN project.

Civil Rights Contact Information

Applicants must include the name, address, and telephone number of the civil rights contact person who is responsible for ensuring that all applicable civil rights requirements are met and who will act as liaison in civil rights matters.

DUNS Number and SAM Registration

Applicants must provide the agency's DUNS number and SAM expiration date. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Obtain one by calling 1-

866-705-5711 or by [applying online](#). In addition, applicants shall ensure that the agency has “active” status in the [U.S. System for Award Management \(SAM\)](#) prior to submitting a PSN application.

Grant Management Capacity

In accordance with requirements described in the Federal Office of Management and Budget (OMB) Uniform Guidance for Federal Awards, 2 CFR Part 200, the KGGP must assess the applicant’s ability and capacity to implement the proposed PSN project in full compliance with Federal statutes, regulations, and terms and conditions of a subgrant award. Applicants must provide the following information:

- Describe the applicant’s written accounting policies and procedures and how often they are updated.
- Describe the applicant’s procedures for ensuring that each grant award and associated match is accounted for separately and distinctly from other sources of revenue.
- Describe the applicant’s accounting system, when the current system was implemented, its level of automation, and type(s) of technology utilized; describe any manual accounting processes used to complement the system.
- Describe the applicant’s procedures for monitoring the approved grant project budget and tracking expenditures at a line item level.
- Describe the applicant’s internal controls for ensuring that grant project expenditures are solely for allowable and approved purposes.
- Describe the applicant’s reserve and/or capacity to manage a PSN subgrant award on a reimbursement basis.
- Describe the knowledge, qualifications, experience, and training of programmatic and fiscal staff responsible for assuring grant compliance.
- Describe experience managing other grant funds awarded to the applicant agency, including the name of the grant program, the purpose of the program, the year(s) awarded, whether any monitoring was conducted by the funder(s), and what findings were cited by the funder(s).

Current Audit Report

All applicants **must** provide information in this section of the Project Narrative on when the organization’s most recent financial audit was completed, who performed the audit, what period it covered, whether the applicant met the threshold for a Single Audit, and where the audit is filed.

Grant Project Budget – Budget Summary Form and Budget Narrative

The applicant must submit a grant project budget that is reasonable and cost effective. All grant project-specific budget information is completed on the attached Budget Summary Form with Budget Narrative detail information. The Budget Summary Form has been appended to this document. The Budget Narrative may be completed in a Word document.

Requested line items must be clearly linked to the proposed activities to be conducted in achieving the goals and objectives of the project. The budget must adhere to allowable costs and activities

as outlined in this PSN solicitation, Federal Office of Management and Budget (OMB) Uniform Guidance for Federal Awards, [2 CFR Part 200](#), and the U.S. Department of Justice [DOJ Grants Financial Guide](#) effective edition.

A detailed calculation and brief narrative explanation must be provided in the Budget Detail worksheet. Calculations shall clearly demonstrate how the requested amounts were derived. Personnel must be listed by the agency-assigned title for the position. Positions should be classified as “New” *only if* the requested position would be a new position for the agency. Personnel and associated fringe benefit costs must be demonstrated in terms of full compensation and the percentage of time to be devoted to the PSN project for each position requested. Training events and other travel costs must be specifically identified to the extent possible. Following are examples of descriptions that might be used for line item requests.

<u>Item</u>	<u>Computation</u>	<u>Request</u>
<i>Personnel:</i>		
Detective	“\$25/hour x 1.5 OT pay x 260 OT hrs/yr x 100%”	\$ 9,750
<i>Fringe Benefits:</i>		
FICA	“\$9,750 X 7.65%”	\$ 746
<i>Travel/Training:</i>		
Mileage	“Gang Violence Conference, April 2020, Wichita: (\$125 registr. x 3 staff) + (200 mi. x \$.50/mi. x 1 vehicle) + (\$90/nt. x 2 nights x 3 staff) + (\$30/day meals x 3 days x 3 staff)”	\$ 1,285
<i>Protective Equipment: (not otherwise available)</i>		
VISTA HD WiFi Cameras	“5 VISTA HD Wearable Cameras at \$995 each 5 x \$995= \$4,975”	\$ 4,975

SUBTOTAL: \$16,756

Federal Certification

Applicants that are a [unit of local government](#) or a [public institution of higher education](#) must sign and submit the required Certification of Compliance with 8 U.S.C. §1373 regarding information on citizenship and immigration status. The appropriate forms may be accessed on the federal website by hovering over the appropriate blue text above.

**PSN
FY 2019**

Grant Project Number: _____

Date: _____

BUDGET SUMMARY FORM		
BUDGET CATEGORY	PSN	GOV USE ONLY
PERSONNEL (list by specific position title):		
A. _____		
B. _____		
C. _____		
D. _____		
SUBTOTAL	\$0	
FRINGE BENEFITS:		
A. FICA		
B. Health & Life Insurance		
C. Retirement		
D. Unemployment		
E. Workers Comp.		
SUBTOTAL	\$0	
TRAVEL/TRAINING:		
A. Local Travel		
B. Training Costs/Conferences		
C. Other (Specify) _____		
SUBTOTAL	\$0	
EQUIPMENT:		
A. Equipment (Specify) _____		
B. Equipment (Specify) _____		
SUBTOTAL	\$0	
TOTAL REQUEST	\$0	

Signature of Authorized Certifying Official