

# **Project Safe Neighborhoods (PSN) Program Western District of Arkansas Request for Applications (RFA)**

**DEADLINE:**

Friday, November 01, 2019

*Applications may be submitted by US postal mail*

*Or hand delivered*

**Project Period:** January 1, 2020 – December 31, 2020

**TO ACCESS PSN Announcement, Request For Applications (RFA),  
Instructions and Forms**

**Go To the DFA-IGS website:**

<https://www.dfa.arkansas.gov/intergovernmental-services/grant-programs/project-safe-neighborhoods/>

## **I. INTRODUCTION**

The Arkansas Department of Finance and Administration, Office of Intergovernmental Services, is seeking applications for funding under the Project Safe Neighborhoods (PSN) program. PSN is designed to create and foster safer neighborhoods through a sustained reduction in violent crime. The program's effectiveness depends upon the ongoing coordination, cooperation, and partnerships of local, state, tribal, and federal law enforcement agencies working together with the communities they serve—engaged in a unified approach led by the U.S. Attorney (USA) in all 94 districts. Acting decisively in a coordinated manner at all levels—federal, state, local, and tribal—will help sustain recently achieved reductions in crime and keep our communities safe. PSN provides the critical funding, resources, and training for PSN teams—including law enforcement, prosecutors, community groups, researchers, and others—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.

## **II. ELIGIBLE ENTITIES AND ELIGIBILITY REQUIREMENTS**

Eligible applicants are law enforcement units that operate in the Western District of Arkansas, including the following counties:

Ashley, Bradley, Calhoun, Columbia, Ouachita, Union, Benton, Madison, Washington, Crawford, Franklin, Johnson, Logan, Polk, Scott, Sebastian, Baxter, Boone, Carroll, Marion,

Newton, Searcy, Clark, Garland, Hot Spring, Montgomery, Pike, Hempstead, Howard, Lafayette, Little River, Miller, Nevada, and Sevier.

Applicants for PSN-Western will be required to submit a Request for Application which will consist of the following: (1) Cover Page; (2) Program Narratives; (3) Budget Request/Justification; (4) Checklist; and (5) Required RFA Certifications and Assurances Forms.

**An active DUNS number is required**

All applicants under this solicitation must include a Data Universal Numbering System (DUNS) number in their application. Applications without a DUNS number are incomplete.

A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving Federal funds and to validate address and point of contact information for federal assistance applicants. Obtaining a DUNS number is a free, simple, one-time activity. Obtain one by calling 1-866-705-5711 or by applying online at <http://fedgov.dnb.com/webform/displayHomePage.do>.

**System for Awards Management Registration (“SAM”) is required**

In addition to the DUNS number requirement, Office of Justice Programs now requires that all applicants for federal financial assistance maintain current registrations in the SAM database. **This includes all subgrantees of the Arkansas Department of Finance and Administration.** The SAM database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with SAM, as it is a requirement for Grants.gov registration. Please note, however, that applicants must update or renew their SAM registration at least once per year to maintain an active status. Information about registration procedures can be accessed at <https://www.sam.gov/SAM/>. For assistance with SAM, please contact the SAM Assistance-Federal Service Desk 1-866-606-8220 or the Office of Intergovernmental Services with DF&A.

### III. REQUEST FOR APPLICATION (RFA) INSTRUCTIONS

#### A. APPLICATION COVER PAGE

Pages 1 and 2: Questions 1-22. Complete the application cover which requests information about the applying agency. Please make sure you provide the name(s), correct email addresses and telephone number(s) (with area code) of the persons to be contacted on matters involving the application and the award. Also, provide an alternate contact person with his/her contact information. This is required. The Authorized Official would be the Mayor or the County Judge (highest elected official for the law enforcement jurisdiction.)

## **B. APPLICATION NARRATIVE(S)**

Pages 3-7. Complete each section as it relates to the PSN project. Each section has instructions and must be answered according to the specifics of the proposed PSN project for the law enforcement jurisdiction.

### **1. Statement of the Problem (30 Percent)**

The applicant must identify the Project Safe Neighborhoods (PSN) area of focus which they are applying. The applicant must provide a narrative that includes the violent crime statistics and/or related data regarding the selected areas to be addressed, as well as the geographical targeted location/area to be served. PSN focus areas are listed.

- Gangs or violent street groups
- Geographic hot spot areas
- Felons in possession
- Prolific (chronic violent offenders)
- Street disputes
- Illegal drug markets
- Other (explain)

### **2. Program Design and Implementation: Addressing the Problem (35 Percent)**

The applicant must provide a detailed narrative on how the applicant will implement specific program strategies that will impact any of the following PSN Team's approved goals: (a) to reduce violent crime including gun violence within the District where crime rates are steadily increasing; (b) to build solid federal cases for increased federal prosecution rates of violent gun offenders and/or affiliated gang members; (c) to educate and train patrol officers/law enforcement on leading techniques for "search and seizure;" (d) to increase seizures of illegal firearms throughout the District; (e) to increase targeted intelligence-based patrols for community-oriented policing and various types of investigations that lead to effective prosecution of federal cases; (f) promote healthy and safe communities throughout the District to break the crime cycle through prevention strategies, public awareness/education and outreach; and (g) deter youth from becoming involved in criminal activity including gang activity through increased education and awareness.

Applicant must identify which goals listed above will be addressed. The program specific strategies may include but not limited to: (1) conducting investigations; (2) conducting and receiving additional training; (3) conducting undercover investigations; (4) utilizing and accessing the National Integrated Ballistics Intelligence Network (NIBIN); and (5) information sharing and education for building and referring a case for federal.

The applicant should include a project timeline and/or task plan for implementing the project.

**3. Capabilities/Competencies (20 Percent)**

The applicant must fully describe their ability to: (1) implement the program within the identified target area; and (2) implement the program within its established project timeline and task plan providing timely and effective delivery of PSN strategic activities. The applicant must demonstrate the applicant’s expertise in collaborating with local, state, and federal law enforcement and criminal justice partners including the United States Attorney’s Office.

The applicant must demonstrate experience addressing gun and gang violence, and gang violence associated with conflict over turf, narcotics distribution, aggression and shootings. The applicant must demonstrate experience working with law enforcement, criminal justice agencies and community-based partners on targeted enforcement, prevention activities, community engagement, and accountability within a planned and implemented strategy.

The applicant must describe its project staff indicating who will be responsible for carrying and overseeing the project implementation.

**4. Plan for Collecting Required Data (10 Percent)**

The applicant must describe their intended process for measuring project performance. The applicant must identify who will collect the data; who is responsible for performance measurement; and how the information will be used to guide and assess the applicant’s PSN program activities. The applicant should also identify who will be responsible for the completion of reporting requirements.

**C. BUDGET DETAILED LINE-ITEM REQUEST AND BUDGET JUSTIFICATION NARRATIVE**

Pages 7-8. The applicant must provide a budget and budget narrative that are complete, cost effective, and allowable (i.e. reasonable, allocable, and necessary for program activities). The applicant’s budget narrative should generally demonstrate how the applicant will maximize cost effectiveness of grant expenditures. The applicant’s budget narrative should link back to the stated PSN program implementation. Below is a chart of the allowable costs and non-allowable costs.

Allowable Costs	Non-Allowable Costs
<ul style="list-style-type: none"> <li>○ Salary/Wages</li> <li>○ Overtime Compensation</li> <li>○ Fringes associated with OT</li> <li>○ Program/Project Supplies</li> <li>○ Maintenance and Operations (including project related media,</li> </ul>	<ul style="list-style-type: none"> <li>○ Lobbying.</li> <li>○ Fundraising activities.</li> <li>○ Electronic Immobilization Devices (EID).</li> <li>○ Construction or renovation costs.</li> <li>○ Acquisition cost of real estate property.</li> <li>○ Military type equipment.</li> </ul>

Allowable Costs	Non-Allowable Costs
<p>outreach, and prevention activities)</p> <ul style="list-style-type: none"> <li>○ Training</li> <li>○ Travel/Mileage</li> <li>○ Equipment</li> </ul>	<ul style="list-style-type: none"> <li>○ Restitution payments.</li> <li>○ Fines, penalties and late charges.</li> <li>○ Entertainment expenses.</li> <li>○ Bonuses or commissions.</li> <li>○ Lodging above federal per diem rates.</li> <li>○ Daily subsistence within the targeted service area (daily subsistence can only be requested if travel occurs outside the targeted service area and in accordance with such rules established by the Arkansas Department of Finance and Administration.</li> <li>○ First Class travel.</li> <li>○ Pre-award costs.</li> <li>○ Rental costs are limited to fair market value for similar facilities in your locality. Rental rates in excess of this amount will need special approval.</li> <li>○ <b>Supplanting</b> - Federal funds must be used to <b>supplement</b> existing funds for program activities and cannot replace or <b>supplant</b> nonfederal funds that have been appropriated for the same purpose.</li> </ul>

**D. APPLICATION CHECKLIST (PSN)**

Please include the Project Safe Neighborhoods (PSN) 2020 Request for Application Checklist with your application. All RFA required forms can be located at the link below.

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#### **IV. PROGRAM REQUIREMENTS**

##### **A. Quarterly Reporting Requirements**

Applicants who receive funding under this solicitation must provide data that measures the results of their work. Applicants are required to complete numerical or narrative data reporting every 3 months for each quarterly activity period. Reports are to be submitted within 15 days following the close of the activity period.

##### **B. DFA-IGS Program Monitoring**

DFA-IGS will monitor all grant awards by way of desk reviews and site visits. Additionally, all submitted reports will be reviewed for timeliness and accuracy. Delinquent and inefficient reports could result in a hold on available funds until the deficiency is corrected and approved.

#### **V. SUBMISSION OF APPLICATION**

Completed Applications must be submitted with original signatures to DFA-IGS postmarked no later than **November 01, 2019**, via U.S. Postal Service to the following address:

**Arkansas Department of Finance and Administration  
Office of Intergovernmental Services  
Attn: JAG/PSN  
1515 West 7th Street, Suite 404  
Little Rock, AR 72201**

#### **VI. APPLICATION SCORING**

Applications for PSN will be evaluated and assessed based on the five weighted assessment areas: (1) Problem Statement (30%); (2) Program Design and Implementation (35%); (3) Capabilities/Competencies (20%); (4) Plan for Collecting Required Data (10%); and (5) Detailed Budget Narrative (5%). Recommendations for funding will be based on the application scoring. See section III for RFA narratives and percentages.

#### **VII. PSN PROJECT TIMELINE**

RFA Released/Announcement:	October 1, 2019
RFA Submission:	October 1, 2019 to October 31, 2019

RFA Deadline:	November 1, 2019
Application Scoring/Funding & Recommendations:	November 1, 2019 to November 30, 2019
Notify Subrecipients:	On or By December 20, 2019 <i>(Upon approval from Bureau of Justice Assistance (BJA) – Department of Justice Programs)</i>
Project Period-1YR:	January 1, 2020 to December 31, 2020

**VIII. AWARDS-NOTIFICATION**

Subawards will be based the availability of PSN federal funding, the application scoring, and the proposed project requested budget amount(s).

Applicants awarded an PSN subgrant will be notified electronically via email. Notifications will be sent to the Authorized Official. Successful applicants must accept their grant award by signing the award documents in **BLUE INK** and returning completed packet to DFA-IGS within 5 business days via US Postal mail or delivery. When returned to DFA-IGS, the Award will be signed by the IGS and a copy returned to the applicant (sub-recipient).

**IX. PROJECT PERIOD-- January 1, 2020 – December 31, 2020**

All projects **should** begin on January 1, 2020 and **must** be executed no later than 60 days after January 1, 2020. Failure to have the funded project operational within 60 days from January 1, 2020, may result in the cancellation of the subgrant and the de-obligation of awarded funds. Projects must conclude no later than December 31, 2020.

**X. CONTACT INFORMATION**

For assistance contact IGS via email at [igs.jag@dfa.arkansas.gov](mailto:igs.jag@dfa.arkansas.gov) or call the IGS office at (501) 682-1074.