

The background of the page features a faded, light blue image of the Wisconsin State Capitol building, showing its prominent dome and classical architectural details. At the top of the page, there are decorative red and white wavy stripes.

Wisconsin Office of Justice Assistance
1 S. Pinckney Street, Suite 600
Madison, WI 53702

Jim Doyle
Governor

David Steingraber
Executive Director

Project Safe Neighborhoods
PSN Western District 2008
Gang and Gun Violence Reduction Initiative

Grant Announcement

**Applications must be submitted through
Egrants on or before December 3rd, 2008**



Important Contact Information for this Grant Opportunity:

Program Name: Deb Lieber (608) 332-9972 or
deborah.lieber@wisconsin.gov

Budget/Fiscal: Matt Raymer (608) 261-4374 or
matt.raymer@wisconsin.gov

Egrants Assistance: Weekdays, 8am – 4:30pm
Email: OJAEgrants@wi.gov
Local calls: (608) 267-9068
Toll free: (888) 894-6607

Please note that the Egrants Application Guide may help you to resolve problems using Egrants. You can find this guide on the Apply for a Grant page of our website: www.oja.wi.gov

Grant Announcement Summary

Program Area: Criminal Justice

Grant Title: PSN Western District 2008

Description: Funding is allocated for projects to reduce gang and gun crime.

Opportunity Category: Competitive, but for invited applicants only.

Important Dates: December 3rd, 2008: Deadline to submit application via Egrants

Anticipated Funding Amount: \$95,402

Maximum application amount allowed: \$40,000

Eligibility: This funding announcement is competitive, but only for invited applicants. The following invited applicants are eligible to apply:

City of Madison Police Department
City of Fitchburg Police Department
City of La Crosse Police Department
Marathon County Sheriff's Department
Oneida County Sheriff's Department/NORDEG

Applicants should provide proposals that demonstrate an effort to reduce gang, gun and/or violent crime in the Western District of Wisconsin. This solicitation calls for projects that involve one of the following gang and gun violence reduction strategy components: (1) gang information sharing projects; (2) projects to support collaborative community-wide efforts linking gang and/or gun violence prevention and intervention efforts (in schools and the community) with law enforcement suppression efforts; (3) proposals to advance ongoing cooperative law enforcement efforts and intelligence sharing efforts that address gang and gun violence.

Continuation projects, projects that have demonstrated success, projects that are collaborative and/or projects that have an emphasis on information sharing are also eligible and will receive preference.

Match/Cost Sharing Requirement: None

Eligible Expenses: All expenses must be new and cannot replace existing government funding. Funding may be used for personnel and fringe benefits, travel and training, consultants and contracts, supplies and operating expenses and equipment purchases.

2008 Project Safe Neighborhoods (PSN) Gang and Gun Violence Reduction Program

The Wisconsin Office of Justice Assistance (OJA) provides financial and technical assistance to public safety, first response and emergency management agencies throughout the state. As the State Administering Authority for state and federal criminal justice and homeland security grant funds, OJA is responsible for establishing funding priorities, developing application criteria, awarding and disseminating grants, and assessing project achievements. This grant announcement provides information about a specific grant opportunity and instructions to help those eligible apply for a share of the available funds.

In March 2006, we implemented Egrants – an online grants management system to help our customers apply for, and manage grants awarded by OJA. Prior to using Egrants, individuals must register through the OJA website (www.oja.wi.gov). Applicants are encouraged to register at least 10 days prior to the application due date to ensure access to the system.

Program Description

Through this grant announcement, OJA is seeking applications for projects geared toward reducing gang and violent crime in the Western District of Wisconsin. The 2008 Project Safe Neighborhoods Gang and Gun Violence Reduction Program is a continuation 2007 programming; therefore, successful continuation projects and program partners will receive preference.

PSN is a nationwide effort to reduce gun crime, and gang violence. The program was developed in 2001 and has included law enforcement, prosecution, prevention, intervention, research and media outreach agencies, among others, to enhance existing strategies and to develop innovative efforts to fight the gun problem throughout the U.S. For more information on the National PSN Program, please visit www.psn.gov

Award Information

Project funding will come from the Federal Project Safe Neighborhoods Program which is directed by the United States Attorney's Office for the Western District of Wisconsin and awarded through the State of Wisconsin Office of Justice Assistance (OJA). OJA serves as the fiscal agent for the United States Attorney's Office PSN Programs. The total amount available is \$95,402. Approximately 3-5 projects will be awarded. There is no requirement to match federal funding; however, projects that show local match/buy-in will receive preference.

Grant awards will be awarded for the project period of January 1, 2009 to December 31, 2009 unless another grant period is requested by the applicant and approved by the Selection Committee. If awarded, grant funds will be allocated on a reimbursement basis. That means, projects will spend their own funding within the approved categories, and then request reimbursement for those funds.

Submit Applications via Egrants

Applications must be submitted through the OJA Egrants online grants management system. If you have never used Egrants before, you will need to register online at www.oja.wi.gov to receive access to the system. This can take several business days so please register at least 10 days before the application due date.

Once your Egrants account has been approved, you may begin your online grant application. An Egrants Application Guide is posted on the OJA website (Apply for a Grant page). If you have any problems using Egrants, please contact our help desk at OJAEgrants@wi.gov or call us at (608) 267-9068 or toll free at (888) 894-6607 any weekday between 8am and 4:30pm.

Application Components

Through Egrants, you will provide OJA with detailed information about your project that will be used to make a funding decision. Questions on what is expected in each section can be directed to Deborah Lieber at (608) 266-7638 or at Deborah.Lieber@wisconsin.gov.

1. Main Summary

This is the first page you will complete in your online application. You must complete this section before any other sections will be enabled. Please note: When identifying individuals involved in this grant, you may not list the same person as project director and financial officer. The financial officer is the individual responsible for financial activities in your organization while the project manager will be overseeing project operations.

2. Budget Detail

Personnel - List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.

Fringe benefits - Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.

Travel - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and the unit costs involved. Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

Equipment - List non-expendable items that are to be purchased. Non-expendable equipment is tangible property having a useful life of more than two years and an

acquisition cost of \$5,000 or more per unit. (Note: Organization's own capitalization policy may be used for items costing less than \$5,000). Expendable items should be included either in the "supplies" category or in the "Other" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

Supplies - List items by type (office supplies, postage, training materials, copying paper, and expendable equipment items costing less than \$5,000, such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project.

Consultants/Contracts - Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed.

Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of \$450 per day require additional justification and prior approval from OJA.

Consultant Expenses: List all expenses to be paid from the grant to the individual consultants in addition to their fees (i.e., travel, meals, lodging, etc.)

Contracts: Provide a description of the product or service to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of \$100,000.

3. Approval Checklist

Answer Yes or No to each question

4. Performance Measures

Please provide target for each performance measure. These targets will be used to measure the project's effectiveness and performance for each semi-annual progress report. If there is a performance measure that does not apply to your particular project, please enter "0" as a target number.

5. Agency Profile

Briefly describe your agency and how it functions.

6. Budget Narrative

Please provide a narrative description of each budget item you have requested. Please include computation of each budget item.

7. Executive Summary

Briefly describe what your project will do to affect the gun or gang crime problem in your jurisdiction, and why your project is needed. This portion of the grant may be used for press releases and reports to the federal government. Please be clear and concise. (1 or 2 paragraphs)

8. Program Goals & Objectives

Please provide overall goals and objectives for the project. A program goal is a broad statement of what the program hopes to accomplish or what changes it expects to produce. Examples of program goal statements include:

- Reduce re-offending among substance abusing offenders served by the program
- Reduce the crime rate in the neighborhood targeted by the program
- Restore a sense of well-being to victims of crime

An objective is a specific and measurable condition that must be attained in order to accomplish a particular program goal. There are many different ways to specify objectives; the program and evaluator should choose the method that works best for each situation. Examples of program objectives include:

- Assist substance abusing offenders in abstaining from drug use
- Ensure that victims of crime feel compensated for their losses
- Improve by one grade level reading scores for 80% of the juveniles who complete the program

Please visit the following resource for assistance:

<http://www.jrsa.org/evaluationwebsite/guide/ap1.htm>

9. Implementation Plan

Please describe the project's implementation plan. Please list the tasks and strategies that will be completed in order to meet the stated goals and objectives.

10. Evaluation

Please describe how the project will be monitored internally by program staff or by an external evaluator.

If this is a continuation project, please provide information on the evaluation activities that were performed within the last year.

Please visit the following resource for assistance:

<http://www.jrsa.org/evaluationwebsite/index.html>

11. Problem Description

Clearly and concisely identify and define the gun and gang violence problems that will be addressed through the project. State the need for the project and include supporting data (including risk factors, community need data, trends etc...).

12. Project Development & Impact to Date

Please note: If you have received PSN funding in the past, you may be asked to provide information about your program in person or by phone during the Selection Committee meeting that will take place in December or January. Please also answer the questions below:

If this is a continuation project (or, if your agency received either PSN gun violence reduction or PSN anti-gang funding last year), please provide the following information:

- 1) What was the amount of the last PSN gun and/or gang violence reduction award that was provided to your agency?

- 3) Please provide a project narrative that describes how the funding was spent, what was accomplished with the funding that was awarded, especially what impact your project had on gun or gang violence reduction.

13. Proposed Approach

Please provide a project description that describes your proposed project and how it addresses the problems established in the Problem Description Section.

Application Review and Award Criteria

Applications will be reviewed by the Project Safe Neighborhoods Selection Committee. Funding recommendations will be made by the Committee and awards will be made available through the Office of Justice Assistance.

Additional Resources

- Office of Justice Assistance website: <http://www.oja.wi.gov>
- A helpful [Egrants User Guide](#) is posted on the Apply for a Grant page of the OJA website. It includes registration through grant award instructions.
- Online Help is available in many areas of the Egrants program – watch for the Help Buttons.
- Egrants Helpdesk is staffed on non-holiday weekdays between 8AM and 4:30PM.

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Hours of Operation: Weekdays, 8:00 a.m. - 4:30 p.m. CST

Help is also available on most pages in the Egrants system.