

BUREAU OF JUSTICE ASSISTANCE

COMMUNITY BASED CRIME REDUCTION PROGRAM (CBCR)

FY 2019 Funding Overview

Monday May 6, 2019

Agenda

- *BJA Site Based Program*
- *CBCR goals*
- *Core elements of the CBCR approach*
- *Solicitation: FY19 Attachments*
- *What to expect: structure of a CBCR effort, deliverables, fiscal agent and partners*
- *CBCR Technical Assistance*
- *Resources*
- *Q & A*

BJA Site Based Programs

<https://www.bja.gov/programs/>

- *The goal of CBCR initiative is to reduce crime and recidivism and make communities safer by improving the performance and effectiveness of criminal justice operations.*
- *It is a BJA priority to systematically use data-driven, research-based, and innovative approaches to enhance capacity and outcomes in community safety.*
- *BJA site based programs encourage and support practitioner-researcher partnerships that use data, evidence, and innovation to create strategies and interventions that are effective*

CBCR Goals

- *Reduce crime, increase trust, and improve community safety*
- *Strengthen and improve relationships between police agencies and community members*
- *Support neighborhoods in the planning and implementation of effective comprehensive approaches toward crime reduction and prevention in the targeted places within that neighborhood*
- *Advance neighborhood revitalization through cross-sector community-based partnerships*

Core Elements of CBCR Approach

- *Place-based, with emphasis on integrating crime control efforts with revitalization strategies*
- *Data-driven and research-informed*
- *Community-oriented*
- *Guided and implemented by a cross-sector partnership*

FY 2019 Solicitation

- *The CBCR solicitation can be accessed through www.grants.gov (Announcement number: BJA-2019-15364 or through BJA's website at <https://www.bja.gov/funding/CBCR19.pdf>)*
- *Applications due Tuesday, June 25, 2019 by 11:59pm EST*
- *Submit via Grants.gov. BJA strongly encourages that applicants submit the application well in advance of the deadline.*

CBCR Program Approach and TTA Support for FY 2019 Awards

Federal Award Information

Planning and Implementation

- *Up to 14 awards of up to \$1,000,000 each*
- *48 month period (change from previous years)*
- *Special Withholding Condition: Maximum \$150,000 available during the planning phase*

Structure of a CBCR Effort

- *Start Up: Convene cross sector management team (first 3 months)*
- *Planning Phase: (first 9-12 months)*
 - Analyze crime and its drivers in the target area using diverse data sources and input from community members
 - Identify and prioritize specific micro hot spot areas where chronic and persistent crime exists
 - Conduct Early Action Project
- *Strategy Development: (by roughly 12 months)*
 - Synthesize findings and select data-driven/evidence-based or innovative strategies
 - Ensure strategies are aligned with the crime problems identified within micro hot spot location(s)
- *Implementation: Implement strategies with ongoing input from the community and cross sector partners (12-48 months)*

FY 2019 Solicitation Deliverables

- *Early Action Project*
- *Signed non-profit partner MOU, if applicable*
- *Implementation Plan*
- *Final Summary Report*

FY 2019 Solicitation: Applicant Role

The Applicant must work with partners to (see page 6):

- *Engage residents and cross-sector partners to develop comprehensive strategic plan*
- *Support data collection and analysis throughout the life of the grant*
- *Sustain a full time skilled lead project coordinator*
- *Collaborate with other relevant local, state, or federal initiatives*
- *Employ a range of data-driven, cross-sector strategies connected with the revitalization efforts to reduce crime and violence and improve community trust and engagement*
- *Ensure that all financial, administrative, and programmatic aspects of the project are implemented in accordance with terms and conditions of the award*

FY 2019 Solicitation: Critical Partners

- *Local law enforcement agency*
- *Community members*
- *Revitalization/planning agency*
- *Other non-profit and cross-sector partners (i.e. research partner)*
- *Note MOU and letter requirements described on page 29-30 of solicitation*

How to Apply

- *Applicants must register in and submit applications through Grants.gov*
- *Find complete instructions on how to register and submit an application at <https://www.grants.gov/support.html>*
- ***Register with Grants.gov several weeks before the application submission deadline***
- *For Technical Difficulties – call the Grants.gov Customer Support Hotline at 800-518-4726 or 606-545-5035, which operates 24/7, except federal holidays*
- ***Applicants are urged to submit applications at least 72 hours prior to the application due date, to allow time for the applicant to receive validation messages or rejection notifications from Grants.gov, to correct in a timely fashion any problems that may have caused a rejection notification***

What an application should include

- *Application for Federal Assistance (SF-424) (see page 16)*
- *Project Abstract (see page 16)*
- *Program Narrative (see page 17)*
- *Budget Detail Worksheet (see page 19)*
- *Indirect Cost Rate Agreement, if applicable (see page 22)*
- *Tribal Authorizing Resolution, if applicable (see page 23)*
- *Financial Management and System of Internal Controls Questionnaire (see page 23)*
- *Disclosure of Lobbying Activities (SF-LLL) (see page 24)*
- *Applicant Disclosure of Pending Applications (see page 24)*

What an application should include (continued)

- *Applicant disclosure and justification – DOJ High Risk Grantees, if applicable (see page 25)*
- *Additional Attachments*
 - Research and Evaluation Independence and Integrity (see page 26)
 - Disclosure of Process related to Executive Compensation (see page 28)
 - Memoranda of Understanding(MOUs), Letter of Support, and Memorandum outlining cross-sector partnership (see page 29 – 30)
 - Research Partnership: Letter of Participation, if applicable (see page 30)
 - Request and Justification for Employee Compensation; Waiver, if applicable (see page 14)
 - Information regarding Communication with the Department of Homeland Security (DHS) and/or Immigration and Customs Enforcement (ICE) (see page 25)
 - Documentation of Anticipated Benefit to federally designated Qualified Opportunity Zones, if applicable (see page 30)

Budget Detail Worksheet

- The Budget Detail Worksheet and the Budget Narrative are now combined in a single document collectively referred to as the Budget Detail Worksheet.
- The Budget Detail Worksheet is a user-friendly, fillable, Microsoft Excel-based document designed to calculate totals and includes an instructions/definitions tab.
- **All applicants should use the Excel version when completing the proposed budget in an application, except in cases where the applicant does not have access to Microsoft Excel or experiences technical difficulties.**
- **The budgeted amount for project year one should not exceed \$150,000.**
- The Budget Detail Worksheet can be accessed at <https://ojp.gov/funding/Apply/Forms/BudgetDetailWorksheet.htm>.
- For questions pertaining to budget and examples of allowable and unallowable costs, see the DOJ Grants Financial Guide at <https://ojp.gov/financialguide/DOJ/index.htm>.

Budget Detail Worksheet

OMB Approval NO.: 1121-0329

Expires 11/30/2020

For a 508 compliant, accessible version of the Budget Detail Worksheet, use the following link:

<https://oip.gov/funding/Apply/Forms/BudgetDetailWorksheet/BDW508.pdf>

Worksheet Instructions

Note: This document requires macros to be enabled to work properly. Please ensure that macros are enabled before entering any data. You may be able to enable macros by choosing the "Enable this content" option from the Security Warning Ribbon above.



If the ribbon is not visible you may have been prompted to enable macros when you opened the document as pictured here. If you elected to disable macros,



please close the document and reopen it with macros enabled.

Purpose:

The Budget Detail Worksheet is provided for your use in the preparation of the budget and budget narrative. All required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be left blank. Indicate any non-federal (match) amount in the appropriate category, if applicable.

How to use this Workbook:

The workbook includes several different worksheets. The first worksheet (this one) is an instruction sheet; the next worksheet includes the budget detail worksheet and narrative for year 1. There are duplicates of this worksheet for years 2-5 that can be completed as necessary. The last worksheet is a Budget Summary. It compiles all of the relevant budget information into a single location and should be reviewed for correctness before the workbook is uploaded to the GMS application.

Step by Step Usage:

1. Please read and print this instruction page. It can be used as a reference while completing the rest of the document.
2. For each budget category, you can see a sample by viewing the 'Budget Detail Example Sheet'.
3. The 'Definitions' tab explains terms used in the instructions for the various budget categories.
4. **Record Retention:** In accordance with the requirements set forth in [2 CFR Part 200.333](#), all financial records, supporting documents, statistical records, and all other records pertinent to the award shall be retained by each organization for at least three years following the closure of the audit report covering the grant period.
5. The information disclosed in this form is subject to the Freedom of Information Act under U.S.C. 55.2.

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Budget Point of Contact Information:

Contact Name:	Last:	First:	Middle:
Contact Phone:	Contact Fax:	Contact Email:	

Worksheet Index:

Tab

- [Budget Detail - Year 1](#)
- [Budget Detail - Year 2](#)
- [Budget Detail - Year 3](#)
- [Budget Detail - Year 4](#)
- [Budget Detail - Year 5](#)
- [Budget Summary](#)
- [Example - Budget Detail Sheet](#)
- [Definitions](#)

Budget Category Descriptions:

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. In the budget narrative, include a description of the responsibilities and duties of each position in relationship to fulfilling the project goals and objectives. All requested information must be included in the budget detail worksheet and budget narrative.
Fringe Benefits	Fringe benefits should be based on actual known costs or an approved negotiated rate by a Federal agency. If not based on an approved negotiated rate, list the composition of the fringe benefit package. Fringe benefits are for the personnel listed in the budget category (A) and only for the percentage of time devoted to the project. All requested information must be included in the budget detail worksheet and budget narrative.
Travel	Itemize travel expenses of staff personnel (e.g. staff to training, field interviews, advisory group meeting, etc.). Describe the purpose of each travel expenditure in reference to the project objectives. Show the basis of computation (e.g., six people to 3-day training at SX airfare, SX lodging, SX 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; or if unknown, indicate "location to be determined." Indicate whether applicant's formal written travel policy or the Federal Travel Regulations are followed. Note: Travel expenses for consultants should be included in the "Consultant Travel" data fields under the "Subawards (Subgrants)/Procurement Contracts" category.
Equipment	List non-expendable items that are to be purchased (Note: Organization's own capitalization policy for classification of equipment should be used). Expendable items should be included in the "Supplies" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technological advances. Rented or leased equipment costs should be listed in the "Contracts" data fields under the "Subawards (Subgrants)/Procurement Contracts" category. In the budget narrative, explain how the equipment is necessary for the success of the project, and describe the procurement method to be used. All requested information must be included in the budget detail worksheet and budget narrative.
Supplies	List items by type (office supplies, postage, training materials, copy 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. All requested information must be included in the budget detail worksheet and budget narrative.

Application Review Information (page 34-38)

- *Statement of the Problem (20%)*
- *Project Design and Implementation (40%)*
 - Planning Activities
 - Community Engagement and Capacity
 - Implementation Strategies and Activities
 - Innovations
- *Capabilities and Competencies (25%)*
- *Plan for Collecting Performance Management Data (5%)*
 - Including Sustainability Plan
- *Budget (10%)*

CBCR Training and Technical Assistance

- *TTA provided by the International Association of Chiefs of Police (IACP) with criminal justice and community development partners*
- *TTA is organized around four core curriculum areas:*
 - Using data and research to inform place-based crime prevention strategies
 - Engaging community members in CBCR
 - Supporting strong, sustainable cross-sector partnerships
 - Integrating crime reduction with revitalization

Resources

- *FY 2019 Solicitation:* <https://www.bja.gov/funding/CBCR19.pdf>
- *OJP's clearinghouse of evidence-based criminal justice programs:* www.crimesolutions.gov
- *Information about sites funding in prior years:* www.lisc.org/safety

For technical assistance with submitting the application, contact the Grants.gov Customer Support Hotline at 800-518-4726 or via email at <https://www.grants.gov/support.html>, or at support@grants.gov. The Grants.gov Support Hotline hours of operation are 24 hours a day, 7 days a week, except federal holidays.

For assistance with any other requirements of this solicitation, contact the National Criminal Justice Reference Service (NCJRS) Response Center: toll-free at 800-851-3420; via TTY at 301-240-6310 (hearing impaired only); email grants@ncjrs.gov; fax to 301-240-5830; or web chat at <https://webcontact.ncjrs.gov/ncjchat/chat.jsp>.

The NCJRS Response Center hours of operation are 10:00 a.m. to 6:00 p.m. eastern time, Monday through Friday and 10:00 a.m. to 8:00 p.m. eastern time on the solicitation close date.

FY 2019 Competitive Grant Announcement Community-Based Crime Reduction (CBCR)

Q & A