Grant Writing and Compliance Training

POST Course Number: IGM84G

Public Safety and Community Violence Reduction Grant

October 21,2022

Presenters:

Jen Wade, OPB Grants Division Director

Amanda Hawkins, Program Specialist PSCVR Grant

POST Credit:

Attendance for POST Credit will be taken at the end of the training. OPB will email you a course completion form to collect OKEY numbers for course credit.

Obtaining grant funding takes more than an idea and a funding source. It takes an entity that is well managed, that understands its purpose, and that uses its staff efficiently. A successful grant program requires the entity to identify long- and short-term goals, priorities of the proposed project, and the capabilities and competencies of its staff and their procedures.

- In addition to gathering the requirements for the notice of funding opportunity, the applicant should gather policy requirements under the assistance listing to ensure adherence to federal requirements.

- When you accept a grant, you agree to comply with the terms and conditions of the grant program as well as applicable federal policies and regulations.

- OPB is required to ensure that federal assistance is used appropriately. When you accept a grant award, you are also legally obligated to meet federal standards in the areas of financial management, internal controls, audit, and reporting.

It is also critical for your organization to maintain its registration in the following systems:

- System for Award Management (SAM) Registration Renewal

- Unique Identity ID (SAM)

A lapsed registration will negatively impact your ability to submit new or continuation award applications, as well as to receive future awards. For awarded grants, a lapsed registration will impact your ability to submit payment requests.

- Check your application against the funding opportunity's requirements.

- If the funding opportunity includes multiple categories for which applicants can apply, make sure you submit your application under the appropriate category.

- Make sure that your grant proposal includes all requested documentation. All funding opportunities contain a set of required documents, but they also may request additional documentation such as a map of the project area or design plans. Look in the attachments section to be sure you have included all the documents required for the funding opportunity.

Proposal Narrative

- Project Summary

- Description of the Issue (30%)

- Project Design and Implementation (30%)

- Capabilities and Competencies (15%)

- Performance Measures (10%)

- Budget (15%)

Note: Match funding is not required or scored in this application.

Governor's Office of
PLANNING AND BUDGET
THE STATE OF GEORGIA

Here you present the most important elements of your proposal in as few sentences as possible. You will have to condense your summary to a particular word limit within the application. The project summary should be a high-level overview of the project and respond to the following:

• What is the purpose or goal of your project, the need you're addressing, or the problem you're solving?

• What are the expected outcomes of your project, and how will you achieve them?

- How the applicant will assess or verify the success of the project.

- Why your project is important?

- Briefly, who the applicant is.

Applicants must describe the project to be implemented with grant funding. This section must include responses to the following:

- State the problem that was caused or exacerbated by the pandemic based on the program category in which you are applying (e.g. gun crime decrease in law enforcement staffing).

- Provide statistics to support the problem statement above;

- **Applicants should use January 27, 2020 as the ARPA recognized start of the pandemic**.

- Applicant data should demonstrate that the problem began during the pandemic or was exacerbated by it.

- The grant proposal should be a clear and concise account of the problems or issues that need to be addressed, and which were the basis for applying for the grant in the first place.

- The program narrative and supporting documentation of the proposal package are critical in demonstrating your understanding of the solicitation and in presenting a corresponding need and strategy.

- Applicants should ensure that the problem is backed up by data that is completely factual and makes it obvious as to why funds are necessary to address the problem.

Generally accepted resources for citation include but are not limited to peer-reviewed journal and published data or reports. Generally unaccepted resources include but are not limited to news articles, magazines, blogs, general websites, and non-academic and not peer-reviewed sources.

It is the responsibility of the applicant to use data to demonstrate an increase in gun crime and/or community violence as a result of COVID-19. Generally accepted resources for citation include but are not limited to peer-reviewed journal and published data or reports. Examples of commonly accepted resources for crime statistics are below:

- Uniform Crime Reporting (USR) Program Data;
- Bureau of Justice Assistance;
- Office of Justice Programs; and
- National Public Safety Clearinghouse.

This is not an exhaustive or binding list of examples. This is meant to assist applicants by providing a non-exhaustive list of resources for crime statistics.

Some questions to consider in simplistic terms as you prepare:

1. What is the problem you are seeking to address?
   Example:
   The city of ABC's homicide rate (gun-related crime) has increased dramatically during the pandemic and continues to increase in its aftermath. (Increase in gun crime due to the pandemic)
2. How do you demonstrate the problem?
   Example:
   The city of ABC's homicide numbers jumped 50% from 2019 to 2021.(insert data citation) In 2019, the total number of homicides recorded were 44, while in 2020, they increased to 64, and 88 in 2021. Homicide rates for 2022 are set to outpace last year's numbers with 82 recorded to date this year. (insert data citation(s))

3. What is the proposed solution?

Example:

To combat the increase in violent gun crime demonstrated by the increase in The city of ABC's homicide rate (gun-related crime), ABC proposes a Homicide Unit Equipment and Technology program to invest in technological tools that improve efficiency in homicide investigations and increase clearance rates for cases that involve violent gun crime. Under this program, ABC will request to purchase tablets for unit detectives to perform tasks at the scene of an investigation including taking witness statements, searching databases. Additionally, ABC intends to purchase crime-scene software to improve the flow of information in cases involving violent gun crime.

Governor's Office *of*
PLANNING AND BUDGET
THE STATE OF GEORGIA

Description of the Issue

ABC faced two public safety challenges during the pandemic and in its aftermath. The first was the public health crisis caused by COVID-19. The other was the increase in gun violence and homicides. Both represent clear threats to the lives of ABCers. The gun violence and homicide spike represent the city of ABC's homicide rate (gun-related crime) has increased dramatically during the pandemic and continues to increase in its aftermath. (Increase in gun crime due to the pandemic). The city of ABC's homicide numbers jumped 50% from 2019 to 2021. In 2019, the total number of homicides recorded were 44, while in 2020, they increased to 64, and 88 in 2021. Homicide rates for 2022 are set to outpace last year's numbers with 82 recorded to date this year.

To combat the increase in violent gun crime demonstrated by the increase in the city of ABC's homicide rate (gun-related crime), ABC proposes a Homicide Unit Equipment and Technology program to invest in technological tools that improve efficiency in homicide investigations and increase clearance rates for cases that involve violent gun crime. Under this program, ABC will request to purchase tablets for unit detectives to perform tasks at the scene of an investigation including taking witness statements, searching databases. Additionally, ABC intends to purchase crime-scene software to improve the flow of information in cases involving violent gun crime. Today's homicide investigations increasingly rely on technology and equipment to keep up with the large amount of data that victims and suspects have on their computers, smartphones, and accounts.

POST Credit:

Attendance for POST Credit will be taken at the end of the training. Please remain on the training until then. OPB will email you a course completion form to collect OKEY numbers for course credit.

- Provide a description of the proposed activities and how the activities will engage with the community and any community partners that will be involved, if applicable.

- Applicants should identify the program objectives and describe the vision for the target population, specifically how this vision will address the problems identified in the Description of the Issue section and the broader impact to communities or jurisdictions.

- Ensure each objective is measurable and identify strategies to achieve the objectives. State if the proposed approach is evidence-based and, if so, provide supporting research references

- Now that you've established a need for your project, you have to describe your project.

- Your project design and implementation section should outline the steps of your project from procurement plans to implementing the proposed solution

- Grant proposal outcomes included in this section should be SMART (specific, measurable, achievable, realistic, and timely)

- Outline the methods you will use to achieve the outcomes listed.

- Include a timeline as a visual that includes each objective, dates, and who is responsible. A visual is a great way to show reviewers the milestones of your project.

- Applicants should demonstrate their capabilities to implement the project and the competencies of the staff assigned to the project to include the financial management of funding.

- The applicant should detail the level of support for the project, as well as the expertise of the individual(s) who will be responsible for managing the project. Applicants should also demonstrate their experiencing managing projects with federal funding.

- Show your organization's qualification

- Consider including resumes to show additional qualifications

- Highlight any previous project implementations

- Highlight any previous experience managing federal awards

- Include capabilities and competencies of the subrecipient (applicant) as well as any partners, contractors, etc.

- Applicants should describe the process for measuring project performance, identify who will collect the data, who is responsible for performance measurement, and how the information will be used to guide and assess the program. Successful applicants will demonstrate understanding of [performance data to be collected and reported.](#)

- For each project goal, applicants should identify the criteria that will determine how and if the objectives have been successfully met and one or more specific measurable outcome(s) and the data sources that will be used to determine whether the outcome was accomplished.

Reporting Timeline

Grantees must complete the mandatory reporting survey for the following quarters in order to fulfill the reporting requirements placed upon the State of Georgia by the United States Department of the Treasury. Awardees should prepare for these reports after signed the terms and conditions agreement to ensure the information is available for timely reporting by the 15th of each month following each quarter.

- Quarter 1: January-March (Due April15th)

- Quarter 2: April-June (Due June 15th)

- Quarter 3: July-September (Due October 15th)

- Quarter 4: October-December (Due January 15th)

- **Please note that due dates are subject to change based on review and submission needs.**

It is the responsibility of the prime subrecipient to submit accurate and timely reports. Subrecipients who coordinate with contractor or subawards for reporting should establish a regular reporting framework to ensure the information is regularly available to the subrecipient for reporting purposes. It is crucial that your account contacts remain up to date to ensure that the reports are sent to the appropriate authorized representative. You may update an authorized user within the organizational profile in GeorgiaGrants or you may fill out this form. Additionally, we encourage all subrecipients to work with your IT to whitelist OPB and Georgia Grant email addresses.

Applicants should demonstrate their understanding of these requirements within the application and ability to comply.

Applicants should submit a budget that is complete, reasonable, cost effective, and is an allowable use of the funding under the chosen category.

The budget must be based on quoted estimates and calculations, not rounded guestimates. (All budget totals will require validation based on the calculation provided in the uploaded version so please ensure that you retain the documentation for the basis of all calculations in the requested budget.

Note: The application will also require a detailed budget breakdown using our detailed budget worksheet.

- Make sure that the budget narrative is clear and understandable.

- The budget narrative serves as the explanation for your items you are requesting funding for in the budget detail worksheet. The budget narrative should be thorough and detailed, not just a couple of sentences.

- Justify the need for each expenditure, provide granular detail.

- Provide a breakdown or quote to show how you got to the requested total.

- Example: If travel is in your budget, this travel should be mentioned in your project design/implementation.

- Be clear on contract/ consultant rates and provide a cost basis.

- Outline travel plans to includes the justification for why it is needed.

- List equipment (over 5k) and demonstrate a clear relationship between equipment and the project objectives in the budget narrative.

- If match is required or encourage, your budget narrative should indicate how much you are contributing to match, what the source of the match is, and what the match funds will cover.

- Depending on the grant program, additional documents may be required. Those might include a project timeline outlining grant-funded activities and expected completion dates, position descriptions of grant-funded staff, or signed certification forms.

- Before submitting the application, ask peers to review it for accuracy, tone, and clarity, and check spelling and grammar.

- Keep sentences concise.

- Use simple versus complex sentences when you can.

- The narrative should tie into the purpose, goals, and objectives of the funding opportunity.

- Don't copy and paste the language included in the program criteria, or NOFO, or Final Rule. Instead, demonstrate your understanding by describing the project that aligns to the eligible activity and program categories.

Questions

For general questions on our grant programs, applicants may also reach out to grants@opb.georgia.gov.

Important documents and post award process information can be found on our [For Grantees webpage](#).