

## Funding Webinar Transcript

On May 6, 2019, BJA hosted a webinar that provided an overview of this solicitation. Following is the transcript from that webinar.

MARY JO GIOVACCHINI: Good afternoon, everybody. And welcome to today's webinar, Community Based Crime Reduction Program, hosted by the Bureau of Justice Assistance.

KATHARINE BROWNING: Hi, everyone. My name is Katharine Browning and I am a Senior Policy Advisor for the Bureau of Justice Assistance. I would like to welcome you all to this webinar. As has already been stated, we're going to be talking--giving you an overview of the 2019 solicitation for the CBCR program, but we will also be providing an opportunity for you to ask questions that you may already have about the solicitation. I'm also joined by my colleague, Andrea Hawkins, who will be providing--going over some of the material in this presentation as well. At this point, I will get going. Not going to go through all of the agenda items, but we'll be covering all this material throughout. Just want to give you an overview of the program, go through some of the core elements of the CBCR approach, talk about some specifics that you need to pay attention to in the solicitation in terms of attachments, budget, deliverables, and applicant responsibility and also talk briefly about the technical assistance that we provide and point you to some resources. Okay.

The goal of the CBCR initiative is to reduce crime and recidivism and make communities safer by improving the performance and effectiveness of criminal justice operations. It's based on using data-driven, research-based approaches to enhance capacity in communities. One of the aspects of this program is that we'd like to encourage folks to partner with researchers at the local level to help--to facilitate in the use of data and evidence and innovative practices in the community. The goals of the CBCR program are to reduce crime, increase trust, and improve community safety. Also to strengthen and improve relationships between police agencies and the community members. Also to support neighborhoods in the planning and implementation of effective comprehensive approaches towards crime reduction and prevention in targeted places within neighborhoods. And to advance the neighborhood revitalization through cross-sector community-based partnership. We'll see in this solicitation that there are four core elements of the CBCR Approach. It's a little bit broader than a lot of other BJA solicitations might be. First it's a place-based where we're really looking on integrating crime control efforts with revitalization strategies knowing that crime is not just a result of one single problem. It's also data-driven and research-informed, community-oriented. It's very important that the community have a say in both the planning and the implementation of the strategies through the CBCR program. And it's guided and implemented by a cross-sector partnership. So in addition to the community members, you're going to have a wide--a range of stakeholders involved in both the planning and implementation of these strategies.

On your screen now, you will see a link to where you can find the CBCR solicitation if you haven't found it yet. It's available through Grants.gov. The application--the solicitation is up now. And applications are due no later than 11:59 on Tuesday, June 25th. You will submit the application through Grants.gov and we strongly suggest that you do not wait until the last minute every year. There are challenges at the last minute.

So this year, we are hoping to fund up to 14 awards of up to \$1,000,000 each. One thing you might note if you've seen this program before is that we have changed the program period. It used to be three years. Now it is four years. We've--the nature of this program to have a best planning period followed by implementation period long enough to implement and look at outcomes. We found that three years is just not sufficient time for most people. So, we are--we have extended it to a 48-month project period. Just one thing to note about the awards is that these are--because it's two phases, there's a planning phase and then an implementation phase. So the award is made with a maximum of \$150,000 available during the planning phase in the beginning, so that you'll kind of work towards that for the first year of the funding. Just an overview of the structure of the CBCR award. Usually there's a startup period which is when you'll be, you know, convening your cross-sector team, pulling them together, starting meetings or setting up a schedule for regular meetings, clearing whatever budget issues there may be on this end. Then the planning phase is generally the first nine to 12 months. Might be a little longer in some cases but we, you know, might even be a little shorter in some circumstances, but as a general rule for planning, nine to 12 months is the planning phase. Then generally, by the end of that planning phase, you will have developed a strategy for the--or identify the strategies that you would like to implement during the implementation phase. And you'll, at that point, submit an implementation plan to ask for approval as long--as well as a revised budget for any changes. And then the remainder of the project is focused on implementing the strategies.

There are several deliverables associated with these awards. One of them is our early action project. We know that, you know, it's helpful to get started moving sometimes earlier. And so along--while you're planning, there is--there are funds available to do some smaller projects that are good for either community outreach or, you know, bringing the team together. So that is one and that's expected to be done during the planning phase. Other deliverables include the signed non-profit partner MOU, if you've got a non-profit partner onboard, an implementation plan, which is due at the end of the planning phase, and then a final summary report that's due at the end of the project and near the end of the project.

So the applicant--here, the applicant agency has a number of responsibilities with this award. These include engaging residents and the cross-sector partners to develop a comprehensive strategic plan, supporting data collection and analysis, sustaining a full-time skilled project leader, project coordinator, collaborating with other relevant local, state, and federal initiatives. Employing a range of data-driven cross-sector strategies and ensuring that all financial administrative and programmatic aspects of the project are implemented in accordance with terms and conditions of the award.

So critical partners involved in a CBCR project include your local law enforcement agency, community members, revitalization planning agencies at local, other non-profit and cross-sector partners including potentially a research partner. And just note that--just a constant reminder here to remember to include MOUs and letters as required in the solicitation. So in order to apply, applicants must register in and submit your applications to Grants.gov. You can find the complete instructions as you'll see on the screen of how to--where to go to get to that application. A reminder to please register with Grants.gov several weeks before the application submission deadline. Please try to provide as much time as you can to get all of these things taken care of. Grants.gov does support--does have a customer support hotline and that information is provided on the screen. And applicants are urged to submit applications at least 72 hours prior to the application due date to allow time because when you submit that, you'll receive some kind of validation that will say that we have actually received it. And so you want to make sure that you allow time for that.

I'm not going to go into these--the slide and the next one. And a lot of details, just making sure that you're aware of these things and sort of where you can find them in the solicitation, there are a lot of required pieces to the application and you want to make sure that you include them. So, starting with the SF-424, which is an application for federal assistance, within your program narrative, you're going--well, there's a project abstract that you're going to--and you're going to include a program narrative, a budget detail worksheet, and a number of other--there--indirect cost rate agreements. And a number of other required forms that are outlined there. Again, these are just making sure that you are aware that there are a lot of pieces that need to be submitted and where you can find this information. Again, there's a requirement to--for disclosure if you're on the high-risk grantee list, and a number of different attachments to that, and research and evaluation, independence and integrity, MOUs, or research partnership. So, again, just please pay close attention to all of these things in the solicitation. At this point, I am going to ask my colleague Andrea to talk a little bit more about the budget because I think this is one place where we get the most questions and possibly have the most challenges.

ANDREA HAWKINS: Thank you, Kathy. For those of you who may have applied to DOJ or OJP grants in the past, there used to be two separate pieces, a Budget and a Budget Narrative. However, now 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 now a user-friendly, fillable, Microsoft Excel-based document designed to calculate totals and also includes an instructions and definitions tab. Additionally in the Excel--additionally, the Excel Workbook contains multiple worksheets that cover each of the budget year. So, for this specific project, we have a 48-year project period so that would be four tabs and four years that you would have to cover when you're completing your budget. Also, it's important to note that all applicants should use the Excel version of the Budget Detail Worksheet when submitting your proposed budget with the application. That Budget Detail Worksheet can be found via the link that's provided here, as well as on pages 18 and 19 within the solicitation. Also, it's important to note, like Kathy mentioned earlier, that there is--will be a restriction on a portion of your funds so of course you can request up to \$1,000,000. However, \$150,000 of that will be

strictly for the planning phase to do planning activities. And at least a third and ideally a half of that \$150,000 should be specifically allocated or committed to the initial data analysis, problem assessment, and the identification of data-driven evidence practices that will be funded under your particular project. And here, we have two screenshots from the actual Excel template. And this is from the instructions tab which provides you with instructions on how to actually complete the budget as well as provide helpful definitions of each budget category in class, and usefulness as to how to complete each budget category. And it's also important and I wanted to note that when completing your budget, it's important that you provide as much detail as you have available at the time of your application process, and provide itemized detail in each one of those budget categories to submit whatever your proposed allocations are. Kathy, back to you.

KATHARINE BROWNING: Okay. Thank you. All right. Now I'd like to just go over the application review basics. Again, this is all spelled out in the solicitation, just want to highlight it and make sure that you're aware of it. You will--when you submit an application, it will go to peer review and they will be looking at these five elements in--specifically. So, the Statement of the Problem, which is about 20 percent of their scoring, the Project Design and Implementation is the major part. This is where you'll discuss your Planning Activities, your Community Engagement, Innovations, Strategies. And this is about 40 percent. Capabilities and Competencies talks about the agent--the applicants and partners' capabilities to conduct a project and experience in doing this kind of work. Your Plan for Collecting--and the Capability and Competencies is 25 percent. Plan for Collecting Performance Management Data, including Sustainability Plan is 5 percent. And then the Budget is 10 percent of the overall score. So, they'll give scores in each of those areas and they'll get weighted in that way. I want to make you all aware that with the CBRC Program, we--BJA provides training and technical assistance through another award to the International Association of Chiefs of Police commonly known as IACP. And they will be working with sites around helping--or providing assistance and using data and research to inform place-based crime prevention strategies, or strategies for engaging community members, supporting your cross-sector partnerships, and integrating crime reduction with revitalization.

On this slide, we've provided some links to some resources, which may be helpful. I think we've already provided but just in case you need it, the--a link to the current solicitation. There's also a link to OJP's clearinghouse of evidence-based criminal justice programs where you can get some ideas of strategies around particular issues that you all are dealing with. And information about sites that we've funded in the past, 2017 and earlier, can be found on the LISC website. Another slide, which is some helpful links about how to get help during the process of applying for this award. Again, the Grants.gov customer support hotline and you got the website and email. There's a variety of different ways to get in touch with them. You can also--if you have questions after this webinar or if there are questions that we are unable to get to or unable to answer during the webinar, you can refer those to the NCJRS Response Center, and the information is provided there with the hours of operation. All right. Well, that concludes the presentation for this. I guess at this point we can open it up for questions.

MARY JO GIOVACCHINI: All right. Give us one moment, please, as we go through these questions and we will be right back with you. All right. At this time, we do not have any questions. This is a great opportunity to ask anything that you really have been thinking about and have it answered first hand. If, for some reason--we're not going to stay on the line for the next half hour waiting for questions to come through, but if you do have questions after the webinar is over, you can, as Kathy indicated, submit them to the National Criminal Justice Reference Service at [grants@ncjrs.gov](mailto:grants@ncjrs.gov), and they will work with her to get you an answer. So, we do have a question that came through.

KATHARINE BROWNING: Okay. The question is, "If you were a past BCJI grant recipient, are you eligible to apply for the CBCR Grant?" And just for people's reference, BCJI is essentially what CBCR used to be. It's--it changed a little bit. But the answer--the short answer to that is, yes. You may--you're certainly eligible to apply for a CBCR Award. In fact, we've had a few that have had a second one in and so that is fine.

MARY JO GIOVACCHINI: All right. Again, just as a reminder while we're waiting for questions to come through, do not wait until the last day and the last hour to submit your application. It is recommended that you submit it at least 72 hours in advance of the final day. If you do need assistance, NCJRS is open Monday through Friday until 6 p.m. They are open later on the due date of the application, but again, you know, you're encouraged to submit those at least 72 hours in advance because of technical problems that could occur. Oh, that was... All right. It appears that there are no other questions at this time, so we are going to end the webinar.

KATHARINE BROWNING: Okay. Thank you all very much for your interest. And please do not hesitate to contact us through the NCJRS Response Center if you do have any questions.

MARY JO GIOVACCHINI: Thank you. Have a great day.