



**OFFICE OF THE  
CHIEF FINANCIAL OFFICER**  
Office of Development and Grants

Coleman A. Young Municipal Center  
2 Woodward Avenue, Suite 1026  
Detroit, Michigan 48226

Phone 313•628•1258  
Fax 313•224•0542  
www.detroitmi.gov

June 20, 2024

The Honorable Detroit City Council  
**ATTN: City Clerk Office**  
200 Coleman A. Young Municipal Center  
Detroit MI 48226

**RE: Request to Accept and Appropriate the FY 2023 Project Safe Neighborhoods (PSN) Grant**

The Black Family Development, Inc. (BFDI) has awarded the City of Detroit Police Department with the FY 2023 Project Safe Neighborhoods (PSN) Grant for a total of \$151,199.00. There is no match requirement. This grant is a sub-award from the U.S. Department of Justice. The total project cost is \$151,199.00.

The objective of the grant is to create safer neighborhoods through a sustained reduction in gang violence and gun crime. The funding allotted to the department will be utilized to pay for overtime, travel and supplies for Detroit Police personnel. This is a reimbursement grant.

If approval is granted to accept and appropriate this funding, the appropriation number is 21409.

I respectfully ask your approval to accept and appropriate funding in accordance with the attached resolution.

Sincerely,

DocuSigned by:  
*Terri Daniels*  
4D2BEEE23C8D489...

Terri Daniels  
Director of Grants, Office of Development and Grants

CC:  
Sajjiah Parker, Assistant Director, Grants

DocuSigned by:  
*Janani Yates*  
35BB8D3AC96D4D5...

Office of Budget

DocuSigned by:  
*Cheryl Smith-Williams*  
B8CAE73E1C57487...

Agreement Approved as to Form  
By the Law Department



## Office of Development and Grants

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### RESOLUTION

**Council Member** \_\_\_\_\_

**WHEREAS**, the Police Department is requesting authorization to accept a grant of reimbursement from the Black Family Development, Inc. (BFDI), in the amount of \$151,199.00, to create safer neighborhoods through a sustained reduction in gang violence and gun crime; and

**WHEREAS**, the Law Department has approved the attached agreement as to form; and

**WHEREAS**, this request has been approved by the Office of Budget; now

**THEREFORE, BE IT RESOLVED** that the Director or Head of the Department is authorized to execute the grant agreement on behalf of the City of Detroit, and

**BE IT FURTHER RESOLVED**, that the Budget Director is authorized to establish Appropriation number 21409, in the amount of \$151,199.00, for the FY 2024 Project Safe Neighborhoods (PSN) Grant.

**BLACK FAMILY DEVELOPMENT (BFDI)**  
**Violent Gang and Gun Crime Reduction—Project Safe Neighborhoods Grant Program**  
**Detroit Police Department Subaward - Provider Contract**

**PROJECT SAFE NEIGHBORHOODS**

Subaward to The Detroit Police Department from Black Family Development under its Project Safe Neighborhoods Federal Grant Award for Violent Gang and Gun Crime Reduction;

Federal Award Number 15PBJA-23-GG-02467-GUNP

Contract Time Frame – October 1, 2023 – September 30, 2026

Contract Subaward Amount - \$151,199.00

**BLACK FAMILY DEVELOPMENT (BFDI)**  
**Violent Gang and Gun Crime Reduction—Project Safe Neighborhoods Grant Program**  
**Detroit Police Department Subaward - Provider Contract**

## Table of Contents

	<u>Page(s)</u>
Contractor's Name .....	1
Table of Contents .....	2
Purpose .....	3
Engagement of Contractor .....	3
Relationship of Parties .....	4
Description of Project .....	4
Performance Objectives .....	4
Scope of Service .....	5
Performance Metrics .....	6
Internal Controls .....	6
Debarment & Suspension .....	7
Cost Allocations .....	9
Fraud, Waste and Abuse .....	10
Budget Line Item Changes .....	11
Invoicing .....	11
Reporting Requirements .....	12
Contract Closeout .....	13
Termination .....	14
Insurance Requirement .....	14
Indemnification .....	14
Contract Budget/Time Frame .....	15
Copyright; Data Rights .....	16
Publication .....	16
Federal Award Conditions .....	16
Signatures .....	17

**BLACK FAMILY DEVELOPMENT (BFDI)**

**Violent Gang and Gun Crime Reduction—Project Safe Neighborhoods Grant Program**

**Detroit Police Department Subaward - Provider Contract**

Exhibit 1 – Performance Measures

Exhibit 2 – Detailed Budget

THIS CONTRACT is between **Black Family Development, Inc.**, a Michigan non-profit corporation with principal offices at 2995 East Grand Blvd., Detroit, Michigan 48202 and the **City of Detroit, Police Department** (the contractor) with its principal offices at 1301 Third Street, Detroit, Michigan 48226.

**1. PURPOSE**

**1.01** The implementation of Project Safe Neighborhoods in the Eastern District of Michigan is designed to “create safer neighborhoods through a sustained reduction in gang violence and gun crime. The effectiveness of Project Safe Neighborhoods is based on the cooperation of local, state, and federal agencies engaged in a unified approach led by the U.S. Attorney’s Office.”

**1.02** The following five design features to address specific gun crime and gang violence will be implemented in Project Safe Neighborhoods: partnerships, strategic planning, training, outreach, and accountability. (See Exhibit 1)

**2. ENGAGEMENT OF CONTRACTOR**

**2.01** Black Family Development engages the Contractor and the Contractor agrees to faithfully and diligently perform the services according to the terms and conditions contained in this Contract and the standard of professional practice within your respective organization.

**2.02** City of Detroit, Police Department, as the contractor, shall not subcontract work described in this Contract, excepting such procurements already budgeted and otherwise approved by Black Family Development, such as those procurements contemplated in Exhibit 2 attached hereto and incorporated herein by reference. Black Family Development

**BLACK FAMILY DEVELOPMENT (BFDI)**  
**Violent Gang and Gun Crime Reduction—Project Safe Neighborhoods Grant Program**  
**Detroit Police Department Subaward - Provider Contract**

acknowledges that such procurements are not inconsistent with the terms of the Project Safe Neighborhoods federal grant conditions.

**3. RELATIONSHIP OF PARTIES**

**3.01 Contractor Status:** The relationship between Black Family Development and said Contractor, as well as their respective employees and agents, is that of Contractor, and neither shall be considered an agent or representative of the other Party for any purposes, nor shall either hold itself out to be an agent or representative of the other for any purposes.

**4. DESCRIPTION OF PROJECT**

**4.01** Project Safe Neighborhoods (PSN) Task Force for the Eastern District of Michigan, of which City of Detroit Police Department is a member, will implement a 36 month comprehensive gang and gun crime reduction program to reduce gang crime and violence through coordinated suppression, prosecution, community policing, and prevention, intervention and treatment. Detroit Police personnel, will conduct uniform, plainclothes and undercover operations, including intelligence gathering, and spotting collaboratively with DPD operation units, CVRP, state, federal and county law enforcement agencies.

**4.02** “Task Force” is defined as an operational entity that works together in a multi-jurisdictional capacity, on a full-time basis and reports for duty in a space defined as the Task Force Operations Office by the multi-jurisdictional partners.

**5. PERFORMANCE OBJECTIVES**

**5.01 Objective 1:** Establish and expand evidence-based programming in PSN

**BLACK FAMILY DEVELOPMENT (BFDI)**

**Violent Gang and Gun Crime Reduction—Project Safe Neighborhoods Grant Program  
Detroit Police Department Subaward - Provider Contract**

task forces so that they can effectively and sustainably prevent and respond to gun and gang crime.

**5.02 Objective 2:** Create and maintain coordination among federal, state, local, and tribal law enforcement and prosecution officials; researchers; social service providers; and community members with an emphasis on prevention, tactical intelligence gathering, more vigorous and strategic prosecutions of gun and gang crimes, and enhanced accountability

**6. SCOPE OF SERVICE**

**6.01** Black Family Development, Inc., as the Fiscal Agent for Project Safe Neighborhoods, in collaboration with the Grant Selection committee, has selected the Detroit Police Department (DPD) as a Policing Partner. DPD is the primary law enforcement agency for the City of Detroit and is uniquely positioned to work towards the reduction of incidents of violent crime. DPD, through multiple evidence-based violence reduction programs, has been targeting gang violence for more than a decade and as such, operationally aligned with the gang-set aside requirement. As a result of the work of DPD, Detroit has made considerable progress in reducing gang and gun related violent crime. This work is founded on a collaborative working group comprised of strong law enforcement partnerships that have formed together as a task Force. This Task Force includes the Detroit Police Department, the Wayne County Prosecutor's Office, the Michigan Department of Corrections, the U.S. Attorney's Office-Eastern District of Michigan, and Research Partner Michigan State University. This project has, and will continue to, leverage these partnerships to address the persistent gun violence in a select area of Detroit's 9<sup>th</sup> Precinct. DPD will continue to implement a three-pronged approach as the foundation for this PSN strategy. This includes the targeted prosecution of known gang members, multi-agency targeted enforcement functions (search

**BLACK FAMILY DEVELOPMENT (BFDI)**

**Violent Gang and Gun Crime Reduction—Project Safe Neighborhoods Grant Program  
Detroit Police Department Subaward - Provider Contract**

warrants, arrest warrant sweeps, traffic enforcement, MDOC compliance checks, etc.), and closely monitoring high-impact offenders that are on probation or parole long-term gang investigations (search warrants, arrest warrants, surveillance, etc.).

**7. PERFORMANCE METRICS**

**7.01** Project Safe Neighborhoods contractors are required to capture, measure and report out on data that aligns with establishing and expanding evidence-based programming as outlined in **Exhibit 1**, Performance Measures Metric.

**8. INTERNAL CONTROLS**

**8.01** All contractors are required to have accounting systems that accurately account for funds contracted to them. A contractor's financial management system may be reviewed at any time after receiving a contract.

**8.02** To be an acceptable financial management system, the contractors system must:

- Maintain detailed and auditable records.
- Track the funding received from Black Family Development, Inc. for Project Safe Neighborhoods separately from other grants and other funding sources.
- Document the following information:
  - Amounts received
  - Amounts billed



**BLACK FAMILY DEVELOPMENT (BFDI)**

**Violent Gang and Gun Crime Reduction—Project Safe Neighborhoods Grant Program  
Detroit Police Department Subaward - Provider Contract**

**9. DEBARMENT & SUSPENSION**

**9.01** All contractors involved in the Project Safe Neighborhoods Grant must complete and return the Debarment and Suspension Certification with their signed BFDI contract. The certification must be submitted to the Chief Executive Officer of Black Family Development, Inc. Guidance on the Government-wide common rule for debarment and suspension is found at Title 2 CFR Part 180. Actions that lead to Debarment and Suspension include Fraud, Falsifying Certifications, No Drug Free Workplace, Lobbying, Misappropriating Funds, Not Turning in Required Reports, Material Findings in Audits, No Audits and Lack of Internal Controls.

1. By signing and submitting this agreement, the subcontractor participant is providing the certification set out below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the subcontractor participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government the department or Board with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The subcontractor participant shall provide immediate written notice to the person to which this agreement is submitted if at any time the subcontractor participant learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact

**BLACK FAMILY DEVELOPMENT (BFDI)**  
**Violent Gang and Gun Crime Reduction—Project Safe Neighborhoods Grant Program**  
**Detroit Police Department Subaward - Provider Contract**

the person to which this agreement is submitted for assistance in obtaining a copy of those regulations.

5. The subcontractor participant agrees by submitting this agreement that, should the covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or Board with which this transaction originated.
6. The subcontractor participant further agrees by submitting this agreement that it will include this clause titled “Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction,” without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a participant in a subcontractor covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from covered transactions, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the List of Parties Excluded from Federal Procurement and Nonprocurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters

**BLACK FAMILY DEVELOPMENT (BFDI)**  
**Violent Gang and Gun Crime Reduction—Project Safe Neighborhoods Grant Program**  
**Detroit Police Department Subaward - Provider Contract**

into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or Board with which this transaction originated may pursue available remedies, including suspension and/or debarment.

**10. COST ALLOCATIONS**

**10.01** Per Title 2 CFR Part 225 and Part 230, Black Family Development, Inc. require that a cost billed to the Project Safe Neighborhoods be all of the following:

- Allowable
- Necessary to the performance of the project
- Reasonable
- Allocable to the project and consistently treated as a direct cost on other projects
- Not profitable
- Claimed against only one contract
- Permissible under State and Federal laws and regulations

**10.02** All costs billed for Project Safe Neighborhoods, must:

- Be approved in the budget
- Be in line with and necessary to achieve the program goals and objectives
- Include sufficient support
- Not be supplanted

**10.03** For purposes of Project Safe Neighborhoods budgeting and billing, the following Table 1 outlines cost that are allowable and unallowable:

**BLACK FAMILY DEVELOPMENT (BFDI)**

**Violent Gang and Gun Crime Reduction—Project Safe Neighborhoods Grant Program  
Detroit Police Department Subaward - Provider Contract**

Allowable Direct	Allowable Indirect	Unallowable
<ul style="list-style-type: none"> <li>Salaries and wages for direct labor employees (including fringe benefits, such as holidays, sick leave, etc.)</li> <li>Other employee fringe benefits allocable to direct labor employees</li> <li>Consultant services contracted to accomplish specific project objectives</li> <li>Travel of direct labor employees</li> <li>Materials and supplies purchased directly for use on a specific project &lt; \$5k</li> <li>Equipment &gt; \$5K</li> </ul>	<ul style="list-style-type: none"> <li>Maintenance of buildings (rent, electricity, heat)</li> <li>Expenses associated with telephone and IT services</li> <li>General supplies</li> <li>Depreciation</li> <li>Costs associated with overhead staff</li> <li>Other costs not readily identifiable with a particular project</li> </ul>	<ul style="list-style-type: none"> <li>Lobbying</li> <li>Items not included in approved budget</li> <li>Cost that should be charged to another grant</li> <li>Alcoholic beverages</li> <li>Entertainment, including amusements, diversions, social activities, and tickets to shows or sporting events (including associated meals, lodging, rentals, transportation, or gratuities)</li> <li>Fines and penalties</li> <li>Visa and passport fees</li> <li>Write-offs for bad debt expenses</li> <li>Contributions or donations to charities</li> <li>Contingencies</li> <li>Fundraising and investment management costs</li> <li>Goods or services for personal use</li> <li>Interest on borrowings, regardless of form</li> <li>Land acquisition</li> <li>Compensation of full-time Federal employees</li> <li>Travel of most Federal employees</li> </ul>

**11. FRAUD, WASTE AND ABUSE**

**11.01** Contractors for Project Safe Neighborhoods are encouraged to be aware of common contract fraud schemes. This knowledge is the best way to reduce or even eliminate the risk of fraud. Therefore, Contractors are required to adopt effective fraud risk-management efforts within their organizations, and to encourage their staff and vendors to do the same in order to prevent and detect fraud as early as possible. Please note that the consequences of contract fraud can include:

- Debarment from receiving Federal Funding or Black Family Development, Inc. contracts
- Black Family Development, Inc. recovery of funds
- Civil lawsuits and criminal prosecution/incarceration
- A combination of all or some of these remedies

**BLACK FAMILY DEVELOPMENT (BFDI)**

**Violent Gang and Gun Crime Reduction—Project Safe Neighborhoods Grant Program  
Detroit Police Department Subaward - Provider Contract**

**12. BUDGET LINE ITEM CHANGES**

**12.01** Black Family Development, Inc. requires that all changes in contract budget line items have prior written approval. In some instances, budget line item changes may require a Grant Adjustment Notice (GAN) which will need to be approved by both BFDI and the Department of Justice. Note also that the policy for GAN's is that only one can be approved per award.

**13. INVOICING**

**13.01** All activities for funding reimbursement must be executed within the geographic area defined by the grant proposal. The PSN focus area is Detroit's 9<sup>th</sup> precinct, and hotspots within the 9<sup>th</sup> precinct.

**13.02** Contractors involved in Project Safe Neighborhoods are required to submit invoices no later than 7 days after the month of the invoice (**Example, May 2023 invoice must be submitted by June 7, 2023, in order to be paid by June 14, 2023 if approved**). Invoices should contain the following pieces of information that tie the expense directly to the funded program:

- Name of contractor and invoice date.
- Invoice number, as assigned by the contractor.
- Description, price, and quantity of the item and/or services actually delivered that match each line in the approved budget. Examples of required and authorized documentation include:
  - Time Sheets
  - Payment Receipts
  - Mileage Forms
  - Conference Registrations including Training Topics and verification of attendance
  - Lodging
- Payment terms that include the contractors' invoice due date.
- Other substantiating documentation or information as required by a contract.
- Name, title, telephone number, and complete mailing address of contract contact person.

**BLACK FAMILY DEVELOPMENT (BFDI)**  
**Violent Gang and Gun Crime Reduction—Project Safe Neighborhoods Grant Program**  
**Detroit Police Department Subaward - Provider Contract**

- Prior to payment, invoices must be approved by persons in Black Family Development, Inc. with the authority to do so.

Approved invoices will be paid within 7 days of receipt after funds are received from the Department of Justice.

**14. REPORTING REQUIREMENTS**

**14.01** Black Family Development, Inc. requires contractors for Project Safe Neighborhoods to submit both financial and program reports. These reports describe the status of the invoices billed to the project, compare actual accomplishments to objectives, and provide other pertinent information. Contractor agreements may also include information regarding reporting requirements specific to the particular contract. Progress reports must be submitted within 14 days after the end of the reporting periods for the life of the contract. Unless otherwise noted, the final report, including the final evaluation report, is due within 45 days after the end date of the contract period.

**BLACK FAMILY DEVELOPMENT (BFDI)**  
**Violent Gang and Gun Crime Reduction—Project Safe Neighborhoods Grant Program**  
**Detroit Police Department Subaward - Provider Contract**

		2023-26 Reporting Periods		
Report Months	Report Required	2023-24 Due Date	2024-25 Due Date	2025-26 Due Date
Oct – Dec 1 <sup>st</sup> Quarter	Performance Metrics Tool (PMT)	January 14, 2024	January 14, 2025	January 14, 2026
Jan – Mar 2 <sup>nd</sup> Quarter	PMT and Progress Report	April 14, 2024	April 14, 2025	April 14, 2026
Apr – June 3 <sup>rd</sup> Quarter	PMT	July 14, 2024	July 14, 2025	July 14, 2026
Jul – Sept 4 <sup>th</sup> Quarter	PMT and Progress Report	October 14, 2024	October 14, 2025	October 14, 2026
Final Closeout Report	PMT, Progress, and Evaluation Report			November 15, 2026
Site Reviews Scheduled			May 2025	November 2026

**15. CONTRACT CLOSEOUT**

**15.01** Contractors have 45 days after the contract period end date to close out their contracts. This is also called the liquidation period. It is intended to allow contractors the necessary time to provide support for all open issues and invoices. **This time frame cannot be used to add new cost for services that have not been billed before or for services that were not approved in the original contract.** Contractors should start the closeout process as soon as the project is completed and all approved funding has been spent. **If the closeout process has not been initiated within 30 days of the project period end date, Black Family Development, Inc. will begin the closeout process without the contractor’s consent.** This is referred to as an administrative closeout.

**BLACK FAMILY DEVELOPMENT (BFDI)**

**Violent Gang and Gun Crime Reduction—Project Safe Neighborhoods Grant Program  
Detroit Police Department Subaward - Provider Contract**

**16. TERMINATION**

**16.01** Black Family Development, Inc. or the contractor, may terminate this contract at any time for any reason by giving at least thirty (30) day notice in writing to Black Family Development, Inc. If the contract is terminated by Black Family Development, Inc., the contractor will be paid for all approved and completed services as of the termination date.

**17. INSURANCE REQUIREMENT**

**17.01** The language below covers the City and its employees as articulated by the City Charter. Self-insured means that the municipal corporation has been authorized by the state to be responsible for its own liability. The extent of coverage is articulated and limited by the City Charter. The sub awardee, service contractor, The City of Detroit is a Michigan municipal corporation, and is self-insured.

**18. INDEMNIFICATION**

**18.01** Each party shall be responsible for its negligent acts or omissions and the negligent acts or omissions of its employees, officers, or directors, to the extent allowed by law. The City does not waive any right or defense of governmental immunity as granted by statute, case law or otherwise.



**BLACK FAMILY DEVELOPMENT (BFDI)**

**Violent Gang and Gun Crime Reduction—Project Safe Neighborhoods Grant Program  
Detroit Police Department Subaward - Provider Contract**

**19. CONTRACT BUDGET/TIME FRAME**

**19.01** The total budget allocation is \$151,199.00, with Year One (1) funding at \$53,756.00, and Year Two (2) funding at \$48,721.00 and Year Three (3) at \$48,722.00. This budget will support overtime, training, conferences, meetings, and supply cost as indicated in the proposal budget. Please see detailed budget in Exhibit 2.

**19.02** The contract time frame is from October 1, 2023, to September 30, 2026.

**BLACK FAMILY DEVELOPMENT (BFDI)**

**Violent Gang and Gun Crime Reduction—Project Safe Neighborhoods Grant Program  
Detroit Police Department Subaward - Provider Contract**

**20. COPYRIGHT; DATA RIGHTS**

20.01 The recipient acknowledges that the Federal sponsor reserves a royalty-free, non-exclusive, and irrevocable license to reproduce, publish, or otherwise use, and authorize others to use (in whole or in part, including in connection with derivative works), for Federal purposes: (1) any work subject to copyright developed under an award or subaward (at any tier); and (2) any rights of copyright to which a recipient or subrecipient (at any tier) purchases ownership with Federal support.

The recipient acknowledges that Federal sponsor has the right to (1) obtain, reproduce, publish, or otherwise use the data first produced under any such award or subaward; and (2) authorize others to receive, reproduce, publish, or otherwise use such data for Federal purposes.

**21. PUBLICATION**

21.01 Contractor is free to publish reports or results of the research being performed under this agreement. Contractor will submit any proposed publications, reports, or other written materials that will be published to Black Family Development, Inc. for review and comment 35 days prior to publication so Black Family Development, Inc. can meet its obligations under the prime Federal award.

**22. FEDERAL AWARD CONDITIONS**

22.01 All terms and conditions of the Federal prime award that are applicable to Contractor are included in this subaward.

**BLACK FAMILY DEVELOPMENT (BFDI)**  
Violent Gang and Gun Crime Reduction—Project Safe Neighborhoods Grant Program  
**Detroit Police Department Subaward - Provider Contract**

**23. SIGNATURES**

Wherefore, the undersigned parties have executed this agreement, intending to be bound hereby.

**City of Detroit, Police Department**

By: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

**Black Family Development, Inc.**

By: \_\_\_\_\_  
Printed Name:       Kenyatta Stephens  
Title:                Chief Executive Officer  
Address:             2995 East Grand Boulevard  
                          Detroit, MI 48202

Date: \_\_\_\_\_

**BLACK FAMILY DEVELOPMENT (BFDI)**  
**Violent Gang and Gun Crime Reduction—Project Safe Neighborhoods Grant Program**  
**Detroit Police Department Subaward - Provider Contract**

# Exhibit 1. Performance Measures

## Performance Measures

### Report Due Dates:

1<sup>st</sup> Quarter - Due April 14, 2024

2<sup>nd</sup> Quarter - Due July 14, 2024

3<sup>rd</sup> Quarter - Due October 14, 2024

4<sup>th</sup> Quarter - January 14, 2025

**BLACK FAMILY DEVELOPMENT (BFDI)****Violent Gang and Gun Crime Reduction—Project Safe Neighborhoods Grant Program  
Detroit Police Department Subaward - Provider Contract**

The following pages outline general questions and performance measures for the Bureau of Justice Assistance (BJA) and BFDI - *Violent Gang and Gun Crime Reduction (also known as Project Safe Neighborhoods; PSN) Grant Program*.

A PSN evaluation, funded by the National Institute of Justice and conducted by Michigan State University (MSU), found that PSN target cities achieved a 4.1 percent decline in violent crime compared to a 0.9 percent decline in non-target cities and of the PSN sites for which case studies were conducted, 8 out of 10 experienced statistically significant reductions in violent crime, ranging from 2 percent to 42 percent. Key factors for success included U.S. Attorney's Office leadership, cross-agency buy-in, and the flexibility of the program to adjust to the realities of individual jurisdictions.

Drawing on the results of MSU's evaluation, PSN's goal is to reduce gun and gang violence by the most violent individuals in target neighborhoods by employing a research-driven, intelligence-led, and problem-solving approach to reducing firearm and gang violence through enforcement, deterrence, and prevention.

**PROGRAM OBJECTIVES**

- **OBJECTIVE 1:** Establish and expand evidence-based programming in PSN task forces so that they can effectively and sustainably prevent and respond to gun and gang crime.
- **OBJECTIVE 2:** Create and maintain coordination among Federal, State, local, and tribal law enforcement and prosecution officials; researchers; social service providers; and community members with an emphasis on prevention, tactical intelligence gathering, more vigorous and strategic prosecutions of gun and gang crimes, and enhanced accountability.

**STRUCTURE OF THE QUESTIONNAIRE**

The *PSN Grant Program* questionnaire contains performance measures and narrative (goals and objectives) questions. Complete the performance measures in the BJA – BFDI Performance Measurement Tool (PMT) four times per year to report on your activity during the prior 3 months, also known as a reporting period. Complete the goals and objectives questions twice each year.

**ROLES AND RESPONSIBILITIES FOR COMPLETION**

BJA and BFDI's expectation is that the person completing these questions will know the status and progress of all aspects of your PSN program. Therefore, your agency's PSN coordinator/grantee point of contact (or another designated person with working knowledge of the PSN project) should complete these questions on your PSN initiative's behalf. Your agency may also need to consult with BFDI, the PSN research partner and other partner agencies to complete these responses.

**PMT REPORTING PERIODS**

In July and January of each year, you will be responsible for creating a report from the PMT below that BFDI will upload into the Grants Management System (GMS). This is the GMS report. During the non-submission reporting periods, you are encouraged to create reports for your records, but you will not upload them to the GMS. Enter your responses to the questions that follow in the PMT . If you have any questions about the PMT or performance measures, please call **BFDI's PSN Contract Manager – Vincent Teat at 313-758-0150** or send an e-mail to [vteat@blackfamilydevelopment.org](mailto:vteat@blackfamilydevelopment.org).

**Note: Data entry will occur quarterly, with a 30day submission period following the close of the reporting period.**

If you have questions about your program, please contact your State Policy Advisor (SPA) at <https://www.bja.gov/About/Contacts/ProgramsOffice.html>

**BLACK FAMILY DEVELOPMENT (BFDI)**  
**Violent Gang and Gun Crime Reduction—Project Safe Neighborhoods Grant Program**  
**Detroit Police Department Subaward - Provider Contract**

**AWARD ADMINISTRATION**

Is this the last reporting period for which the contractor will have data to report?

Yes/No

**CONTRACT ACTIVITY**

1. Was there **contract activity** during the reporting period? *There is contract activity when the contractor has obligated, expended, or drawn down grant funds to implement objectives proposed in the BJA-BFDI approved contract. If you select “Yes,” the program becomes Operational and should remain so until the contract ends.*

A. Yes/No

B. If No, please select from the following responses:

Reason(s) for no grant activity during the reporting period.		Select all that apply
In procurement		<input type="radio"/>
Project or budget not approved by BFDI, county, city, or State governing agency		<input type="radio"/>
Waiting to hire project manager, additional staff, or coordinating staff		<input type="radio"/>
Paying for the program using prior Federal funds		<input type="radio"/>
Administrative hold (e.g., court case pending)		<input type="radio"/>
Still seeking BFDI budget approval		<input type="radio"/>
Waiting for partners or collaborators		<input type="radio"/>
Other		<input type="radio"/>
If Other, please explain		

2. Please complete the following table indicating the percentage of your PSN contract allocated for each of the following categories. *Percentage allocations should represent the entire life of the award but can be updated by reporting period as needed. Please enter whole numbers only. Total must be equal to 100%.*

Allocation category	Percent of overall program funding
Police agency	
Research partner	
All other partners/agencies	
<b>Total</b>	

A. If Other, please explain \_\_\_\_\_

**BLACK FAMILY DEVELOPMENT (BFDI)**  
**Violent Gang and Gun Crime Reduction—Project Safe Neighborhoods Grant Program**  
**Detroit Police Department Subaward - Provider Contract**

**SITE/PROJECT INFORMATION**

This section’s purpose is to collect baseline information about your PSN project. All of these questions are required during the first reporting period and will carry forward into subsequent reporting periods. Your responses can be updated as needed.

3. What was the start date (month/year) of your PSN program? *Your program’s start date may be different from the date when you received your contract. (Baseline)*

A. Month/Year: \_\_\_\_\_

4. Please provide the **primary** point of contact (POC) for the PSN initiative. *If there has been a change in the POC, please update. (Carry-forward)* A. Name: \_\_\_\_\_

B. PSN POC information:

1. Telephone number: \_\_\_\_\_
2. E-mail: \_\_\_\_\_
3. Address: \_\_\_\_\_

5. Has there been a change in **agency or project leadership** during the reporting period? *(Carry-forward)* A. Yes/No

B. If Yes, please explain \_\_\_\_\_

6. Please provide the **primary** POC for the research partner that your agency will be working with as part of this PSN program. *If there has been a change in the research partner POC, please update. (Carry-forward)*

A. Name: \_\_\_\_\_ B. Research partner POC information:

1. Telephone number: \_\_\_\_\_
2. E-mail: \_\_\_\_\_
3. Address: \_\_\_\_\_

7. Has there been a change in your PSN research partner or a significant change in the research partner team members during the reporting period? *(Carry-forward)*

A. Yes/No

B. If Yes, please explain \_\_\_\_\_

8. How does your site plan to sustain the PSN program post-funding completion, possibly without subsequent PSN funding? *Select all that apply. (Carry-forward)*

- A. \_\_\_\_\_ Continue to invest in research partnerships
- B. \_\_\_\_\_ Continue to use data analysis to inform and improve strategic and tactical responses
- C. \_\_\_\_\_ Foster community partnerships through systematic public outreach
- D. \_\_\_\_\_ Systematically offer in-service training

**BLACK FAMILY DEVELOPMENT (BFDI)**

**Violent Gang and Gun Crime Reduction—Project Safe Neighborhoods Grant Program  
Detroit Police Department Subaward - Provider Contract**

- E.  Replicate the PSN programs, if applicable
- F.  Plan to seek long-term funding (grants, local funding, foundation funding) G.
- Other (please describe)

9. Which of the following partners did you consult when completing the performance measures during the reporting period? *(Carry-forward)* Select all that apply.

- A.  Law enforcement partner
- B.  Research partner
- C.  United States Attorney's Office representative
- D.  Community partner
- E.  Prosecutors
- F.  Corrections/community corrections
- G.  Other (please describe)



**BLACK FAMILY DEVELOPMENT (BFDI)**

**Violent Gang and Gun Crime Reduction—Project Safe Neighborhoods Grant Program  
Detroit Police Department Subaward - Provider Contract**

**PLANNING AND UNDERSTANDING THE PROBLEM**

This section’s purpose is to measure the establishment of sustainable research activities and analysis that PSN task force community agencies have integrated into their strategic and tactical operations. Overall OJP program measures related to this section include: • Percentage of PSN sites with completed strategic action plans, and

- Percentage of PSN sites that have completed a problem analysis.

10. Has your PSN task force completed all activities that were defined and outlined in your site’s Strategic Action Plan?

- A. Yes/No
- B. If Yes, skip to question 12

11. Based on the Strategic Action Plan template, please select the development status of each of the following PSN Strategic Action Plan activities during the reporting period.

Action plan activities	Not applicable	Not started	In progress	Completed
Analyzed most recent violent crime, gun, and gang crime data in the target area, based on Uniform Crime Reporting or other local source(s) information	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Identified the problem and research methods based on specific data elements and analysis	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Utilized the Violence Reduction Assessment Tool	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Identified target areas for the PSN initiative	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Identified goals for the PSN initiative	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Identified an approach (evidence-based, promising, and/or innovative strategies to be employed to address the target problem)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Established a research design or plan (describing special experience of the research team and how the plan defines a dynamic problem-solving process that will periodically use data analysis)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Identified community partners/members that will help with implementing the PSN initiative	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Identified collaboration and outreach strategies to accomplish project objectives	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**BLACK FAMILY DEVELOPMENT (BFDI)**  
**Violent Gang and Gun Crime Reduction—Project Safe Neighborhoods Grant Program**  
**Detroit Police Department Subaward - Provider Contract**

Developed a sustainability plan for the PSN initiative	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Submitted Strategic Action Plan to BFDI	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

12. Did you complete the problem analysis during the reporting period? *Problem analysis is an approach/method/process conducted within the police agency in which formal criminal justice theory, research methods, and comprehensive data collection and analysis procedures are used in a systematic way to conduct in-depth examination of, develop informed responses to, and evaluate crime and disorder problems.*<sup>1</sup>

- A. Yes/No
- B. if No, skip to Data Tracking and Data Analysis section

13. In which of the following activities did your research partner assist with the problem analysis during the reporting period? *Select all that apply.*

- A. \_\_\_ Provided training and/or technical assistance to agency analysts
- B. \_\_\_ Introduced new partners to the working group to assist with problem response
- C. \_\_\_ Collected data for the problem analysis
- D. \_\_\_ Conducted or assisted in ongoing data analysis
- E. \_\_\_ Interpreted analysis results
- F. \_\_\_ Provided recommendations on program strategies
- G. \_\_\_ Presented analysis results/recommendations to the agency and/or PSN working group partners
- H. \_\_\_ Communicated analysis results/recommendations to groups outside of the agency and/or PSN project working group (e.g., local government, community organizations, media)

**DATA TRACKING AND DATA ANALYSIS**

Data tracking and analysis are important to assist in targeting responses appropriately. Data tracking and analysis are also used to assure the program is being implemented as planned so the targeted response can be improved if needed. This section asks specific questions about analysis you conducted as part of your PSN program and how you use this analysis in the response/implementation process. Overall OJP program measures related to this section include:

- Percentage of PSN sites performing data analysis, and
- Percentage of PSN sites using certain data.

14. Which of the following groups performed data analysis for the PSN program during the reporting period? *Data analysis includes reviewing data to find information and support decision making. Select all that apply.*

- A. \_\_\_ Data was not analyzed this reporting period (skip to question 18)
- B. \_\_\_ Sworn employees of the police agency

<sup>1</sup> Boba, R. (2003). *Problem analysis in policing*. Washington, D.C.: Police Foundation.

**BLACK FAMILY DEVELOPMENT (BFDI)**

**Violent Gang and Gun Crime Reduction—Project Safe Neighborhoods Grant Program  
Detroit Police Department Subaward - Provider Contract**

- C.  Civilian employees of the police agency
- D.  Research partner E.  Outside contractor
- F.  Community partners
- G.  Employees of the prosecutor’s office
- H.  Other (please describe)

15. Which of the following data sources did your site use for your PSN project during the reporting period? *Select all that apply.*

- A.  Official police call, crime and arrest data (e.g., calls for service, officer-initiated calls for service, crime incident reports, or arrest reports)
- B.  Internal agency pre-existing data tracking (e.g., citizen complaints)
- C.  Community data (e.g., foreclosures, health and human services data, or other community data)
- D.  Corrections data (probation and parole data)
- E.  Prosecution data (pretrial data)
- F.  Court data (case outcomes, convictions, sentences)
- G.  Social service provider data (number of clients, number of sessions)
- H.  Client risk assessments
- I.  Focus group data (focus groups of community members, officers, or victims)
- J.  Survey data (surveys of community members, officers, clients, or victims)
- K.  Systematic observations of places by trained observers (e.g., physical disorder)
- L.  Intelligence from confidential or other informants
- M.  Youth-focused data (juvenile justice system data, gang-related data, school data)
- N.  National Integrated Ballistics Intelligence Network
- O.  Other (please describe)

16. What types of data analysis did you conduct to inform the work of your PSN site task force during the reporting period? *Select all that apply.*

- A.  Trend analysis
- B.  Crime mapping C.  Risk terrain mapping
- D.  Social network analysis E.  Gang audits
- F.  Repeat violent persons analysis
- G.  Crime pattern analysis
- H.  Gunshot detection and location analysis (e.g., shot spotter)
- I.  None of the above
- J.  Other (please describe)

17. Please indicate whether your task force used analysis to inform the following PSN program activities during the reporting period. *Analysis includes the review of crime data, disorder data, objective criteria, or other systematic data sources (e.g., systematic observations of place, survey data) to inform task force activities and decision making. If you answer “Not applicable,” this*

**BLACK FAMILY DEVELOPMENT (BFDI)**  
**Violent Gang and Gun Crime Reduction—Project Safe Neighborhoods Grant Program**  
**Detroit Police Department Subaward - Provider Contract**

*indicates that you do not perform this activity at your site. If you answer “No,” this indicates that your site performed this activity but did not use analysis to inform the activity.*

	<b>Not applicable</b>	<b>Yes</b>	<b>No</b>
Working group activities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Prosecution partner activities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Law enforcement partner activities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Call-in meetings for at-risk people	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Adjustment to the target area	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Compilation/adjustments to at-risk person list/population	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Corrections, reentry, or community corrections interventions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Criminal investigations	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Crime-prevention activities	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Hospital-based interventions	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Community empowerment through information dissemination	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
If Other, please describe			

18. In which of the following activities did your research partner assist with the PSN program response during the reporting period? *Select all that apply.*

- A. \_\_\_ Provided training and/or technical assistance to agency analysts
- B. \_\_\_ Introduced new partners to the PSN working group to assist with problem response
- C. \_\_\_ Collected data for the problem response analysis
- D. \_\_\_ Conducted or assisted in ongoing data analysis
- E. \_\_\_ Interpreted analysis results
- F. \_\_\_ Provided recommendations on program strategies
- G. \_\_\_ Presented analysis results/recommendations to the agency and/or PSN working group partners
- H. \_\_\_ Communicated analysis results/recommendations to groups outside of the agency and/or PSN project working group (e.g., local government, community organizations, media)
- I. \_\_\_ Other (please explain)

**BLACK FAMILY DEVELOPMENT (BFDI)**

**Violent Gang and Gun Crime Reduction—Project Safe Neighborhoods Grant Program  
Detroit Police Department Subaward - Provider Contract**

19. Has your research partner provided you with any PSN project products (e.g., community survey findings, defined gun violence hot spots and comparison areas, progress reports, presentation slides, final report) during the reporting period?

A. Yes/No

B. If Yes, how many products were provided? \_\_\_\_

C. If Yes, please list and briefly describe the products you received

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**BLACK FAMILY DEVELOPMENT (BFDI)**

**Violent Gang and Gun Crime Reduction—Project Safe Neighborhoods Grant Program  
Provider Contract – City of Detroit, Police Department**

**TRAINING AND TECHNICAL ASSISTANCE**

This section’s purpose is to measure training availability on PSN initiatives during reporting periods. This section also focuses on the frequency and quality of training and technical assistance (TTA) provided by BJA or BFDI-funded training assistance partners. The overall OJP program measures related to this section are:

- Number of personnel trained on methods used for the PSN initiative (gun and gang violence),
- Number of TTA requests during the reporting period, and
- Quality of the TTA interaction during the reporting period.

20. Did PSN task force members receive training during the reporting period?

- A. Yes/No
- B. If No, please skip to question 22
- C. If Yes, how many types of trainings did your task force members attend during the reporting period?  
\_\_\_\_\_

21. For each of the trainings task force members received, please indicate the number of task force members who attended the training and the length of the course in hours during the reporting period. *Count each person only once per training topic, regardless of how many times he/she attended the training.*

Training name	Number of training sessions received	Number people trained	Length of course	Training provided by

22. Did you/your agency/entire task force receive any technical assistance from BFDI or any other BJA funded programs during the reporting period? *Technical assistance can be defined as using a partner for assistance implementing programs, strategic planning, curriculum development, data analysis, meetings, fostering relationships, trainings, research and information requests, and other technical areas that would supplement your PSN program.*

- A. Yes/No
- B. If No, skip to Task Force Partnerships section.
- C. if Yes, how many TTA providers did you work with during the reporting period? \_\_\_\_\_

23. For each of the technical assistance engagements with a TA provider during the reporting period, please enter the following questions. *The number of entries should equal the number you entered in question 22 C.*

Name of technical assistance provider	Nature of contact (select all that apply)	Number of engagements	Satisfaction	Feedback on your encounters with this TA Provider
	Phone call In-person meeting Video conference Site visit Conference Other (if Other, please explain)	[Positive whole number]	Very satisfied Satisfied Neither satisfied nor dissatisfied Dissatisfied Very dissatisfied	

**BLACK FAMILY DEVELOPMENT (BFDI)**  
**Violent Gang and Gun Crime Reduction—Project Safe Neighborhoods Grant Program**  
**Provider Contract – City of Detroit, Police Department**

**TASK FORCE PARTNERSHIPS**

The PSN task force partnerships (or working groups) are an important component of the PSN program. The task force is defined as personnel within the law enforcement agency, the research partner, and any other external partner(s) who are involved in the project’s strategic operations. This group may also include task force subcommittees and any other agency staff who will experience an impact as a result of the PSN program implementation. The task force and other partners should collaborate throughout the PSN program to help with planning and implementation activities.

This section asks questions about your PSN task force and other partnership activity during the reporting period. Overall OJP program measures related to this section include:

- Frequency of PSN task force partnership meetings,
- Number of partners involved in PSN task force partnerships, and
- Number of activities PSN task force is conducting.

24. How often did your PSN task force hold organized meetings during the reporting period? *Select the answer that best approximates how often you met.*

- A. \_\_\_ We did not meet this quarter (skip to Response to Problem section)
- B. \_\_\_ Daily
- C. \_\_\_ Weekly/biweekly
- D. \_\_\_ Monthly
- E. \_\_\_ Quarterly

25. Please rate the following PSN task force partners based on this statement: “This partner was actively involved in the PSN initiative this reporting period.” *Please rate your partners on a scale of 1–5 as indicated below. If you have multiple partners in a category, please rate them as a whole. If a partner fits in more than one category, please rate it in the one category that fits the best for that partner. Please do not rate yourself.*

		Strongly Disagree	Disagree	Neither Agree Or Disagree	Agree	Strongly Agree
	NA	1	2	3	4	5
<i>This partner is actively involved in the PSN program</i>						
State leadership (e.g., governor’s office)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Tribal leadership	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Local leadership (e.g., mayor’s office)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Federal law enforcement agencies	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**BLACK FAMILY DEVELOPMENT (BFDI)**  
**Violent Gang and Gun Crime Reduction—Project Safe Neighborhoods Grant Program**  
**Provider Contract – City of Detroit, Police Department**

State law enforcement agencies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Local law enforcement agencies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community-based victim services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Pretrial service organizations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
U.S. Attorney’s Office	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prosecutor (District attorney’s office or State’s attorney’s office)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Public defense	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Courts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community corrections (probation/parole)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Corrections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Health care providers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mental health providers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Substance use disorder treatment providers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Child protective services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community-based service providers (e.g., housing, employment)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Community groups (e.g., neighborhood watch, community center, community representatives)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Faith-based organizations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Subject-matter experts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Foundations/philanthropic organizations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Researcher, evaluator, or statistical analysis center	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Training and technical assistance provider(s)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tribal criminal justice agencies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Businesses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K–12 schools	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



**BLACK FAMILY DEVELOPMENT (BFDI)**  
**Violent Gang and Gun Crime Reduction—Project Safe Neighborhoods Grant Program**  
**Provider Contract – City of Detroit, Police Department**

Public services (e.g., trash collection, public works)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (please describe)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

26. Please indicate activities the task force carried out during the reporting period. *Select all that apply.*

- A.  Briefed agency leaders
- B.  Conducted planning meetings
- C.  Discussed group membership/participation
- D.  Discussed resources needed/resource sharing
- E.  Invited outside partners to speak with the members (e.g., faith based)
- F.  Planned related activities for group members
- G.  Reviewed initiative responses (e.g., directed patrol, prosecution status, at-risk persons list)
- H.  Planned prevention programs (e.g., school-based enrichment programs, Citizens on Patrol)
- I.  Planned at-risk persons call-in meetings
- J.  Reviewed analysis products
- K.  Reviewed project progress
- L.  Engaged in project-sustainability planning
- M.  Other (please describe)

27. Does your taskforce have any subcommittees that work on assigned PSN tasks?

- A. Yes/No
- B. If Yes, please enter the number of subcommittees \_\_\_\_\_

**RESPONSE TO PROBLEM**

This section addresses activities that specifically focus on a response to a crime, disorder, or other community problem (e.g., mental health problems, community satisfaction, community engagement) as determined by your PSN task force’s problem analysis. Overall OJP program measures related to this section include:

- Percentage of PSN sites using a targeted response model based on their problem analysis, and
- Percentage of PSN sites providing direct services as part of the PSN initiative.

28. Does your PSN task force focus efforts around any of the following models? *Check all that apply.*

- A.  Community-oriented approach (e.g., community policing, community prosecution)
- B.  Problem-solving approach (e.g., problem-oriented policing, prosecutor as problem solver)
- C.  Geographic focus (e.g., hot spots policing)
- D.  High-rate persons focus (e.g., focused deterrence)
- E.  High-rate group/gang focus (e.g., pulling levers)
- F.  Procedural justice (ensuring individuals feel law enforcement is fair and just)
- G.  Violence interrupters, gang interventions, conflict mediators (e.g., Cure Violence)
- H.  Crime Prevention Through Environmental Design strategies (CPTED)
- I.  Situational crime prevention
- J.  Unsure/don’t know
- K.  Other (please describe)

**BLACK FAMILY DEVELOPMENT (BFDI)**  
**Violent Gang and Gun Crime Reduction—Project Safe Neighborhoods Grant Program**  
**Provider Contract – City of Detroit, Police Department**

29. How often did your task force conduct the following activities as part of your PSN program during the reporting period?

	Not Applicable	Don't Know	Daily	Weekly	Monthly	Quarterly
Created or reviewed at-risk persons list	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Utilized directed/hot spots patrol	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Utilized at-risk persons call-in/notification meetings	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Conducted public outreach (e.g., contacted potential victims, employed focused-media outreach)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Conducted community engagement (e.g., chief's roundtables, community advisory boards)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Engaged in community problem solving (e.g., partnerships with businesses, faith-based institutions, community groups)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Provided or referred individuals to community services, assistance, or counseling (e.g., mental health assistance, victim services)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Referred cases for Federal prosecution	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Referred cases for State/local prosecution	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Advocated for the diversion of individuals from prosecution to alternative sanctions or programs	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Diverted those with mental health or substance abuse problems from arrest to treatment/drop-off centers	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Provided group or classroom instruction for at-risk population	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Provided direct services for at-risk population	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Utilized intervention teams (e.g., crisis intervention, violence interrupters, gang interventions, conflict mediators)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**BLACK FAMILY DEVELOPMENT (BFDI)**  
**Violent Gang and Gun Crime Reduction—Project Safe Neighborhoods Grant Program**  
**Provider Contract – City of Detroit, Police Department**

If Other, please explain	
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30. If you have provided direct services during this reporting period, which of the following services were provided to your at-risk population? *(Select all that apply)*

- A. \_\_\_ Cognitive based. These services include therapeutic programs used to change criminal thinking and behavior, such as moral reconnection therapy, Think for a Change, or aggression replacement training.
- B. \_\_\_ Educational. These services foster knowledge by helping participants develop daily life skills that can enhance their opportunities.
- C. \_\_\_ Employment. These services are designed to help people find and obtain suitable job opportunities.
- D. \_\_\_ Health care/Medicaid eligibility. These services are designed to help individuals or families find, obtain, or retain health care.
- E. \_\_\_ Housing. These services are designed to help individuals or families find, obtain, or retain suitable housing, including transitional housing
- F. \_\_\_ Mental health. These services are provided in correctional facilities or in the community for those participants under supervision and may include counseling programs or group self-help programs.
- G. \_\_\_ Pro-social. These services use directed skill building to help participants interact in a positive way with others.
- H. \_\_\_ Substance abuse. These services include substance abuse education, treatment, or aftercare.
- I. \_\_\_ Transportation. These services include assistance with public transportation costs or help in finding other reliable transportation.
- J. \_\_\_ Vocational. These services help participants learn a trade and enhance their job opportunities.
- K. \_\_\_ Individualized case planning. These services help participants set goals, objectives, and conditions for reentering society.
- L. \_\_\_ Family engagement. These services focus on involving family members in the treatment process to help provide support and encouragement
- M. \_\_\_ Other (please describe)

**Prevention and Community Empowerment**

This section’s purpose is to measure your program’s development and promotion of community outreach and empowerment efforts to support other gun and gang violence reduction strategies. Overall OJP program measures related to this section include:

- Percentage of PSN sites incorporating prevention methods into their task force activities, and
- Frequency of outreach conducted in the target area.

31. How often was your PSN task force involved in the following community activities as part of your PSN program during the reporting period?

	Not Applicable	Daily	Weekly	Monthly	Quarterly
Parent-focused programs (e.g., parenting skills)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

**BLACK FAMILY DEVELOPMENT (BFDI)**  
**Violent Gang and Gun Crime Reduction—Project Safe Neighborhoods Grant Program**  
**Provider Contract – City of Detroit, Police Department**

Youth-focused programs (e.g., Boys and Girls Club, children of incarcerated parents programs, school enrichment programs)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Media outreach (e.g., TV ads, billboards, news spots)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Community-leadership programs (e.g., community mobilization)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Public meetings (e.g., joint problem solving, presentations)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Community events (e.g., National Night Out, <sup>™</sup> block parties, and other programs to promote police-community relations)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Distributing a newsletter, e-mail, or other bulletin	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Social media activities (e.g., Facebook, Twitter)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Outreach to target populations (e.g., street outreach, gang contacts )	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Other	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
If Other, please describe					

32. Which of the following crime prevention models/strategies, if any, did your PSN site use during the reporting period? *Select all that apply.*

- A. \_\_\_ Crime Prevention Through Environmental Design strategies (CPTED); situational crime prevention (approaches that change the perceived opportunities for a crime, such as leading individuals to believe the crime is more difficult or risky; for example, access control to parking lots or improved lighting on a walkway)
- B. \_\_\_ Youth development (programs that promote positive behavior and decrease negative behavior in youth; for example, any of the Blueprints programs)
- C. \_\_\_ Crime awareness (programs aimed at increasing the awareness of a crime problem, including solutions to prevent crime; for example, a “lock it or lose it” program)
- D. \_\_\_ Increase personal safety (programs that provide instruction on increasing personal safety; for example, a rape aggression defense class)
- E. \_\_\_ Community building (programs that promote community cohesion, including public safety partnerships between the community and elements of the criminal justice system; for example, National Night Out<sup>™</sup>)
- F. \_\_\_ At-risk persons call-in/notification meetings
- G. \_\_\_ None of the above
- H. \_\_\_ Other crime prevention model/strategy (please explain)

**BLACK FAMILY DEVELOPMENT (BFDI)**

**Violent Gang and Gun Crime Reduction—Project Safe Neighborhoods Grant Program**

**Provider Contract – City of Detroit, Police Department**

**Program Impact**

This section’s purpose is to measure the impact and organizational integration of the PSN initiative to support gun and gang violence reduction strategies. Overall OJP program measures related to this section include:

- Percentage of PSN sites using data to measure the impact of their PSN initiative, and
- Percentage of sites with a measurable/identifiable addition to their community due to the integration of PSN.

33. Since the beginning of your program, has it demonstrated a measurable impact on the problem of focus? *When answering this question, please consider your comparison areas and/or implementation design and analysis findings to this point. Please consult with the research partner when answering this question.*

- A. Yes, positive impact
- B. Yes, negative impact
- C. No measurable impact
- D. Not yet been measured
- E. Please explain your response, using data measures, such as percentage and raw number increases or decreases in gun or gang crime, where possible. \_\_\_\_\_

34. What data did you use to support your conclusion about your PSN program’s impact?

- A. \_\_\_ Official police call, crime, and arrest data (e.g., calls for service, officer-initiated calls for service, crime incident reports, or arrest reports)
- B. \_\_\_ Internal agency pre-existing data tracking (e.g., use of force reports, citizen complaints)
- C. \_\_\_ Community data (e.g., foreclosures, health and human services data, or other community data)
- D. \_\_\_ Corrections data (e.g., probation and parole data)
- E. \_\_\_ Prosecution data (e.g., pre-trial data)
- F. \_\_\_ Court data (e.g., case outcomes, convictions, sentences)
- G. \_\_\_ At-risk persons risk assessments
- H. \_\_\_ Focus-group data (e.g., focus groups of community members, officers, or victims)
- I. \_\_\_ Survey data (e.g., surveys of community members, officers, clients, or victims)
- J. \_\_\_ Systematic observations of places by trained observers (e.g., physical disorder)
- K. \_\_\_ Intelligence from confidential or other informants
- L. \_\_\_ Youth-focused data (e.g., juvenile justice system data, gang-related data, school data)
- M. \_\_\_ NIBIN (National Integrated Ballistics Intelligence Network)
- N. \_\_\_ Other (please explain)

35. Please indicate what new resources, practices, or other features were *new* this reporting period and made possible due to the funding provided to your PSN initiative.

- A. \_\_\_ Crime data analyst
- B. \_\_\_ Increase in crime analysis capacity
- C. \_\_\_ Data housing, sharing, and networking across agencies
- D. \_\_\_ Integration of data analysis into the culture of partner agencies
- E. \_\_\_ Identified target/focus areas
- F. \_\_\_ Partnerships across organizations that impact the community
- G. \_\_\_ Partnerships between Federal and local law enforcement and/or prosecutors

**BLACK FAMILY DEVELOPMENT (BFDI)**  
**Violent Gang and Gun Crime Reduction—Project Safe Neighborhoods Grant Program**  
**Provider Contract – City of Detroit, Police Department**

- H.  Increased involvement of noncriminal justice entities (e.g., community organizations, social service providers, community leaders)
- I.  Community mobilization aimed at reducing/preventing crime
- J.  Targeted crime reduction/prevention strategies
- K.  Collaboration with a research partner L.  Other (please explain)

**GOALS AND OBJECTIVES MODULE**

This module should be completed in January and July by all grantees that had any activity during the reporting period or at the close of the grant, based on the previous or next 6 months.

1. Please identify the goal(s) you hope to achieve with your funding. If you have multiple goals, please report on each separately (one at a time) and repeat questions 1–4 for each goal.

\_\_\_\_\_

2. What is the current status of this goal?

- A.  Not yet started
- B.  In progress
- C.  Delayed
- D.  Completed
- E.  Goal no longer applicable

3. During the past 6 months, please describe any progress you made or barriers you encountered related to this goal.

\_\_\_\_\_  
 \_\_\_\_\_

4. In the next 6 months, what major activities are planned for this goal?

\_\_\_\_\_  
 \_\_\_\_\_

**Please answer the following questions based on your overall activity during the previous 6 months.**

5. Did you receive or do you desire any assistance from BFDI, BJA or a BJA-funded technical assistance provider? *Check all that apply.*

- A. Yes, we received assistance (please describe)
- B. Yes, we would like assistance or additional assistance (please describe)
- C. No

**BLACK FAMILY DEVELOPMENT (BFDI)**  
**Violent Gang and Gun Crime Reduction—Project Safe Neighborhoods Grant Program**  
**Provider Contract – City of Detroit, Police Department**

6. BJA likes to showcase grantees who are working on successful, innovative, and/or evidence based programs. Do you have any noteworthy accomplishments, success stories, or program results from this reporting period that you would like to showcase?
- A. Yes (Please share your story at: <https://www.bja.gov/SuccessStoryList.aspx>.)
  - B. No

**BLACK FAMILY DEVELOPMENT (BFDI)**  
**Violent Gang and Gun Crime Reduction—Project Safe Neighborhoods Grant Program**  
**Provider Contract – City of Detroit, Police Department**

# Exhibit 2 Detailed Budget

Budget Summary												
	Year 1		Year 2 (if needed)		Year 3 (if needed)		Year 4 (if needed)		Year 5 (if needed)			
Budget Category	federal request	non federal request	federal request	non federal request	federal request	non federal request	federal request	non federal request	federal request	non federal request	Totals	
A. Personnel	\$ 37,536.00	\$ -	\$38,721.00	\$ -	\$38,722.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 114,979.00	
B. Fringe Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
C. Travel	\$ 1,185.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,185.00	
D. Equipment	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
E. Supplies	\$ 5,035.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,035.00	
F. Construction	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
G. Subawards (Subgrants)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
H. Procurement contracts	\$ 10,000.00	\$ -	\$10,000.00	\$ -	\$10,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000.00	
I. Other	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
<b>Total Direct Costs</b>	<b>\$ 53,756.00</b>	<b>\$ -</b>	<b>\$48,721.00</b>	<b>\$ -</b>	<b>\$48,722.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 151,199.00</b>	
Indirect Costs	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
<b>Total Project Costs</b>	<b>\$ 53,756.00</b>	<b>\$ -</b>	<b>\$48,721.00</b>	<b>\$ -</b>	<b>\$48,722.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 151,199.00</b>	