

**2021
PROJECT SAFE NEIGHBORHOOD
GRANT APPLICATION
For the
U.S. ATTORNEY'S OFFICE
Of The
EASTERN DISTRICT OF OKLAHOMA**

**DEADLINE TO SUBMIT
April 1st, 2022**

District Attorneys Council
Federal Grants Division
421 N.W. 13th St., Suite 290
Oklahoma City, OK 73103
Phone: 405/264-5008

**2021 PROJECT SAFE NEIGHBORHOOD GRANT
FOR THE UNITED STATES ATTORNEY'S OFFICE
OF THE EASTERN DISTRICT OF OKLAHOMA
Application Form**

1. **Name of the Project:** Muskogee County Project Safe Neighborhoods
2. **Agency Applicant:** Muskogee County Sheriff
3. **Applicant Agency DUNS Number:** 034586037
4. **SAMs database expiration date:** 02/15/2023
5. **Chief Executive Officer:** Kenny Payne
Address: 202 State St
City: Muskogee **State:** OK **Zip:** 74401
Area Code/Phone Number: 918-682-4511
E-mail Address: kpayne@readymuskogee.org
6. **Project Director** Michelle Collins
Address: 202 State St.
City: Muskogee **State:** OK **Zip:** 74401
Area Code/Phone Number: 918-912-2562
E-mail Address: mcollins@muskogeeso.org
7. **Fiscal Officer:** Kimber Farris
Address: 202 State St
City: Muskogee **State:** OK **Zip:** 74401
Area Code/Phone Number: 918-687-0202
E-mail Address: kfarris@muskogeeso.org
8. **Federal Tax Identification Number:** FEI 736006395

9. Federal Amount Requested: 68,040

10. If awarded, these funds will: (check all that apply)

- Create a new service or activity
- Enhance an existing project
- Continuation of a current federally funded project

11. Indirect Costs (Check the box that applies)

Request to Waive Indirect Costs

The organization understands a request for indirect costs is voluntary and chooses **NOT** to request indirect costs for this grant. If the above box is **NOT** checked, select from one of the groups below.

De minimis Indirect Cost Request

Instruction: The de minimis indirect cost rate may be requested by:

- a) Non-profit organizations that have never negotiated a federal indirect cost rate.
- b) State and local units of government, and federally recognized tribal governments that receive less than \$35 million in direct federal funding and have **never** negotiated an indirect cost rate with a cognizant agency.

Note: If this method is chosen, it must be used consistently until such time the organization chooses to negotiate an indirect cost rate.

Mus The organization certifies it has never negotiated an indirect cost rate and meets the qualifications for a de minimis rate of 10 (a whole number between 1% & 10%) for this grant.

If requesting the de minimis rate, please complete the Modified Total Direct Cost form and submit it as part of the grant application. Modified Total Direct Cost Worksheet

The amount of indirect direct costs requested must be based on the de minimis rate chosen above and can only be calculated by using the following budget categories:

The de minimis rate can only be applied to the following budget categories:

- Personnel
- Benefits
- Travel (excluding travel requested for non-agency employees)
- Supplies/Operating
- Consultant/Contractor (only the first \$25,000 of each contract)
- Other (excluding scholarship costs)
- Equipment (dependent upon applicant's Asset Capitalization Policy)

Please note that capital expenditures are excluded from indirect cost calculations. Please submit a copy of your agency's Asset Capitalization Policy that shows the dollar amount the agency inventories purchases, including both furniture and IT.

If you agency does not have an Asset Capitalization Policy, please submit an affidavit to that effect. Your agency will fall under the federal definition of equipment: Equipment means the tangible personal property (including information technology systems having 1) a useful life of more than one year and 2) a per-unit acquisition cost of \$5,00 or greater.

Excluded from the distribution base for the indirect calculation are: rental costs (including equipment rental, facility rental, and transitional housing rent paid on behalf of a victim); and leasing costs (including vehicle leases).

Note: A copy of the Modified Total Direct Cost form and a copy of your agency's Asset Capitalization Policy must be included with the application.

Organizations with Negotiated Indirect Cost Agreements

The organization requests the approved negotiated rate of _____ %. The agreement is for the following period: _____ / _____ / _____ to _____ / _____ / _____.

The negotiated rate agreement is based on the following budget categories:

Note: A copy of the current indirect cost agreement must be included with this application.

The organization has an approved negotiated rate of _____ %; however, in order to allow a greater share of the program funds for direct program costs, the organization voluntarily chooses to charge a lesser rate of _____ % for this grant. The agreement is for the following period: _____ / _____ / _____ to _____ / _____ / _____.

The negotiated rate agreement is based on the following budget categories:

Note: A copy of the current indirect cost agreement must be included with this application.

Organizations Requesting to Negotiate an Indirect Cost Rate

State and local units of government, and federally recognized tribal governments receiving between \$35 million and \$125 million in direct federal funding that have never negotiated an indirect cost rate, and any non-profit organization (regardless of how much federal funding is received) that has never negotiated an indirect cost rate, may choose to negotiate a rate with the District Attorneys Council (DAC), provided the DAC is the appropriate cognizant agency (e.g. DAC is the organization's major federal funding source). In order to negotiate an indirect cost rate with the DAC, you may do

so by completing an Indirect Cost Proposal. Please contact DAC for guidance at 405-264-5008. *Note: If the organization is currently receiving de minimis indirect costs on any federal grant, what is the de minimis rate? Grant name:*

The organization requests the negotiated indirect cost rate of %, as agreed upon by this organization and the DAC, pursuant to the cost allocation plan currently in use by the organization, modified total direct costs, or another methodology that provides a fair and equitable distribution of costs to all programs that benefit from the overhead in accordance with 2 CFR Part 200. A copy of the approved indirect cost agreement between the organization and the DAC must be attached to this application.

Note: If the organization is currently receiving de minimis indirect costs on other federal grants, what is the de minimis rate? Grant name(s): . Please note, once there is a negotiated rate, the organization no longer qualifies for a de minimis indirect cost rate and must use the negotiated rate on all federal awards.

Note: Organizations receiving more than \$125 million in direct federal funding that wish to negotiate an indirect cost rate must go through their federal cognizant agency. A list of federal cognizant agencies can be found at <https://www.doi.gov/oasam/boc/dcd/dcd-agency-list.htm>

For more information on indirect costs, see 2 CFR Part 200, http://www.ecfr.gov/cgi-bin/text-idx?tpl=/ecfrbrowse/Title02/2cfr200_main_02.tpl

12. Project Overview

In twenty-five words or less, provide a brief and succinct paragraph on the purpose of the funded project.

MCSO will work with community partners in rural underserved, under-resourced towns within Muskogee County to encourage conversation and education to achieve crime and gang prevention.

APPLICATION NARRATIVE PROBLEM STATEMENT and PROJECT DESCRIPTION

Provide a specific and detailed description of the project. Use Problem Statement and Project Description headers for each section. The Problem Statement and the Project Description Narrative should relate to the goals and objectives of the grant and should include the following:

PROBLEM STATEMENT

1. Provide a description of the agency and the jurisdiction or area in which services will be provided.
2. Provide a clear and concise description of the problem that will be addressed through the use of these funds and how the funding would alleviate the problem.
3. Use data, preferably local data, to support the need for the project.

PROJECT DESCRIPTION

1. Thoroughly describe the proposed project, including activities to accomplish the project.
 - Do not delete these directions. If more space is necessary, use additional pages.

The applicant agency, will cover Muskogee County which includes the towns of Porum, Haskell, Warner, Webbers Falls, Boynton, Council Hill, Braggs, Oktaha, Fort Gibson 4, and Muskogee.

MCSO will create outreach support opportunities in the rural underserved, under-resourced towns within Muskogee County. Community partners will be built through community outreach that encourages conversation, education, and participation. As partnerships best achieve both crime and gang prevention with the community and the Sheriff's office. MCSO sees this project as an opportunity to create a robust, comprehensive team to address these issues. This project will encompass resources to meet a wide range of needs at both an individual and community-level. Through these community outreach efforts, MCSO will utilize a comprehensive approach to reduce and prevent youth gang violence using five core strategies: Community Mobilization, Opportunities Provision, Social Intervention, Suppression, and Organizational Change and Development. Through implementing these strategies, MCSO will seek to make their communities safer.

We have data gaps at this time. The grant will be used in part to create data collection instruments, systems, and tracking. While the statistical data is lacking, the qualitative data collected via key informant interviews shows that: There is violence in the rural areas that need addressed, gang members in our detention facility, and an overall need for education on violence and awareness surrounding the county.

APPLICATION NARRATIVE
GOALS, OBJECTIVES, PERFORMANCE MEASURES, and ACTIVITIES

1. Clearly and succinctly state the goals, objectives, and activities of the grant project.
2. Objectives must be reasonable, achievable, measurable and sufficient to determine the effectiveness of the project.
 - See the Appendix for further information on how to write goals, objectives, performance measures, and activities.
 - Do **not** delete these directions. If more space is necessary, use additional pages.

GOAL 1: Increased Community Outreach	
Measurable Project Objective	By January 2023, MCSO will increase presence, outreach, and community education outreach efforts in all rural community in the county, as measured by deputy logs, community town hall attendance, and education outreach sign-in sheets. .
Activities	<ul style="list-style-type: none"> • Create an internal community-outreach plan • Identify key rural communities for outreach efforts • Identify community partners to host community education events. • Host outreach events, town hall meetings and listening sessions. • Use these events to identify the community needs around prevention of criminal activity in their communities. • Create a community outreach plan using the problem areas identified in the listening session.
GOAL 2: Technology Expansion	
Measurable Project Objective	By January 2023, MCSO will upgrade in-house technology to increase capacity for data gathering in the field and real-time sharing of information on subjects involved in gang and criminal activity, as measured by increased access to local statistics and outcomes tracking.
Activities	<ul style="list-style-type: none"> • We will do a minimum of 60 field interviews per month • Data will be collected and cross referenced for felons with firearms, follow up if needed • Build a base for statistics as the county grows, and needs, concerns, and crime trends change. • Provide training to all deputies and support staff to get every benefit possible from the technology.

GOAL 3 : Gang Prevention, Identification, and Awareness Training	
Measurable Project Objective	To conduct two trainings for gang awareness in our communities. This will be a benefit to surrounding law enforcement agencies in the District to come to the hosted trainings. Awareness is imperative for officers in the ever changing climate of criminal activity and gangs.
Activities	<ul style="list-style-type: none"> • Provide training to deputies in the field, and host for surrounding law enforcement to attend. • Create an environment that reduces gang joining while increasing positive attitudes for law enforcement. • To conduct training to prevent violence and criminal activity.
GOAL 4: School Resource Officer	
Measurable Project Objective	The School Resource Officer has a unique opportunity to provide education on making better decisions with non-violent coping skills. He can create a program A Mad Decision is a Bad Decision that can be adjusted for the different ages he meets with. He will have a conversation in each of the rural schools in the county.
Activities	<ul style="list-style-type: none"> • The SRO will speak at each school during assemblies • Encourage nonviolent means of conflict resolution • Establish a presence to help deter crime, or deescalate a violent situation. • Collect data from interactions with students who are involved in conflict with violence involved.
GOAL 5:	
Measurable Project Objective	
Activities	
GOAL 6:	

Measurable Project Objective	
Activities	

**APPLICATION NARRATIVE
DATA ELEMENTS**

- ❑ To report a project's achievements, each project must collect data. List in bullet format the performance measures that will be collected. The list must relate with the planned goals, objectives, and activities.
- ❑ Do **not** delete these directions. If more space is necessary, use additional pages.

-
- Collect data from every community visited such as participation numbers, concerns for violence and gang activity.
 - Make an open line of communication with the citizens for them to be able to give tips on criminal activity such as gang violence.
 - Collect the field interviews from deputies in the field and consolidate the data on gang members, violent criminals, subjects carrying firearms, and log how many felons had firearms in their possession during their contacts.
 - To have as many deputies from our agency and surrounding agencies to have the training on gang members to be able to identify the gang members in the area.
 - The SRO will have an impact on the youth in the communities by being a mentor, giving them the tools they need to resolve conflicts in a manner that does not involve violence. This will be tracked by school, number of students attended and follow up meetings with staff at the schools to identify any needs or concerns that MCSO can address.

PLICATION NARRATIVE

CONTINUING PROJECTS ONLY - PROGRESS SUMMARY

1. To assess the progress of a project that was funded under the Project Safe Neighborhood Grant Program that is requesting continuing funding, list the data collected for the goals and objectives that were identified in previous grant years.
 - Do **not** delete these directions. If more space is necessary, use additional pages.
-

N/A

**2021 PROJECT SAFE NEIGHBORHOOD GRANT APPLICATION
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OVERALL BUDGET SUMMARY

CATEGORY	FEDERAL FUNDS REQUESTED
A. Personnel	\$32,400.00
B. Benefits	\$7,911.00
C. Equipment	\$5,000.00
D. Travel	\$0
E. Supplies and Operating Expenses	\$0
F. Facilities/Rental Expenses	\$0
G. Contractor/Consultant Expenses	\$0
H. Other	\$22,729
I. Indirect Costs	\$0
TOTAL	\$68,040.00

DETAILED BUDGET and NARRATIVE
CATEGORY A and B – PERSONNEL and PERSONNEL BENEFITS

Directions:

1. List each position in Column A by name and title/position and check whether the position is new or existing.
2. List the percent of the employee's time that will be funded by grant funds in Column B.
3. In Column C, list the total annual salary.
4. List the total amount of benefits in Column D.
5. To calculate the Total Federal Funds Requested for Salary in Column E, multiply (B) x (C) = (E).
6. To calculate the Total Federal Funds Requested for Benefits, multiply (B) x (D) = (F).
7. To calculate the Total Federal Funds for Salary and Benefits, add Column B + F = (G).
8. Total all columns in the Total row at the bottom of the chart.
9. **Narrative:** Provide a detailed explanation of the personnel that will be assigned to the project. The narrative should describe the responsibilities of each of the positions. Use additional pages if necessary. **ATTACH A JOB DESCRIPTION FOR EACH NEW POSITION THAT IS REQUESTING FUNDING.**

(A)	(B)	(C)	(D)	(E)	(F)	(G)
Name of Employee and Position or Title and New or Existing	Percent of Time Funded By Grant Funds	Annual Salary	Total Amount of Benefits	Total Federal Funds Requested for Salary (Column B x Column C)	Total Federal Funds Requested for Benefits (Column B x Column D)	Total Federal Funds Requested (Column E + Column F)
Violent Crimes Deputy/ Clerk <input type="checkbox"/> New <input type="checkbox"/> Existing	100%	\$32,400	\$7,911	\$32,400	\$7,911	\$40,311
<input type="checkbox"/> New <input type="checkbox"/> Existing						
<input type="checkbox"/> New <input type="checkbox"/> Existing						
<input type="checkbox"/> New <input type="checkbox"/> Existing						
<input type="checkbox"/> New <input type="checkbox"/> Existing						
<input type="checkbox"/> New <input type="checkbox"/> Existing						
TOTAL					\$7,911	\$40,311

BUDGET NARRATIVE:

. Cost Breakdown

Personnel	MCSO Deputy- Base Pay per the Employee Wage Sheet	\$2700/month x 12 months	\$32,400
Social Security Match	MCSO Deputy- Base Pay per the Employee Wage Sheet	\$167.40/month x 12 months	\$2,009
Medicare Match	MCSO Deputy- Base Pay per the Employee Wage Sheet	\$39.15/month x 12 months	\$470
Emp. OPERS Match	MCSO Deputy- Base Pay per the Employee Wage Sheet	\$418.50/month x 12 months	\$5,022
SUTA	MCSO Deputy- Base Pay per the Employee Wage Sheet	\$27.0/month x 12 months	\$324
Dearborn National-Match	MCSO Deputy- Base Pay per the Employee Wage Sheet	\$7.20/month x 12 months	\$86

The Deputy / Clerk responsibilities will be the following, but not restricted to only the tasks listed:

- Organize and schedule the Community outreach events, collect data from the participants.
- Support the School Resource Officer when needed
- Do follow up on the subject's with firearms during field interviews, to make sure they are not previously convicted.
- Log information to start creating statistics for violent offenses, firearms by convicted felons, problematic areas within the jurisdiction, and the ever changing trends of criminal activity.
- Oversee the training opportunities for the enhanced technology changes, and focus on how to improve the data gaps we currently face as an agency.
- To organize and oversee the training events for deputies as well as surrounding agencies to learn about the gangs and activity in the area we serve.

CATEGORY C – EQUIPMENT

Directions:

1. List non-expendable items that are to be purchased. Expendable items should be included in the Supplies Category (See the Chart of Accounts in the Appendix for items to be included under equipment.)
2. **Narrative:** Provide an explanation of the equipment to be purchased. Explain how the equipment is necessary to the success of the project. Use additional pages if necessary.

Equipment	Quantity	Unit Price	Federal Funds Request
Expansion of current Technology	TBD	TBD	\$5,000

DETAILED BUDGET and NARRATIVE
CATEGORY H – OTHER

Directions:

1. Specifically identify the funds being requested in this category (See the Chart of Accounts in the Appendix for items to be included under other.)
2. The narrative should serve as an explanation of the figures. Use additional pages if necessary.

Item Description	Federal Funds Request
Community Outreach	\$5,000
Gang Prevention, Identification, and Awareness Training	\$8,500
School Resource Officer Support	\$4,229
Technology Software Expansion	\$5,000
TOTAL	\$22,729

BUDGET NARRATIVE:

Community Outreach

MCSO will utilize a comprehensive approach to reduce and prevent youth gang violence using five core strategies: Community Mobilization, Opportunities Provision, Social Intervention, Suppression, and Organizational Change and Development. Through implementing these strategies, MCSO will seek to make their communities safer. Using these strategies MCSO will utilize funding to host community listening sessions, evidence-based strategies that complement the core gang violence reduction efforts.

Gang Prevention, Identification, and Awareness Training

MCSO Deputies will attend training to understand better the strategies and approaches for recognizing, preventing, and reducing gang activity within the county. Since 2019, Muskogee County has become a “hot-spot” for illegal gang and cartel activity. Muskogee County Law Enforcement Officers have encountered multiple illegal marijuana grow operations, methamphetamine trafficking networks, and counterfeit opioid groups, all with suspected ties to the Cartel trafficking organizations and possible human trafficking. The landscape of gang activity in Muskogee County has changed dramatically. Long- established local gangs are still

present within rural communities; however, cartel-related operations are now present. MCSO is currently underequipped to educate community members about these organizations and ill-equipped to identify concerns. There is a high need for a deputy training to ensure the safety and well-being of the communities they serve and protect. Appropriate training will be determined.

School Resource Officer Support

The MCSO County-Wide School Resource Officer will provide gang prevention and education, will strive to foster a healthy school climate, and provide vital crime prevention efforts to county schools. The SRO holds a unique position that enables them to bridge the gap from inside to outside the school. The SRO will cultivate such an environment by building trusting relationships with students, encouraging nonviolent means of conflict resolution, and minimizing tolerance for bullying. Funding will be used to provide necessary SRO training and programmatic needs to implement gang-prevention strategies.

Technology Software Expansion

The current systems and technology have been sufficient to date; however, the need has arisen for updated reporting and tracking. MCSO will look to attend training to ensure the current technology and software is being utilized to its full capacity. This will allow all staff members to be trained to correctly and effectively use the current software to complete more comprehensive field investigations and maintain an ongoing record of known associates, suspect information, and other vital information about known or suspected gang activities and affiliates.

DETAILED BUDGET and NARRATIVE CATEGORY I – INDIRECT COSTS

Directions:

1. Describe how the Indirect Costs are calculated and will be utilized in this project.

No indirect cost will be incurred during this grant period.

CERTIFICATE OF APPLICATION

By signing the Certificate of Application, the Chief Executive Officer certifies that the applicant agency is eligible to apply, the information provided in the application is accurate, and that the applicant agency agrees to comply with all state and federal provisions of the 2021 Project Safe Neighborhood Grant and all other applicable state and federal laws.

Name of Applicant: Kenneth Payne

Address: 202 State St
Muskogee, Ok 74401

Print or Type Name of Chief Executive Officer: Kenny Payne *Kenny W. Payne*

Signature of Chief Executive Officer: Kenny Payne *Kenny W. Payne*

Title: County Commissioner

The Chief Executive Officer is the person with official signature authority to make financial and programmatic commitments on behalf of the applicant agency. The Chief Executive Officer must be a state agency head, mayor, city manager, chairperson of the County Commission, an authorized tribal leader, Chairperson of the Board of Directors, University President, or District Attorney.



4th day of April 2022
Chairman *Kenny Payne*
Member *[Signature]*
Member *[Signature]*
Attest *[Signature]* County Clerk