



Pasadena Police Department

Asset Forfeiture Community Reinvestment Grant Program

Release Date: October 6, 2020

Response Due: December 1, 2020

The Pasadena Police Department is dedicated to excellence as a world class public safety agency. We are committed to establishing an environment in which members of the department and community thrive. We seek to be a catalyst for positive change through persistent, personalized and cost-effective use of public safety resources. The Pasadena Police Department hosts, supports, and attends community events throughout the year in order to provide an important presence to the community, making community members aware that we are here to listen, be transparent and to help work with them to build trust and strengthen the relationship between the department and community members.

What is the program?

The Pasadena Police Department is pleased to announce the availability of asset forfeiture funds for appropriation to community based non-profit organizations (501(c)(3) or (4)) whose stated missions are supportive of and consistent with a law enforcement effort, policy, and/or initiative. The purpose of the Department of Justice Equitable Sharing Program allows law enforcement agencies to provide support to neighborhood safety, promote crime prevention, and provide drug abuse education and offer drug abuse prevention services. This is accomplished by offering funding to non-profit organizations which have developed specific projects to address these areas of concern. Our Asset Forfeiture Community Reinvestment Grant program is one critical component of our support for the neighborhoods that we protect and serve.

Only one application per organization will be accepted. Organizations which offer multiple programs may submit one application with multiple individual descriptions and budgets for each program. Proposals may range from requests for funding of entire projects or components of a larger project. Proposals may be for any new project, ongoing program, or regularly held event, as long as the project, program, or event meets the eligibility criteria set forth below.

Who may apply?

This program will provide funds to community groups, associations, or non-profit organizations providing services to **residents within the municipal boundaries of the City of Pasadena**. Services must be within the eligibility criteria set forth below.

Applicants will be required to provide a **federal tax identification number**.

What are the minimum application eligibility criteria?

Department of Justice Equitable Sharing Program permits funding of programs or projects that involve:

- a. Crime Prevention,
- b. Neighborhood Safety,
- c. Drug Abuse Education,
- d. Drug Prevention
- e. Drug Treatment
- f. Reintegration and Reentry Programs

To be considered for funding a project must:

1. Fall within one or more of the statutory criteria, a. through f. above.
2. Include an itemized budget for funds requested.
3. Include a statement of accounting detailing how expenditures will be tracked.
4. **Funds will NOT be awarded for creation of endowments or scholarships, personal or political use, salaries, food, travel expenses, extravagant or wasteful expenditures and entertainment, cash on hand, secondary accounts, and stored value cards, costs related to lawsuits, loans video surveillance systems, newsletters, advertising, or other communication media.**
5. Any organization which owes monies to the City of Pasadena will not receive award funds until those other obligations are satisfied.
6. A Certificate of Status issued by the California Secretary of State certifying active/good standing.

All applicants approved for funding will be required to enter into a contract with the City setting forth the terms and conditions under which funds may be expended and outlining all accounting requirements.

How may my agency or organization apply?

Agencies or organizations wishing to receive these funds shall apply to the Pasadena Police Department Chief of Police for an appropriation. Applications must be submitted via email only. All applications must be **received** by the Pasadena Police Department **no later than December 1, 2020 at 4:00 p.m.**

Applications received after 4:00 p.m. may not be considered for funding. In accordance with COVID-19 social distancing rules, applications will not be accepted at the front desk of the Records lobby. The application must be completed in full and properly executed prior to submitting.

Applications and supporting documents must be emailed in PDF format to Ingrid Villela at: ivillela@cityofpasadena.net

All applications and supporting documents must be submitted in PDF format. No other format will be accepted. Please place in the email subject line: Asset Forfeiture Community Reinvestment Grant Program. Applicants will receive an email confirmation of receipt within 48 hours.

How will the Pasadena Police Department decide which projects are funded?

All applications that meet the minimum eligibility criteria will be reviewed by the Funding Approval Committee, which is comprised of the Chief of Police, administrative staff, and community member(s). Upon reviewing the applications, the Chief of Police will make the final determination of awards in accordance with the Department of Justice Equitable Sharing Program guidelines and the recommendations of the committee. Prior to awarding the funds the department must ensure the recipient is a qualified entity.

Selection Criteria

The following criteria will be used to evaluate requests for funding which meet the eligibility criteria. Projects will be rated using the criteria listed below.

1. **Timeliness.** Applications must be received via email no later than 4:00 p.m. on December 1, 2020. Applications received after the deadline will not be considered.
2. **Eligibility Status.** Applicant must provide 501(c) 3 certification to be eligible to receive grant funding and a Certificate of Status issued by the California Secretary of State certifying active/good standing.
3. **Preparation.** The applicant has produced an Application that contains all necessary documentation, a complete budget with supporting estimates, proper signatures, adequate number of copies, and has complied with all other requests outlined in the application package.
4. **Compliance.** Requests for funds greater than \$5,000 or funds for non-allowable uses will not be considered. In the event an applicant requests funds for both allowable and non-allowable purposes, only the portion of the application requesting funds for allowable program expenses will be considered.
5. **Participation.** The applicant has a commitment of participation and support of affected neighborhood residents and/or businesses, and the directions of the agency or organization the applicant represents.

6. **Neighborhood Impact.** The project addresses a concern of and identifies specific benefits of significance to the residents of the neighborhood(s) affected.
7. **Individual Impact.** The project will affect change or assistance in a great number of people as possible. Projects of all sizes are welcome to apply for funding, however, the committee would like the Grants to make as much impact as possible in resident's lives.
8. **Project Quality.** The applicant has developed a project that is well planned, adequately budgeted and is ready for implementation or is a part of a broader ongoing effort and includes a well-defined method for demonstrating that the funds are expended appropriately.
9. **Originality.** The applicant has proposed a project that is original and addresses a problem that is not already being addressed by other entities within that neighborhood. Creative thinking is welcome and encouraged.
10. **Qualifications.** The applicant must demonstrate, via clearly stated qualifications, an ability to implement the proposed project and/or provide the necessary services.
11. **Commitment to Partnership.** The Pasadena Police Department endeavors to build relationships with organizations serving the City of Pasadena community long after the funding period has ended.

Award and After-Action Report Information

Timeline

Application Due: December 1, 2020

Application Review: December 8, 2020

Agreements Emailed to Successful Applicants: December 11, 2020

Deadline to Return Agreement: December 18, 2020

Selected grantees will be notified via email. Chief John E. Perez will present the winners of the grant awards during a ceremony to be held in January of 2021. An agency official representing the grantee must be present at the ceremony.

For this award, the time frame for reporting on spending will be from the date of the award until June 30, 2021. Future awards will be for a 12 month period (fiscal budget year).

Any recipient of an award under this solicitation will be required to submit certain reports and data.

Required reports. Recipients typically must submit quarterly financial reports, semi-annual progress reports, final financial and progress reports, and, if applicable, an annual audit report in accordance with the Uniform Guidance (2 C.F.R. § 200) - Uniform Administrative Requirements or specific award conditions. Future awards and fund drawdowns may be withheld if reports are delinquent.

Who can I contact if I have any questions?

If any applicant has a question or concern, please direct all questions to Lieutenant Marie Sell. She can be reached by email at msell@cityofpasadena.net.