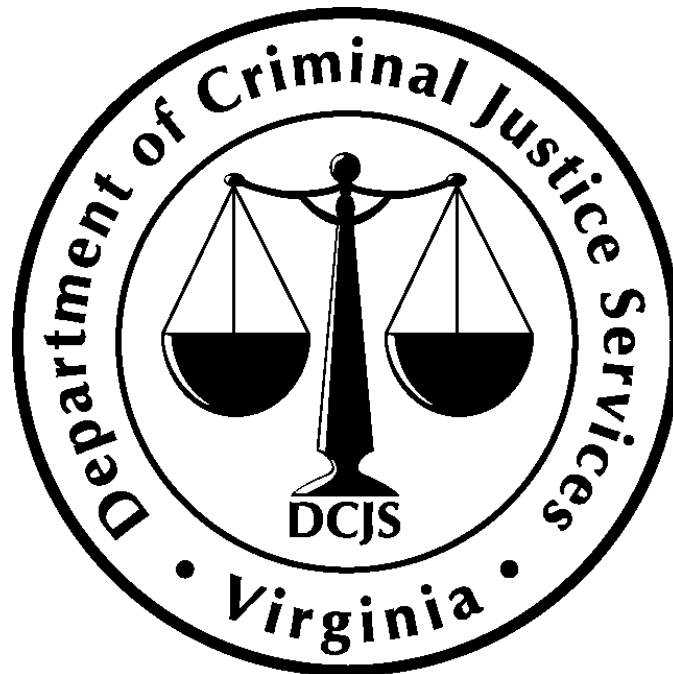


**2008 STATE HOMELAND SECURITY GRANT PROGRAM
GUIDELINES AND APPLICATION INSTRUCTIONS
REGIONAL CRIME INFORMATION SHARING NETWORKS**



Department of Criminal Justice Services

1100 Bank Street

Richmond, Virginia 23219

I. Introduction

The 2008 State Homeland Security Grant award provides federal funds to assist local law enforcement agencies in the prevention of terrorist acts. As the Commonwealth's criminal justice planning agency, the Department of Criminal Justice Services (DCJS), is designated the administering agency for these funds awarded to law enforcement agencies through local jurisdictions. This award provides for the enhancement of regional crime information sharing networks.

Requirements/Limitations

Amount Available

Maximum award amounts and localities selected to receive funds are stated in the following program briefs.

Funds will be awarded on a reimbursable basis to support costs necessary for the locality to participate in an existing Commonwealth regional crime information sharing network.

Non-Supplanting

Grant funds may not be used to supplant state or local funds that would otherwise be available for these purposes. Any obligated funds not allocated at the end of the grant period will not be reimbursed.

Match Requirement

No match required.

Grant Period

The grant period is **December 1, 2009** through **March 31, 2011**. **Service, warranty, and maintenance fees through May 31, 2011, may be paid during the grant period.**

Award Category

The 2008 state HSGP provides funding assistance to law enforcement agencies to enhance their capacity to detect, deter, disrupt and prevent acts of terrorism. Awards provided are to facilitate the named and partner jurisdictions participation in an existing Commonwealth regional crime information sharing network.

Definition of a Jurisdiction

Cities and counties within the Commonwealth of Virginia.

Eligibility

Cities, counties, towns, and state-supported colleges and universities within the Commonwealth of Virginia are eligible to benefit from grant funds.

Lead Jurisdiction

A city or county representing all regional network participants must submit a single application for the project as well as manage all fiscal and procurement actions for the project.

Information Technology

Grantees must ensure that any software products, used to provide system development or improvement, procured with grant funds shall be compliant with the latest specifications of National Information Exchange Model (NIEM) standards and utilize the Global Justice XML Data Model. Utilization of this standard will improve the ability of criminal justice agencies to share information, laying the foundation for criminal justice systems interoperability and ensuring the capability exists to share information in the future with other systems such as the National Data Exchange (N-DEX).

II. Program Briefs

Awards

<u>Locality</u>	<u>Award Amount</u>
Lancaster County	\$730,003
Brunswick County	\$985,531
Nelson County	\$106,658
Bristol City	\$106,658
Botetourt County	\$4,900

Authorized Program Expenditures

Allowable expenditures include the purchase of equipment, software, and services required to enhance participation of local jurisdictions in an existing Commonwealth regional crime information sharing network.

Equipment:

- Data servers
- Security or gateway servers
- Any information technology component required for the network
- Computers (Applicant must demonstrate such equipment is critical to the successful operation of the network.)

Supplies:

- Data sharing software
- Expendables required to support authorized equipment, training, or planning

Training:

- Technical assistance to train existing staff in the operation or maintenance of any network component
- Training designed to build information sharing capacities

Planning:

- Acquiring information sharing systems
- Developing or conducting assessments
- Hiring of full- or part-time staff or contractors/consultants to assist with planning or development of information sharing networks, data extraction, and quality assurance (Grant funds shall not be used to supplant state or local funds that would otherwise be available for the same purposes.)
- Travel/per diem related to planning activities
- For individuals to be reimbursed for personal services on a fee basis, list each type of consultant or service within the itemized budget (with numbers in each category and names of major consultants when available), the proposed daily fee, and the amount of time to be devoted to such services. Individual consultant rates may not exceed the approved federal rate of \$450.00 per day.
- Management of network fiscal and procurement actions by the lead jurisdiction of regional projects only (The maximum amount allowed is 2.5% of the total award.)

Prohibited Expenditures

Grant funds shall **not** be used to purchase firearms, ammunition and related equipment; clothing/uniforms; construction or renovation; land acquisition; lobbying and political contributions; honoraria; personal entertainment; personal phone calls; food and beverages and luxury vehicles.

III. How and Where to Submit Award Documents

Each locality listed will receive a Statement of Grant Award package from the Department of Criminal Justice Services. This package will include an Award Letter, Certifications Regarding Lobbying, General Grant Conditions and Assurances, Non-Supplanting Certification. To acknowledge acceptance of the grant and terms of agreement, sign and return these documents no later than **4:00 PM on January 11, 2010.**

Submit signed Award Documentation to:

Department of Criminal Justice Services
Grants Management (attn: Janice Waddy)
1100 Bank Street
Richmond, VA 23219

Forms and Instructions

Listed below are the documents for the 2008 State Homeland Security Regional Crime Information Sharing Networks grant that must be completed and returned prior to requesting reimbursement of funds.

[Itemized Budget Form](#)

Budget Narrative (written explanation of each equipment item listed on the Itemized Budget)

[Certification of Lobbying and Debarment Form](#)

[General Grant Conditions and Assurances](#)

IV. Itemized Budget Form

Use the "Itemized Budget" form to detail all proposed expenditures. Download this form from the DCJS website at <http://www.dcjs.virginia.gov/forms/grants/grantbudg.xls>

1. Personnel/Employees

- a) For Salaries: list each position by title (and name of employee, if available). Show the annual salary rate for the employee and the number of hours to be devoted to the project by the employee. The amount requested should take into account time needed to establish and fill new positions and the changing demands for personnel during the course of the project. Job descriptions and qualifications of staff should be on file at the implementing agency. The narrative should justify the necessity for creating new positions. Employees who are paid in whole or part with grant funds (including match) must perform work for the grant-funded project in proportion to the amount of their pay provided by the grant.
- b) For employee benefits: Indicate each type of benefit included and the total cost allowable to employees assigned to the project.

2. Consultants/Contractors

- a) For individuals reimbursed for personal services on a fee basis: Full or part-time staff may be hired to support approved project activities. Payment of salaries and fringe benefits must be in accordance with the policies of the state or local jurisdiction and have the approval of the State. List each type of consultant or service (with numbers in each category and names of major consultants when available), the proposed daily fee rate, and the amount of time to be devoted to such services. **Individual Consultant rates may not exceed \$450.00 per day.**
- b) For organizations, providing professional services, including professional associations and educational institutions: State the type of services and estimated contract price.

- c) Travel and Subsistence: Estimate actual costs. This cost must be reasonable and adhere to the subgrantee's established travel policy.

3. Travel

Itemize total travel expenses of project personnel. Subgrantees may follow their own established travel rates if they have established travel policies. If a subgrantee does not have an established policy, the state travel policy must be followed. The state allows reimbursement for actual reasonable expenses. Transportation costs, such as air and rail fares, are at coach rates. The narrative should explain relevance of the proposed travel to job duties.

4. Equipment

List separately each item to be purchased along with unit cost and total cost. The budget narrative must thoroughly explain the relevance and importance of each item to the project.

5. Supplies and Other Operating Expenses

Major item types (e.g., office supplies, training materials, research forms, telephone, and postage) should be listed as an itemized cost within this category. The basis for cost computations should be shown ("x" dollars per month for office supplies; "y" dollars per person for training materials; telephone long distance at "z" dollars per month, etc.). Office rental costs must be reasonable and consistent with rents charged in the area.

IV. Budget Narrative

In addition to completing the Itemized Budget form, you must also provide a Budget Narrative, which explains the reason for each requested budget item and provides the basis for its cost. **Any item not justified or related to the proposed project will be removed.**

V. Award Requirements

1. Award Forms

Review the award package and Statement of Grant Award. If you agree to the terms and conditions stated in the award package, sign and date the Statement of Grant Award/Acceptance (SOGA) document and return it to DCJS by **4:00 p.m. January 11, 2010.**

2. Decline of Award

If you do not wish to accept this award, or comply with the terms and conditions of the award, submit a letter indicating that you wish to decline the award and mail it to: Ms. Janice Waddy, Department of Criminal Justice Services, Grants Management, 1100 Bank Street, Richmond, VA 23219.

VI. Reimbursement Procedures

To request reimbursement of funds, submit the following document to DCJS, Grants Management.

1. Request for Funds & Project Expenditure Form

The request for funds cannot be approved unless all required reports are submitted in a timely manner. A list of all purchases and expenditures must be attached to the reimbursement report accounting for the total funds requested. Reimbursements are requested as needed; however, funds **MUST** be **expended** within 120 days of receipt of request for reimbursement.

Download the Request for Funds & Project Expenditure form at <http://www.dcjs.virginia.gov/forms/grants/RFFProjectexpenditure.xls>

This grant is a reimbursement grant. In order to receive reimbursement, submit the Request for Funds & Project Expenditure Report form to DCJS.

If, during the course of the project, you find it necessary to add, modify, or delete a line item change to any category listed in your budget, submit an email or written request to Grant Monitor, Shelia Anderson at shelia.anderson@dcjs.virginia.gov.

2. Non Supplanting Certification

Submit the Non-Supplanting Certification form signed by authorized agent as listed on the form. This form must be provided in order to receive reimbursements. The form is available at http://www.dcjs.virginia.gov/forms/grants/2008_nonSupplant.doc.

3. Quarterly Progress Report

The Homeland Security Program Quarterly Progress Reports are due fifteen (15) days after the end of each quarter. The first Quarterly Progress Report will be due at the end of the first reporting period after the grant award. The Quarterly report form can be located at <http://www.dcjs.virginia.gov/forms/grants/CPLSubgranteeQuarterlyProgressReport.doc>.

Mail completed forms to:
Shelia Anderson
Department of Criminal Justice Services
Grants Management
1100 Bank Street
Richmond, Virginia 23219

Quarter	Report Due
January – March	April 15
April – June	July 15
July – September	October 15
October – December	January 15

Final Reports

Submit a “final” Request for Funds & Project Expenditure Report form 60 days after the ending period of the grant. **Mark** form as “final” report. Include a copy of all checks, credit card and/or receipts demonstrating payment provided to vendor.

VII. Contact Assistance

For questions regarding the acceptance or decline of this award, contact Janice Waddy, Grant Administrator at (804) 786-4011 or e-mail her at janice.waddy@dcjs.virginia.gov.

For questions regarding grant management, contact Shelia Anderson, Grant Monitor (804) 786-9469 or email her at shelia.anderson@dcjs.virginia.gov.

For questions regarding program issues, contact Sam Hoffman, Homeland Security Coordinator at (804) 225-3899 or e-mail him at sam.hoffman@dcjs.virginia.gov.

Checklist, Forms, Websites, and Deadlines

- ❑ Certifications Regarding Lobbying Form – (included in package) signed by Project Manager
<http://www.dcjs.virginia.gov/forms/grants/usdoj.pdf>
- ❑ General Grant Conditions and Assurances Form – (included in package) signed by Project Manager <http://www.dcjs.virginia.gov/forms/grants/attachmentA.doc>
- ❑ Itemized Budget Form
 - Total amount requested may not exceed program allowance listed
<http://www.dcjs.virginia.gov/forms/grants/grantbudg.xls>
- ❑ Budget Narrative – a written explanation of each item listed in the Itemized Budget Form
- ❑ Request for Funds & Project Expenditure Report Form – completed and signed by financial officer or representative (submit when ready to request funds)
<http://www.dcjs.virginia.gov/forms/grants/RFFProjectexpenditure.xls>

- ❑ Quarterly Progress Report Form located on the web at <http://www.dcjs.virginia.gov/forms/grants/CPLESubgranteeQuarterlyProgressReport.doc>
- ❑ Non-Supplanting Certification Form (included in package) sign by Project Administrator
http://www.dcjs.virginia.gov/forms/grants/2008_nonSupplant.doc.
- ❑ Agency website <http://www.dcjs.virginia.gov>
- ❑ Responder Knowledge Base <http://www.rkb.us/lists.cfm>
- ❑ Mail or hand deliver completed SOGA, Certifications Regarding Lobbying Form, General Grant Conditions and Assurances Form and Non-Supplanting Certification Form to DCJS, Grants Administration, attn: Janice Waddy, 1100 Bank Street, Richmond, Virginia 23219 by **4:00 p.m. January 11, 2010**.
Emailed or faxed copies will not be accepted.
- ❑ Submit your Itemized Budget and Budget Narrative for review and approval, **30 days prior to your first request** for reimbursement of funds. Reimbursement of funds will not be authorized without prior written authorization for purchase.