Byrne/Justice Assistance Grant Solicitation
Law Enforcement Equipment

Local and Public Campus Law Enforcement Agencies

Guidelines and Application Procedures

Application Due Date
April 8, 2025, 5:00 pm

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I.   Introduction

The Virginia Department of Criminal Justice Services (DCJS) is pleased to announce the availability of $2,000,000 in federal Edward Byrne Memorial Justice Assistance Grant ("JAG") funds. The JAG funds allow states and units of local government, including tribes, to support a broad range of activities to prevent and control crime based on their own state and local needs and conditions. As the State Administrative Agency (SAA), DCJS has the responsibility of managing the coordination and distribution of JAG funds in a manner that supports and improves the overall criminal justice system of the Commonwealth of Virginia.

Applicants for this competitive solicitation will be awarded for a six (6) month period, in one of the focused areas identified in these guidelines.

*** Priority funding will be given to localities who are able to purchase their requested equipment prior to September 30, 2025.

II.   Focused Funding Areas

DCJS has identified the following project/program area as priorities for funding through this solicitation.

Law Enforcement Equipment: Applicants are invited to purchase equipment that improves or enhances the delivery of daily law enforcement services to the community and/or ensures the safety of citizens and officers. Projects should seek to provide, upgrade and/or update equipment that would assist in increasing capacity and efficiency within the agency.

III.   Eligibility

This grant announcement is open to all **local and public campus law enforcement agencies**. Entities may only submit one application in response to this solicitation.

Six (6) months is the maximum length of time that grant funds will be awarded to support the initiatives of the Byrne/JAG grant program. Items to be requested for purchase must be allowable under the Byrne/JAG federal grant program and must be deemed allowable by DCJS on a case-by-case basis.

IV.   Grant Application Deadline

Applications must be submitted in the DCJS Online Grants Management System (OGMS) no later than 5:00 p.m. on April 8, 2025. The system will not allow applications to be submitted after the deadline, therefore, late applications will not be considered. Allow time for any possible technical difficulties you may experience since the application will not be accepted after the deadline. Instructions on how to register in OGMS are available as an attachment. If you have not already done so, it is recommended that you register for OGMS as soon as possible as the registration process can take several days.

V. Amount Available

The amount of funding available for this solicitation of the Byrne/JAG Grant Program is $2,000,000. Applications must not be for less than $10,000 and must not exceed $75,000, including required matching funds.

This is a competitive solicitation in which each applicant will be competing against other applicants.

VI. Grant Period

Grants will be awarded on a competitive basis for a six (6) month period beginning **July 1, 2025, through December 31, 2025.**

VII. Match Requirement

Pursuant to §1-112. Department of Criminal Justice Services Item 406 A.1 under Authority: Title 9.1, Chapter 1, *Code of Virginia*, grant recipients **must provide twenty-five percent (25%)** matching cash funds from local sources. This means that federal funds can be used to fund no more than 75% of the cost of a proposed project. The remaining 25% of the project costs must be paid by the grant recipient with cash contributions from local sources. *For example, if a project's budget totals $20,000, federal funds may be used to pay $15,000 of that amount; the grant recipient must provide the remaining $5,000 in cash or from local funding sources.* Applicants who wish to demonstrate that they are contributing more than the required match may refer to any additional support in their project narrative section of their application.

Cash Match:

A cash match is "the value of direct funding for the project" (28 CFR 94.118(c) (1)). Cash cannot be derived from federal sources. Once funds are committed to match for this project, they cannot be used to support or match other projects.

Grant recipients must maintain records that clearly show the source, the amount, and the period during which the match was allocated.

VIII. Restrictions

- Grant funds cannot be used to supplant state or local funds that would otherwise be available for the same purposes.

- **Reimbursement will be based on paid invoices for approved expenditures or through requested advance drawdowns with expected expenditures.**

- Changes to the grant budget after award must be approved by DCJS prior to expending funds based on the changes.

- Transactions occurring outside of the grant period will not be eligible for reimbursement.

- All purchases must be made during the grant period. Purchases cannot exceed the grant period, e.g., purchase of a one-year license agreed, five-year purchase of cloud storage, etc.

The funds **can be** used for projects, including but not limited to:

- Purchase Equipment/ Supplies and/or

- Purchase Computer Software and Communications Technology

The funds **may not be** used for:

- Multi-year package purchases that extend beyond the grant period of performance, e.g., taser five-year plan package.

- Additional or add on warranties that are not included with the purchase of the item.

- Indirect Costs.

- Training – as this is an equipment-based grant funding opportunity.

- Weapons, ammunition, and related equipment normally and routinely provided by the locality.

- Standard clothing and uniforms normally and routinely provided by the locality.

- Construction or renovation.

- Land acquisition.

- Lobbying and political contributions.

- Honoraria and bonuses.

- Personal entertainment such as tickets to sporting events.

- Personal calls.

- Alcohol or refreshments breaks or meals at training events, meetings, or conferences; and/or

- Vehicles.

Information on prohibited expenditures under JAG, including the process to obtain prior approval to purchase a prohibited item(s) can be found within the JAG Prohibited Expenditures Guidance or within the JAG FAQs document (see Use of Funds section).

IX. No Continuation Funding

The grant cannot be extended and will not be eligible for continuation.

X. Application Forms and Instructions

Each application for the Byrne/JAG Grant Program funding **must be submitted using the DCJS Online Grant Management System (OGMS)**. Email files or paper applications will not be accepted. All required fields must be completed to submit your application. Do not include any items not requested such as letters of support, annual reports, publicity articles, etc.

General Information: The Application Creation Wizard will assist you in completing the application's General Information form.

Step 1: The Wizard requires an application title and a primary contact. The application title should include the grant program and the agency's name (e.g., "JAG LE Equipment Raleigh Sheriff Office")

The primary contact is the individual in your agency who will be designated as the primary person responsible for the application and grant from your locality. This individual will receive automated email notifications when attention is needed on the application or grant. It is recommended that the Project Director (definition under Face Sheet) be listed as the primary contact. You will be able to add other persons to give them access to edit the application or associate them later if the grant is awarded.

Step 2: Under this step, an Application ID will be assigned, and Program Area, Funding Opportunity, Application Stage, and Application Status will be auto populated. Select the organization for whom you will be submitting this application. Click "Save Form Information" to start Step 3.

Step 3: Under "Additional Applicants," select any additional contacts within your organization that will also manage the grant and work on the application, to include the Project Administrator and Finance Officer (definitions under Face Sheet). No information can be released to an individual not associated with the grant in OGMS. Once you click "Save Form Information" on Step 3, you will have completed the General Information component of the application.

After General Information has been finished, you can complete the application in any order or save to return at another time.

Face Sheet: **Required**
- *Congressional District*: Select the Congressional District(s) that will benefit from the program. To select more than one, hold down the Ctrl key.
- *Best Practice*: This **does not apply** to the Byrne/JAG Grant Program (it is only required of JJDP programs).
- *Jurisdiction(s) Served*: Select all jurisdiction(s) served.
- *Program Title:* Provide a program title that includes the agency's name and the grant program (e.g., JAG LE Equipment PD ABC).
- *Certified Crime Prevention Community*: Click the hyperlink on the form to see if your locality is certified.
- *VLEPSC or CALEA Accredited:* Yes or No
- *Type of Application*: For this funding opportunity, you will choose "New."
- *Community Setting*: Check the box(es) that best describes the applicant service area.
- *Brief Project Overview*: Provide a short description of the proposed project (maximum of 750 characters).
- *Project Director*: List the person who will have the day-to-day responsibility for managing the project and provide all required contact information.

- *Project Administrator*: Name and contact information for the County Administrator or City Manager (Administrative and Fiscal Agent) who has the authority to formally commit the organization/locality to complying with all the terms of the grant application, including the provision of the required match, if applicable.
- *Finance Officer*: List the person who will be responsible for the fiscal management of the funds and provide all required contact information.

Project Narrative: All questions in this section are **required**.
- *Demonstration of Need*: Provide a description of your agency and a description of the unmet need or problem that the grant project will address. Describe your existing resources and services that are available to address the identified problems, and state why those resources and services are not adequate to address the unmet needs (maximum of 5000 characters).
- *Project Description*: Provide a detailed description of the project design and planned implementation activities. Describe how the project will reach the stated goals and the capabilities of your organization to implement and manage the project. The project description should tie implementation activities to project goals and objectives (maximum of 5,000 characters).
- *Service Area Demographic/Target Population*: Provide a brief description of the target population to be served by your organization (maximum of 5000 characters).
- *Sustainment Plan*: Provide a brief description of how your organization will continue to provide the proposed services after grant funding ends (maximum of 5000 characters).

Goals and Objectives: This section is **required** under this grant program. You should answer, "Yes" when asked, "Are Goals and Objectives required by the funding opportunity?"
- *Goal Number*: You can have more than one goal and they should be numbered. This allows you to enter multiple objectives under one goal without having to type it out multiple times.
- *Goals*: This is the outcome of your project and should be broad and general.
- *Objectives*: These directly support the larger goal. They should be narrow, precise, **measurable**, realistic, and capable of being completed within the grant period. The objective and goal should be in **S.M.A.R.T.** format (Specific, Measurable, Achievable, Related to the project, and Time-Based). A new row should be completed for each objective under a goal.
- *Activities*: This is a list of **measurable** tasks to be undertaken to accomplish the objective. You can have multiple activities per objective.
- *Month*: Mark the month in which implementation steps will start.

Budget: *Required*
- *Budget*: Click "Edit Grid" and enter your requested state amount under the "Federal" column.
- Local match needs to be placed in the appropriate budget category under the "Cash Match" column.
- *Match Percentage*: This box will auto-calculate the percentage of match provided in the grid. The percentage should equal 25% or should not be less than 25%.

Personnel and Employee Fringe Benefits:
When asked, "Is Personnel being requested?", you should answer "No". **Personnel is not covered with grant funds under this Equipment grant.*

Consultants:
When asked, "Is Consultants being requested?", you should answer "No". **Consultants is not covered with grant funds under this Equipment grant.*

Travel: When asked, "Is Travel being requested?", you should answer "No. **Travel is not covered with grant funds under this Equipment grant.*

Subsistence: When asked, "Is Subsistence being requested?", you should answer "No". **Subsistence is not covered with grant funds under this Equipment grant.*

Equipment:
Uniform Administrative Requirements (2CFR 200.1) defines equipment as tangible property having a useful life of more than one year and a per-unit cost of $10,000 or more. If an item is <u>less than $10,000 than it should be listed under the Supplies and Other component in the grant application.</u>

- Indicate if equipment is included in your budget: yes or no. If "yes" enter the item requested, the cost per item or monthly rate, and the total number of items or months for each item. Under the Description and Justification, select the equipment item being requested and enter in the description (maximum of 500 characters) and justification (maximum of 500 characters) for each item. Items to be purchased that are over $10,000 should only be listed under the Equipment form.
- **Additional Documentation**: Provides the option for applicants to attach supporting documentation for the equipment items and costs. Click "Add New Attachment" and upload the file. In the description box, indicate the equipment item and explain what information the file is providing.

Supplies and Other:
- Indicate if supplies and other included in your budget: yes or no. If "yes" enter the item requested, the cost per item or monthly rate, and the total number of items or months for each item. Under the Description and Justification, select the supply or item being requested and enter in the description (maximum of 500 characters) and justification (maximum of 500 characters) for each item. Only items to be purchased that are under $10,000 should be listed under the Supplies and other form.
- "Supplies and Other Operating Expenses" include, but are not limited to, rent, utilities, cell/land/fax/internet services, postage, and office supplies.

Supplemental Priority:
- Indicate whether your agency will be able to expend awarded funds by September 30, 2025: yes or no.

Attachments:
- Please upload any additional attachments required by this funding opportunity here.

Non-Supplantation:
- The section is required under this grant program. The Project Administrator, or the individual who has been delegated or designated as the signing authority, must certify that the grant funds requested under this grant program will be used to supplement existing funds and will not replace (supplant) funds appropriated for the same purpose.

General Conditions and Assurances:
- This section is **required** under this grant program. The Project Administrator, or the individual who has been delegated or designated as the signing authority, must certify that the grant funds give assurances and certifies that the grant will follow federal conditions.

Lobbying Disbarment:
- This section is **required** under this grant program. The Project Administrator, or the individual who has been delegated or designated as the signing authority, must certify that the grantee will follow the certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying" and 28 CFR Part 67, "Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-free Workplace".

Authority Certification:
- This section is **required** under this grant program. If the person completing the application is not the Project Administrator, as previously defined, information regarding the signing authority, or the delegation of such authority, should be available upon request.

XI. Reporting Requirements

Grant recipients must submit quarterly financial and status reports online to DCJS. Failure to comply in a timely manner may result in DCJS withholding disbursement of grant funds and/or termination of the grant. DCJS will provide the grant reporting requirements at the time of grant award. In addition to quarterly reporting, DCJS may request other data for use in annual reporting to the General Assembly on the use of these funds. DCJS will also **require** quarterly reporting to the Bureau of Justice, Office of Justice Programs, Performance Measuring Tool Management system to ensure compliance with federal reporting guidelines.

XII. How and Where to Submit Application

Applications must be submitted in the DCJS Online Grants Management System (OGMS) no later than 5:00 p.m. on April 8, 2025. The system will not allow applications to be submitted after the deadline, therefore, late applications will not be considered. Plan accordingly for any possible technical difficulties you may experience since the application will not be accepted after the deadline. Each application form in OGMS must be marked as complete before you can submit the application. If you receive an alert, you will need to review the form for any missing required information.

XIII. Grant Application Review Process

All applications will be reviewed as part of a competitive review process. External/non-DCJS staff and/or DCJS staff will rate each application based on information provided, adherence to these Grant Guidelines, and the clarity, substance, and strength of the request made for funding. Reviewers may consider demonstrated need, geographic location, budget justification, cost-effectiveness of proposed projects, and the availability of competitive funds. DCJS reserves the right to change program budgets based on allowable costs, justification of items, and available funding. Grants may be funded in full or in part, based on the number of qualifying applications, available funding, and geographical representation. Each submitted grant application will be rated on its quality and adherence to these guidelines.

Each application can earn a weighted score of 60 points. The primary grant program elements are evaluated based on ratings of Excellent, Acceptable, Marginal, and Unacceptable. The weighted rating points that can be awarded for each primary grant program element are:

Technical Compliance	0-3 points (5%)
Project Narrative	0-24 points (40%)
Project Plan/Goals & Objectives	0-18 points (30%)
Budget	0-15 points (25%)

The Grants Committee of the Criminal Justice Services Board (CJSB) will review grant application scores and the summaries of staff evaluations of applications. The Grants Committee will then make funding recommendations to the full CJSB. **The CJSB will make final grant award decisions at its meeting in June 2025**. Funding decisions made by the CJSB are final and may not be appealed.

DCJS Grants Management in the Division of Finance and Administration will issue grant award packages based on the final approval of the CJSB. Fiscal and programmatic revisions may be required as a condition of funding.

Please contact the following DCJS staff for questions regarding your Byrne/Justice Assistance Grant Program application:

Natasha Winfree: email natasha.winfree@dcjs.virginia.gov or telephone (804) 659-7593, or

Nicole Phelps: email nicole.phelps@dcjs.virginia.gov or telephone (804) 786-1577

For questions and technical assistance relating to the OGMS system, contact ogmssupport@dcjs.virginia.gov. Please include your grant program area in the Subject line.