



Operation Ceasefire Grant Program (OCGP) Forensic and Analytical Technology for Local Law Enforcement

**Guidelines and Application Procedures
State Fiscal Year 2026
State Funds Competitive Solicitation**

**Application Due Date
January 29, 2025**

Late applications will not be accepted.

Virginia Department of Criminal Justice Services
1100 Bank Street, Richmond, VA 23219
www.dcjs.virginia.gov

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I. Introduction

The Virginia Department of Criminal Justice Services (DCJS) is now accepting applications under the Virginia Operation Ceasefire Grant Program (OCGP) for Forensic and Analytical Technology for Local Law Enforcement. The purpose of this initiative is to support the use of technology that will result in reducing violent crime within the Commonwealth while implementing effective and sustainable solutions to intercept and eliminate local cycles of violence. Projects funded under this program will support local initiatives to fight violent crime by providing resources for law enforcement.

A. Grant Period

The grant period is for 12 months.

B. Funding Source

Funding for this grant program is made available from the state Operation Ceasefire Grant Fund.

C. Authority/Funding Purpose

The purpose of this OCGP grant solicitation is to support local law enforcement efforts to address violent crime through the use of forensic and analytical technology. The applicant must present a clear plan for continued use, service, and maintenance of the purchased goods.

This announcement provides guidance to aid applicants in determining eligibility, developing a program narrative, developing the itemized budget and budget narrative, and completing other related forms. Using the guidance presented in this document, applicants can efficiently and effectively prepare complete applications in the Online Grants Management System (OGMS).

For this solicitation, the focus is to improve local law enforcement efforts to address violent crime through the use of technology.

Applicants are encouraged to explore and enhance state-of-the-art approaches that use technology and artificial intelligence to improve local practices in investigations.

The following is a non-exclusive list of potential areas for funding:

Forensic & Analytical Resources	<ul style="list-style-type: none">• Ballistic imaging (gun crime intelligence)• Forensic light systems• Automated firearm identification (IBIS)• Artificial intelligence technology• Technology integration• Rapid DNA software or testing equipment• Forensic crime scene investigation
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The following is a list of technology that is not funded by this grant:

Ineligible Purchases	<ul style="list-style-type: none">• Cameras• License plate readers• Drones• Other surveillance equipment or technology
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D. Amount Available

DCJS anticipates \$3,700,000 will be available for awards under this funding opportunity. Applicants may request up to \$200,000.

E. Match

Recipients of these funds are not required to provide matching funds under this funding opportunity.

F. Disbursement of Funds

Disbursement of funds will occur on a reimbursement basis for actual funds expended through a “claim” process. Actual expenditures must be reported quarterly and invoiced pursuant to approved line-item budget categories. Grantees will only be reimbursed for costs incurred within the grant period, which are reported on the detail of expenditures (financial report). Grant funds may only be obligated during the grant period and liquidated within 45 days after the grant period. A final claim for all expenditures must be submitted within 45 days after the end of the grant period. Claims and financial reports must be submitted through the DCJS On-line Grants Management System (OGMS).

II. Applicant Eligibility Requirements

This funding opportunity is open to local law enforcement agencies only.

III. Grant Project Requirements

DCJS may suspend (in whole or in part) or terminate funding, issue a Corrective Action Plan, or impose other sanctions on a subgrantee for any of the following:

- Failure to adhere to the standard terms and conditions or special conditions
- Failure to implement the project within 90 days of the start of the award period
- Implementing substantial program changes to the extent that the project is no longer aligned with the purpose of the funding
- Failure to submit reports (programmatic and/or financial) in a timely manner
- Filing a false certification in this application or other report or document
- Other significant grant compliance or implementation concerns as identified by DCJS

IV. Grant Application Technical Assistance

DCJS staff is available to provide technical assistance regarding the funding announcement and the application procedures. For guidance on preparing and submitting a grant application, please contact the staff members listed on the last page of this solicitation.

A live webinar for prospective applicants will be offered on January 09, 2025, at 10:00am. Registration link: [Pre-Application Webinar](#)

A link to the recording of the webinar will be added to the funding opportunity in OGMS within 1-2 business days after the live webinar.

OGMS instructions for **registering for a new account** and for **applying for funding** are found here: <https://www.dcjs.virginia.gov/grants/ogms-training-resources>.

V. Grant Application Deadline

Submit applications through OGMS no later than 5:00pm on January 29, 2025. Early submissions are encouraged. The OGMS link is <https://ogms.dcjs.virginia.gov/index.do>. The Funding Opportunity number is 543671.

VI. Restrictions and Limitations

A. Non-supplantation

This funding opportunity is supported with state funds. State funds must be used to supplement existing state and local funds for program activities and must not supplant (replace) those funds that have been appropriated for the same purpose.

B. Non-allowable expenses

Funds awarded through this solicitation may not fund the following:

1. Personnel
2. Capital construction, renovation, remodeling, or land acquisition
3. Consultants
4. Travel
5. Purchase or lease of any vehicles
6. Firearms, ammunition, or related equipment
7. Cameras, license plate readers, drones, or other surveillance equipment or technology
8. Indirect costs
9. Lobbying or political contributions
10. Honoraria
11. Personal entertainment, personal calls, or alcohol

VII. Availability of Continuation Funding

Continuation funding is not available under this solicitation.

VIII. Application Review Process

This is a competitive grant application process. Applications will be reviewed, evaluated, and scored based on adherence to the grant guidelines and the clarity, substance, and strength of the request made for funding. The scores provide a starting point for evaluation of the proposals.

Reviewers may consider current and past performance, project progress and implementation, demonstrated need, geographic location, budget justification, sustainability, cost effectiveness of proposed projects, adherence to grant guidelines, and the availability of funds.

Each application can earn a maximum score of 100 points. The primary grant program elements are evaluated based on ratings of Excellent, Acceptable, Marginal, or Unacceptable. Points that can be awarded for each primary grant program element are:

- Itemized Budget (10%) 0–10 points
- Budget Narrative (20%) 0–20 points
- Needs Justification (35%) 0–35 points
- Project Description (35%) 0–35 points

The Criminal Justice Services Board is expected to make award determinations at its meeting on March 13, 2025. Award determinations are final and may not be appealed.

DCJS will issue grant awards based on approval from the Criminal Justice Services Board. Fiscal and/or programmatic revisions may be required as a condition of funding; such revisions must be submitted in OGMS prior to project initiation.

IX. Application Instructions

Grant applications must be entered in OGMS (<https://ogms.dcjs.virginia.gov>). Register and/or confirm existing registration at least two weeks prior to the application due date to ensure that the individual who will be submitting the application has OGMS access. To apply for this grant, select Funding Opportunity #543671, OCGP Forensic and Analytical Technology.

OGMS instructions for **registering for a new account** and OGMS instructions for **applying for funding** are found here: <https://www.dcjs.virginia.gov/grants/ogms-training-resources>.

A. Instructions for Face Sheet (in OGMS)

1. **Congressional District:** Select all [congressional districts](#) served by your agency.
2. **Jurisdiction(s) Served:** Select all jurisdictions that are proposed to be served by this grant program.
3. **Program Title:** Program titles must include your organization's name, name of the grant program, and the state fiscal year or calendar year.

4. **Certified Crime Prevention Community:** Not applicable to this grant program.
5. **Type of Application:** Enter “New.”
6. **Community Setting:** Check all that apply (rural, urban, suburban, or statewide).
7. **Brief Project Overview:** Provide a description of the proposed project and the anticipated implementation activities. Summarize what the funds will support, including the number of people that will be served, items that will be purchased, and the number of staff that will be supported, including position titles.
8. **Project Director:** Name and contact information for the person who will have day-to-day responsibility for managing the project and who will be the contact if DCJS needs project-related information.
9. **Project Administrator:** The person who has authority to formally commit the organization, locality, or state agency to complying with all the terms of the grant application. This must be the president of the board of directors of a nonprofit organization; the county administrator; the city, county or town manager; the chief elected officer of the locality, such as the mayor or chairman of the board of supervisors; or, in the case of a state agency, the agency head. If someone other than one of these officials has been delegated the authority to sign and signs the grant application, provide a copy of the letter, memorandum, or other document by which the signing authority was delegated. Such letter must be on agency letterhead. The letter can be uploaded to the “Attachments” component in the funding opportunity
10. **Finance Officer:** Name and contact information for the person responsible for fiscal management of the funds associated with this grant.

Note: Appropriate internal controls necessitate that the Project Director, Project Administrator, and Finance Officer are different people.

B. Budget Summary Form (in OGMS)

Report the amount of funds requested by category: “Equipment” and “Supplies and Other Expenses.” Funding reported on the grid should represent the whole grant period. Round all amounts to the nearest dollar.

Funding for this grant program comes from State General Funds. Place requests for funding under the *State* column.

Each budget line must correspond to the itemized budget forms. Prior to submitting the application, please ensure that each itemized budget form aligns with the total amount requested on the budget grid on the face sheet.

C. Project Narrative Form (in OGMS)

Demonstration of Need: Describe the needs of the community served, including the severity of crime and the impact of violence on the community. Provide specific statistics that support the existence and extent of the problem as defined in the eligibility section of these guidelines. Identify if a strategic comprehensive assessment

has been completed, and if so, what the assessment shows.

Project Description: Provide a description of how you envision the requested technology helping to reduce violent crime in your community.

Service Area Demographic/Target Population: Describe the demographic composition of the impacted community and the target population.

Sustainment Plan: Provide a clear plan for continued use, service, and maintenance of the purchased goods.

D. Itemized Budget Form

In OGMS, complete an itemized budget form for each section for which funding is requested. Total amounts on each itemized budget form must match amounts listed on the applicant's budget grid on the face sheet.

Requirements:

- All items requested in each budget form must be allowable.
- For all items, under "Item Justification," explain how the item is needed to support this grant project and the goals and objectives of the grant.
- All items must include a basis of computation in the description of the item and an explanation of how the requested cost was determined.
- At the bottom of each itemized budget form, the applicant must identify the funding source for the budgetary items. Allocate all expenses under state funds, cash match, or in-kind match, as appropriate.
- For all items, the applicant must indicate in the description whether the item is used exclusively for the proposed project. Items that are not used exclusively for the project must be prorated, and the applicant must include an explanation of how the items were prorated.
 1. Prorating means the request for funding is proportional to the use of each item for this grant program.
 2. If an item is used exclusively for this proposed project, prorating is not needed. If the item is used to support other projects in the agency, prorating is needed.
 3. How to prorate.
 - a. Proration Based on Budget: If your request for funding is 15% of your total operating budget, you can prorate items that are not used exclusively for this proposed project by 15%.
 - b. Proration Based on grant funded staff: If your staff is funded 50% by this grant, you can prorate this person's computer, office supplies, office furniture or other assigned items by 50%.
- Budgeting Match

Match is not required under this grant program. Do not add matching funds to the budget.

1. Personnel and Employee Fringe Benefits Itemized Budget Form

For the purpose of this solicitation only equipment and associated supplies and other

are allowable categories. Use \$0.00 on the budget grid.

2. Consultants Form

For the purpose of this solicitation only equipment and associated supplies and other are allowable categories. Use \$0.00 on the budget grid.

3. Travel Form

For the purpose of this solicitation only equipment and associated supplies and other are allowable categories. Use \$0.00 on the budget grid.

4. Subsistence and Other Travel Costs Form

For the purpose of this solicitation only equipment and associated supplies and other are allowable categories. Use \$0.00 on the budget grid.

5. Equipment Form: (If no equipment is funded by this project use \$0.00 on the budget grid.)

- a. Equipment means 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 \$5,000 or greater (or the organization's capitalization policy, if it is less than \$5,000). If the organization does not have a capitalization policy in place, the amount of \$5,000 must be followed.
- b. 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.
- c. 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.

6. Supplies and Other Expenses (If not funded by this project use \$0.00 on the budget grid.)

All supplies and other in this solicitation must be required for the technology purchase.

Supplies are all other items of tangible personal property that are not equipment. This includes computing devices that cost less than \$5,000 per unit (or the organization's capitalization threshold, if that is less than \$5,000). Supplies and Other Expenses include, but are not limited to, the following: office supplies, postage, training registration, telephone services, cell phone services, equipment maintenance, internet provider contracts, membership fees and printing projects. All computers purchased with DCJS grant funds must be equipped with updated anti-virus protection software.

All costs must be itemized within this category by major types e.g., office supplies, equipment use fees (which must be supported by usage logs), printing, postage, telecommunications. If the item includes more than one component, identify subcomponents under “Description.”

- a. Indicate if supplies and other expenses 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.
- b. 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. Under description, explain what the item is and provide a basis of computation that explains how the total cost of the item was determined. Under justification, explain why the item is needed to meet the goals of the grant. If the item is replacing an older item, include the age of the older item and explain why it must be replaced.

Also under description, explain whether the item is for exclusive use of this grant project. Grant funds cannot support the entire cost of an item that is not used for activities solely related to this grant program; however, grant funds can support a prorated share of such an item. Prorating calculations must be provided under description.

7. Indirect Costs

For the purpose of this solicitation only equipment and associated supplies and other are allowable categories. Use \$0.00 on the budget grid.

E. Attachments

Upload in OGMS the following attachments.

1. A letter designating signing authority is required if someone other than the specified individual signs any of the certifications in the application. The letter must be on official organization letterhead, include an effective date, list applicable grant numbers or application titles, and include the contact information of the person being granted signatory authority.
2. Any available quotes or documentation that supports the equipment request.

F. General Conditions and Assurances

All applicants must complete this form. It must be signed by the Project Administrator.

G. Lobbying and Debarment Certification

All applicants must complete this form. It must be signed by the Project Administrator.

H. SAM Registration

All applicants must complete this form. Upload proof of active SAM registration with the Unique Entity Identifier number (UEI) and its expiration date.

I. Non-Supplantation

All applicants must complete the “Non-Supplantation” form. The form must be signed by the Project Administrator.

J. Authority Certification

All applicants must complete this form. It must be signed by the Project Administrator.

X. Grant Reporting Requirements

Failure to comply with grant reporting requirements in a timely manner may result in DCJS withholding disbursement of grant funds and/or termination of the award. DCJS will provide grant reporting requirements at the time of grant award. Listed below are the anticipated requirements.

A. Financial Reports (called Claims and Detail of Expenditures in OGMS)

Grant recipients must submit quarterly financial reports in (OGMS). All grant recipients are required to complete financial reports by the 15th of the month after the close of each quarter. If that date falls on a weekend or state recognized holiday, the reports are due on the next business day.

Projected Financial Report Due Dates for State Fiscal Year (SFY) Grants:

1 st Quarter, July – Sept.	October 15
2 nd Quarter, Oct. – Dec.	January 15
3 rd Quarter, Jan. – March	April 15
4 th Quarter, April – June	July 15

B. Progress Reports (called Status Reports in OGMS)

Grant recipients must submit [annual/bi-annual/quarterly] status reports through the DCJS Online Grants Management System (OGMS).

If the status report due date falls on a weekend or state recognized holiday, the reports are due on the next business day.

Projected Quarterly Status Report Due Dates for SFY Grants:

1 st Quarter, July – Sept.	October 15
2 nd Quarter, Oct. – Dec.	January 15
3 rd Quarter, Jan. – March	April 15
4 th Quarter, April – June	July 15

XI. How and Where to Submit Applications

Submit applications and required attachments through OGMS by 5:00pm on Wednesday, January 29, 2025. After such time, OGMS will no longer permit applications to be submitted.

For technical issues and questions regarding OGMS, email ogmssupport@dcjs.virginia.gov, including your grant name and application number, or visit OGMS Training & Resources at <https://www.dcjs.virginia.gov/grants/ogms-training-resources>.

DCJS staff are available to provide technical assistance and support during the application process. Please contact Greg Hopkins at gregory.hopkins@dcjs.virginia.gov or (804) 692-

0977 or Jennifer Quitiquit at jennifer.quitiquit@dcjs.virginia.gov or (804) 363-6027. You may also use the “Question” feature in the funding opportunity in OGMS. A response will be sent within two business days.