



Virginia Department of Criminal Justice Services

Byrne/Justice Assistance Grant Notice

**Invitation For
Law Enforcement Grant Applications**

Issued:

January 26, 2018

Due:

February 23, 2018

I. Grant Solicitation Overview

The Virginia Department of Criminal Justice Services (DCJS) is making federal funds available for program, training and equipment grants to improve the functioning of local, state and campus law enforcement agencies. Localities, state agencies, regional criminal justice training academies and 501(c)(3) non-profit law enforcement associations are eligible to apply.

Grants funded under this solicitation are one-time, six-month duration grants with no matching funds required. All grant funds must be spent by September 30, 2018. These grants cannot be extended and will not be eligible for continuation. This is a competitive solicitation, where each applicant will be competing against other grant applicants in the respective grant initiative categories. Each submitted grant will be rated on the quality of the application and adherence to the grant submission guidelines.

The funding categories include:

1. Law Enforcement Equipment
 2. Law Enforcement Training
 3. Law Enforcement Staff
 4. Community Safety and Security
- Grant applications are due to DCJS by email as a single PDF file on or before February 23, 2018. Applications submitted after that date will not be considered.
 - Applicants may apply for multiple grants but can only submit one grant application per funding category.
 - Applicants submitting multiple applications must prioritize them.

II. Categories Eligible for Funding

1. Law Equipment and Technology

General Law Enforcement Equipment (\$10,000 to \$50,000)

Due to budget constraints faced by localities throughout the Commonwealth, many law enforcement agencies lack the resources to purchase the equipment necessary to confront their ever-changing needs. Projects funded through this category would support the purchase of law enforcement related 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. Proposals for projects that address the issues surrounding civil unrest preparedness and safety, may receive funding priority. Other possible projects funded in this category could include, but are not limited to mobile data terminals (MDT's), less lethal force, body worn cameras, or other equipment.

Proposals for regional or multi-jurisdiction projects will be considered in this category, provided that one locality serves as the applicant. Applications for these projects must include written consent to participate from the executive/administrative officer for each affected locality.

Crime Analysis Technology and Equipment (\$10,000 to \$50,000)

The effective response to crime and disorder problems by law enforcement relies on the collection, analysis and distribution of actionable information. Grant applications may be submitted to fund information-led policing and COMPSTAT upgrades to purchase proven analysis technology and supporting equipment to address violent crime, drug abuse, violent extremism and domestic terrorism. Other possible projects funded in this category could include, but are not limited to: enhanced surveillance equipment, crime scene investigation and forensic examination software, software upgrades that enhance opioid incident reporting and mapping and other related technology and equipment.

2. **Law Enforcement Training**

Law Enforcement Specialty Training and Certification (\$25,000 to \$75,000)

To increase training opportunities for law enforcement staff in a variety of critical or high demand law enforcement training topics, regional and independent training academies are invited to submit grant applications to fund established and proven training that will enable law enforcement staff to acquire certification in specialty skills in topics such as: Instructor Certification Training, Investigations, Crime Prevention, Forensic Science, Homeland Security, Civil Unrest, Domestic Terrorism and others deemed advantageous to the law enforcement mission. Proposals for projects that address the issues surrounding civil unrest preparedness and safety, may receive funding priority.

Local, state and campus law enforcement agencies, regional criminal justice training academies and 501(c)(3) non-profit law enforcement associations are eligible for funding.

General Law Enforcement Training (\$10,000 to \$25,000)

Projects funded through this category should support the purchase and/or development and facilitation of general law enforcement related training courses that improves or enhances the daily law enforcement services to the community and/or ensures the safety of the citizens and the agency. Projects should seek to provide research based, up to date and relevant training, facilitated by qualified individuals. Projects funded in this area could include, but is not limited to: Legislative Updates, Crime Scene and Forensic Investigations; De-escalation and Less Lethal Use of Force Tactics and Unconscious Racial and Ethnic Biases.

Local, state and campus law enforcement agencies, regional criminal justice training academies and 501(c)(3) non-profit law enforcement associations are eligible to apply.

3. **Law Enforcement Staff**

Officer Wellness (\$25,000 - \$50,000)

To address the growing challenges of law enforcement officer wellness, proposals are invited to fund the creation of Peer Support teams to assist law enforcement staff to more effectively address crisis situations and the stressors of the law enforcement profession.

Law Enforcement Staff Recruitment and Retention (\$10,000 - \$25,000)

To address the difficulty that many law enforcement agencies are experiencing in recruiting qualified individuals into the law enforcement profession, localities are invited to submit grant applications to fund public outreach initiatives to assist in recruiting applicants for law enforcement jobs.

4. **Community Safety and Security**

Opioid Crisis - Naloxone Treatment Kits (\$10,000 to \$25,000)

Drug overdoses continue to have negative impacts on communities throughout Virginia. The availability of Naloxone treatment kits for on-duty law enforcement staff has proven effective in reducing drug overdose deaths. To make Naloxone overdose treatment kits more accessible to small and medium sized law enforcement agencies, regional criminal justice training academies are invited to submit grant applications to fund the purchase and distribution of Naloxone (Narcan) drug overdose treatment kits and provide associated training at no cost to the law enforcement agencies they serve. Another aid in the in the fight against the opioid epidemic has been the use of drop boxes. The drop boxes offer a safe and convenient way to drop off unused and/or unwanted prescription and over the counter drugs or paraphernalia.

Community Safety in High Risk Neighborhoods: Public Housing and Section 8 Housing Communities (\$25,000 to \$50,000)

To address the increase in violent crime in some high-risk communities throughout Virginia, localities are invited to submit grant applications to fund overtime for officers to provide an enhanced focus on violent crime issues in Public Housing and Section 8 Housing communities. Applicants must provide documentation of a significant increase in violent crime in the targeted neighborhoods over the past three calendar years.

III. Application Guidelines and Forms

1. Grant Period:

Grants will be awarded on a competitive basis for a six (6) month period beginning April 1, 2018 and ending September 30, 2018. **All grant funds must be spent by September 30, 2018.** Continuation funding and grant period extensions will not be allowed. Be advised that if your grant is accepted and awarded, the process to approve and accept the grant by your locality or organization can take up to one month. The grant period will begin April 1, 2018 and not the date it is approved by your locality or organization.

2. Grant Match: There is No Match Requirement for this solicitation.

3. Eligibility:

Local, state and campus law enforcement agencies, regional criminal justice training academies and 501(c)(3) non-profit law enforcement associations are eligible for funding. In some funding categories, applications from multi-jurisdictional partnerships will be considered provided that one locality or organization serves as the applicant. Each locality or organization must certify its consent to participate via a letter of support from the city, county or town manager, which should be included in the grant application.

4. Unallowable Costs:

Grant funds may not be used for: 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; bonuses; personal entertainment such as tickets to sporting events; personal calls; alcohol; or vehicles normally and routinely provided by the locality to others in the same roles. Grant funds cannot be used for refreshment breaks or meals at training events, meetings or conferences.

5. Restrictions and Limitations:

- Changes to the grant budget after an award has been made 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;
- Grant funds may not be used to supplant federal, state, or local funds that otherwise would be available for the same purposes.

6. Project Narrative:

Each application must include a Project Narrative that may not exceed five (5) pages. The Project Narrative heading should include the official name of the submitting entity, and a Project Title. The Narrative must include the following sections: Need Statement, Project Description, and Budget Narrative.

- **Need Statement:**

In the Need Statement section of your Project Narrative, provide: a description of your law enforcement agency and community to be served; a description of the unmet need or problem that the grant project will address; a full description of how the project will reach the goals stated in the grant application.

- **Project Description:**

In the Project Description section, clearly explain the how the program, training or equipment will address the unmet need or problem identified in the need statement.

- **Budget Narrative:**

The application must include a Budget Narrative that explains and justifies each requested budget item and provides the basis for its cost. All items requested in the Budget must be related to the proposed project. Each item to be purchased must be separately listed with its per unit cost.

7. Goal and Objectives and Timeline Form:

Applicants must complete and submit a Goal and Objectives and Timeline Form with their application. It is recommended that applicants choose one goal and no more than three objectives. Each objective should be **S**pecific, **M**easurable, **A**chievable, **R**elated to the project goal, and **T**ime-bound (SMART). A separate form must be submitted for each objective. The applicant must use the Timeline on the form to identify when specific activities in support of the grant are expected to take place.

IV. How to Submit an Application

Grant applications must be submitted using the format and forms that are linked in these guidelines (see below). Please do not alter the forms. **The completed DCJS Grant Application must have an email time stamp of no later than 11:59pm Friday, February 23, 2018.** Applications received after the deadline will not be considered. Applications submitted by fax will not be accepted.

Applications must be e-mailed as a single PDF file to: grantsmgmt@dcjs.virginia.gov

When submitting the application, please place the name of your locality in the subject line of the email. Submissions prior to the deadline are appreciated.

The following online grant forms are required to complete a grant application:

- Grant Application Face Sheet: [DOC](#)
- Itemized Budget: [XLS](#)
- Project Goal & Objectives Form: [DOC](#)
- General Grant Conditions & Assurances: [PDF](#)
- Signed Certifications Regarding Lobbying; Debarment; Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements: [PDF](#)

Links to grant preparation instructions:

- Grant Application Instructions: [DOC](#)
- Itemized Budget Instructions: [DOC](#)

Please number all pages. Please organize and submit the application in the following order and submit it by email as one combined PDF file:

1. Grant Application form face sheet (instructions); Itemized Budget (instructions); Project Goals and Objectives form. The Project Administrator (or designee with signatory authorization on file with DCJS) must be listed on the grant application face sheet.
2. Project Narrative to include the Budget Narrative, all not to exceed 5 pages. The budget narrative should correspond with the Itemized Budget.
3. Signature page of the Certifications Regarding Lobbying; Debarment; Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements, signed by the city, county or town manager, state agency director, regional criminal justice academy director, etc.;
4. Signature page of the General Grant Conditions and Assurances, signed by the city, county or town manager, state agency director, regional criminal justice academy director, etc.

V. Grant Review and Approval Process

DCJS staff will review grant applications and forward recommendations to the Grants Committee of the Criminal Justice Services Board which will, in turn, make recommendations to the full Board. Final approval is at the discretion of the Criminal Justice Services Board.

DCJS Staff Contacts:

For questions regarding your grant proposal, contact one of the following staff persons:

Patrick Harris; (804) 786-5367; patrick.harris@dcjs.virginia.gov

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