

**VIRGINIA DEPARTMENT OF CRIMINAL JUSTICE SERVICES  
Byrne Justice Assistance Grant Program  
For New Projects Starting July 1, 2010  
Request for Project Proposals and Application Guidelines**

**REQUEST FOR PROJECT PROPOSALS  
Due electronically by 3:00 PM, November 23, 2009**

**APPLICATION GUIDELINES and INSTRUCTIONS for  
INVITED APPLICANTS  
Due in hard copy format by 4:00 PM, February 12, 2010**

**Virginia Department of Criminal Justice Services  
1100 Bank Street  
Richmond, VA 23219**

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## I. INTRODUCTION

The Department of Criminal Justice Services (DCJS) is making available federal funds for grants to support **new** projects. Funds for these grants come from money allocated to Virginia through the U.S. Department of Justice, Bureau of Justice Assistance's Edward Byrne Memorial Justice Assistance Grant (JAG) Program. JAG funds are used to prevent and control crime and to improve the functioning of the criminal justice system in the following seven purpose areas:

- 1) Law Enforcement Programs;
- 2) Prosecution and Court Programs;
- 3) Prevention and Education Programs;
- 4) Corrections and Community Corrections Programs;
- 5) Drug Treatment and Enforcement Programs;
- 6) Planning, Evaluation and Technology Improvement Programs;
- 7) Crime Victim and Witness Programs.

JAG funds support the following types of activities:

- 1) coordination/organization of local and/or state initiatives;
- 2) the conduct of training for criminal justice (CJ) system staff;
- 3) the conduct and/or provision of technical assistance for CJ system staff;
- 4) employment of personnel;
- 5) purchase of equipment and/or supplies, including computer hardware and software;
- 6) purchase of contractual support;
- 7) develop, implement or improve information systems for the CJ system;
- 8) conduct research, evaluation or product development.

### **Two-Phase Solicitation Process**

This grant solicitation is a two-phase process. In the Request for Project Proposals phase, eligible applicants interested in applying for JAG funding will submit a Project Proposal in accordance with the instructions contained in these guidelines.

In the Invited Applicants phase, those whose Project Proposals are approved will be invited to send full grant applications to DCJS based on their approved proposals. Invited applicants will be encouraged to seek technical assistance from designated DCJS staff to develop their applications optimally.

**Note: JAG funding is limited. This is a competitive grant process. Neither the invitation to submit an application for 2010 JAG funds nor the use of DCJS staff technical assistance implies that an applicant will receive a grant award.**

## II. REQUEST FOR PROJECT PROPOSALS - PHASE 1

Eligible applicants interested in applying for 2010 JAG funding must first submit a Project Proposal on a [DCJS 2010 JAG Project Proposal Form](#) in accordance with the instructions contained in these guidelines. The proposed project must be eligible under one of the seven JAG Purpose Areas described in Section III of these guidelines. Please refer to the [2010 JAG Project Proposal Form Instructions](#) to complete the proposal form. Those whose proposals are approved will be invited to submit grant applications.

### **Eligibility:**

Local units of government, state agencies, state-level non-profit organizations, regional criminal justice training academies and public colleges and universities are eligible to receive JAG funds and may submit Project Proposals.

Local or regional private, non-profit agencies and organizations are not eligible to be direct recipients of JAG funds under this solicitation but may submit Project Proposals. Project Proposals must be authorized by the county/city/town manager or by a local or regional governmental agency head or by a regional criminal justice training academy director.

Multi-jurisdictional applications will be considered, provided one locality serves as the grant applicant and the executive/administrative officer of each affected locality submits a written consent to participate.

### **Amount Available:**

The maximum amount that may be requested in a Project Proposal, including the required local cash match, is \$75,000. Federal grant funds will pay 95% of the cost of an approved project.

### **Match Requirement:**

Federal funds may be used to pay no more than 95% of the cost of a proposed project. The remaining 5% of the proposed project cost must be paid by the grant recipient with cash from non-federal sources. For example, if a project costs a total of \$75,000, federal JAG funds may be used to pay \$71,250 of that amount; and the grant recipient must provide the remaining \$3,750 in cash from non-federal sources. In-kind contributions may not be used to meet the required cash match.

### **Grant Period:**

The grant period will be from July 1, 2010 through June 30, 2011. Continuation funding may be available for up to three additional years and will depend on the availability of federal JAG funds, project performance and continued need.

### **Project Proposal Deadline:**

Project Proposals must be submitted electronically and received by DCJS no later than 3:00 PM on Monday, November 23, 2009. Proposals must be submitted to [JAGproposal@dcjs.virginia.gov](mailto:JAGproposal@dcjs.virginia.gov). Please include "JAG Project Proposal" in the subject line. The

following conditions will **exclude** Project Proposals from consideration: proposals received after the deadline; hard copy (paper) submissions.

**Unallowable Costs:**

Grant funds, including cash match, may not be used for: firearms, ammunition and related equipment normally and routinely provided by the locality to others in the same roles; clothing and uniforms normally and routinely provided by the locality to others in the same roles; construction or renovation; land acquisition; lobbying and political contributions; honoraria; bonuses; personal entertainment such as tickets to sporting events; personal calls; alcohol; food/beverages unless they are an integral part of a model program; and luxury vehicles.

**Technical Assistance for Project Proposals:**

For technical assistance or questions related to these guidelines, please contact the appropriate staff person listed in the JAG Purpose Area for which you are submitting a Project Proposal. If unable to reach the JAG Purpose Area staff contact, you may contact Ms. Kathi Lee, DCJS Office of Programs, at 804.786.4303 or [Kathi.Lee@dcjs.virginia.gov](mailto:Kathi.Lee@dcjs.virginia.gov).

**How to Submit a Project Proposal:**

Eligible applicants must complete and electronically submit a DCJS 2010 JAG Project Proposal Form. Project Proposals must be:

- submitted on a [DCJS 2010 JAG Project Proposal Form](#);
- for projects that meet one of the seven JAG Purpose Areas;
- within the maximum funding limit of \$75,000, including cash match;
- three pages or less, with all pages numbered sequentially;
- in Times New Roman, 12-point font;
- submitted electronically to [JAGproposal@dcjs.virginia.gov](mailto:JAGproposal@dcjs.virginia.gov) with “JAG Project Proposal” in the subject line;
- submitted individually (only one Project Proposal per e-mail);
- certified as non-supplanting of federal, state or local funds;
- received by DCJS no later than 3:00 PM on Monday, November 23, 2009.

Please refer to the [2010 JAG Project Proposal Form Instructions](#) which provide guidance for completing the DCJS 2010 JAG Project Proposal Form.

**Restrictions:**

Consideration will be given only to new projects. Grant funds must not be used to supplant federal, state or local funds that otherwise would be available for the same purposes.

**E-mail Confirmation:**

Electronic submission of a Project Proposal will elicit an automatic e-mail reply to the sender, confirming DCJS’ receipt of the proposal. It is the sender’s responsibility to ensure that DCJS receives a complete Project Proposal by the stated deadline. If the sender does not receive an automatic e-mail confirmation, please contact Ms. Lynn McHugh at 804.225.2454 or [Lynn.McHugh@dcjs.virginia.gov](mailto:Lynn.McHugh@dcjs.virginia.gov) immediately.

**Project Proposal Review Process:**

Project Proposals will be reviewed by DCJS staff and outside reviewers. No later than December 14, 2009, DCJS will notify by e-mail those whose Project Proposals have been approved and invite them to submit grant applications for their proposed projects. Applications from invited applicants are due to DCJS by 4:00 PM on Friday, February 12, 2010. Only applications from invited applicants will be accepted and reviewed by DCJS.

### **III. 2010 JAG PURPOSE AREAS**

JAG funds are used to prevent and control crime and to improve the functioning of the criminal justice system in the following seven purpose areas:

- A. Law Enforcement Programs;
- B. Prosecution and Court Programs;
- C. Prevention and Education Programs;
- D. Corrections and Community Corrections Programs;
- E. Drug Treatment and Enforcement Programs;
- F. Planning, Evaluation and Technology Improvement Programs;
- G. Crime Victim and Witness Programs.

Section III of the guidelines describes the seven JAG Purpose Areas that are eligible for funding.

#### **A. LAW ENFORCEMENT PROGRAMS**

##### **Purpose:**

DCJS will provide grant funds to address crime through the provision of services directly to individuals and/or communities and by improving the effectiveness and/or efficiency of criminal justice system operations. For crime prevention programs targeting youth and young adults, please refer to the Prevention and Education JAG Purpose Area.

##### **Discussion:**

Projects may be proposed that:

- 1) help establish, in a variety of settings, the means to better identify mentally ill clients; assess the impact of such clients on the criminal and juvenile justice systems; and/or improve the effectiveness of the response to such clients;
- 2) increase minority, refugee and/or immigrant communities' understanding of and participation in crime and delinquency prevention, through partnerships between law enforcement and other community groups; and improve these communities' understanding of their rights and responsibilities within the criminal justice system;
- 3) implement or upgrade criminal justice information systems, including computer hardware and software, that support law enforcement records management, computer-aided dispatch, jail management and regional information-sharing networks;
- 4) improve the functioning of the criminal justice system through strategies and programs that promote better system coordination, effectiveness and efficiency, and/or help agencies identify and respond to emerging criminal justice issues;

- 5) measure the presence of gangs and the extent of gang activity in Virginia localities; implement and measure the effectiveness of anti-gang efforts; and/or demonstrate multi-agency, gang-related intelligence sharing and collaboration;
- 6) support crime prevention efforts targeted to adults that are well-designed, cost-effective, encourage community partnerships and include a thorough evaluation plan;
- 7) improve the recruitment and retention of law enforcement officers and criminal justice professionals including minority and/or bilingual individuals.

**Restrictions:**

Consideration will be given only to new projects. Grant funds must not be used to supplant federal, state or local funds that otherwise would be available for the same purposes. Funds may not be used to provide salary and/or benefits for School Resource or School Security Officers.

**How to Submit a Project Proposal:**

Eligible applicants must complete and electronically submit a [DCJS 2010 JAG Project Proposal Form](#) for projects under the Law Enforcement JAG Purpose Area. Please refer to the [2010 JAG Project Proposal Form Instructions](#) to complete the form.

**Contact/Assistance:**

For information or assistance related to crime prevention Project Proposals, please contact Mr. Rick Arrington, 804.371.0863 or [Rick.Arrington@dcjs.virginia.gov](mailto:Rick.Arrington@dcjs.virginia.gov).

For information or assistance on Project Proposals dealing with information technology hardware and/or software, please contact Mr. Ben Wood at 804.225.4867 or [Ben.Wood@dcjs.virginia.gov](mailto:Ben.Wood@dcjs.virginia.gov).

For information or assistance with other Law Enforcement-related Project Proposals, please contact Ms. Kathi Lee at 804.786.4303 or [Kathi.Lee@dcjs.virginia.gov](mailto:Kathi.Lee@dcjs.virginia.gov).

## **B. PROSECUTION AND COURT PROGRAMS**

### **Purpose:**

DCJS will provide grant funds for state-level projects to improve the use of technology or training for Commonwealth Attorneys and the courts in Virginia.

### **Discussion:**

Projects may be proposed for:

- 1) state-level and multidisciplinary training that enhances the quality and effectiveness of prosecution or judicial handling of criminal cases in the Commonwealth;
- 2) state-level projects that develop, improve or enhance the use of technology in local prosecutors' offices or the courts.

Virginia's criminal justice system has many "interdependencies" – how well people in one part of the system do their work affects how well people in other parts of the system can do their work. For instance, the quality of the information collected during a law enforcement officer's investigation directly affects the quality of a case being prepared by a Commonwealth's Attorney.

Interdependencies also exist between criminal justice skills and skills that are not traditionally associated with criminal justice. Throughout the criminal justice system, personnel have to develop skills needed to understand and cope with mental illness, cultural differences like foreign languages and customs and new technologies.

As the criminal justice system contends with a continuously changing society, more interdisciplinary awareness and training are essential. To address these changes, criminal justice personnel need broader, more multidisciplinary skills than in the past. At the same time, the resources available for training and education have remained unchanged or are shrinking. Agencies are being asked to do more with less. Providing multidisciplinary training may help to stretch limited resources. In-state training has proven to be a cost effective alternative to traveling to national or out-of-state events.

Virginia needs to better understand how state and local public safety agencies are using technology, what is working and what is not, and the challenges and needs facing these agencies. State-level entities should make an effort to identify technology-related problems and solutions in prosecutors' offices and the courts.

Many local criminal justice agencies, particularly smaller ones, do not have the resources to keep up with, evaluate or obtain new technologies. As a result, they may be unaware of technology applications that could improve the efficiency of their operations, or they may end up purchasing technology products that do not meet their needs.

**Restrictions:**

Consideration will be given only to new projects. Grant funds must not be used to supplant federal, state or local funds that otherwise would be available for the same purposes. Requests for equipment purchases, including computers, must be related to the outcome of the project and be thoroughly justified.

**How to Submit a Project Proposal:**

Eligible applicants must complete and electronically submit a [DCJS 2010 JAG Project Proposal Form](#) for projects under the Prosecution and Courts JAG Purpose Area. Please refer to the [2010 JAG Project Proposal Form Instructions](#) to complete the form.

Project Proposals must include quantifiable and relevant data and must cite all data sources. Examples of data may include but are not limited to: data from studies specific to the area and problem, recommendations from state-level executives, judicial or legislative documents or reports, and other similar data.

**Contact/Assistance:**

For information or assistance on Project Proposals that involve prosecution or training programs, please contact Ms. Fran Ecker at 804.786.3967 or [Fran.Ecker@dcjs.virginia.gov](mailto:Fran.Ecker@dcjs.virginia.gov).

For information or assistance on Project Proposals that involve court-related programs, please contact Mr. Joe Marshall at 804.786.1577 or [Joe.Marshall@dcjs.virginia.gov](mailto:Joe.Marshall@dcjs.virginia.gov).

For information or assistance on Project Proposals that involve information technology hardware and/or software, please contact Mr. Ben Wood at 804.225.4867 or [Ben.Wood@dcjs.virginia.gov](mailto:Ben.Wood@dcjs.virginia.gov).

## C. PREVENTION AND EDUCATION PROGRAMS

### **Purpose:**

DCJS will provide grant funds for prevention and education strategies and programs targeted to youth and young adults. For crime prevention Project Proposals targeted to adults, please refer to the Law Enforcement JAG Purpose Area.

### **Discussion:**

Grant funds may be requested for evidence-based strategies and projects that:

- 1) address juvenile delinquency and crime prevention and have proven records of success;
- 2) provide youth-focused, gang-related prevention and education programs, services and practices;
- 3) develop and implement measures to prevent crime and enhance safety and security in schools and on college and university campuses, and in settings such as school buses, school-related athletic events and field trips;
- 4) support evidence-based and best practice drug prevention programs and activities;
- 5) prevent juvenile crime through the coordination and collaboration of community stakeholders.

Priority consideration will be given to proposals that replicate evidence-based programs, strategies, trainings and tools. A list of evidence-based programs/strategies can be found on various federal websites including but not limited to:

- 1) [Office of Juvenile Justice and Delinquency Prevention \(OJJDP\)](#);
- 2) [Substance Abuse and Mental Health Services Administration \(SAMHSA\)](#);
- 3) [National Dropout Prevention Center \(NDPC\)](#).

### **Restrictions:**

Consideration will be given only to new projects. Grant funds must not be used to supplant federal, state or local funds that otherwise would be available for the same purposes. Funds may not be used to support programs with an existing source of funding such as School Resource Officer (SRO), Court Appointed Special Advocate (CASA) and Gang Resistance Education and Training (GREAT) programs.

### **How to Submit a Project Proposal:**

Eligible applicants must complete and electronically submit a [DCJS 2010 JAG Project Proposal Form](#) for projects under the Prevention and Education JAG Purpose Area. Please refer to the [2010 JAG Project Proposal Form Instructions](#) to complete the form.

Project Proposals in the Prevention and Education category must include quantifiable and relevant data and must cite all data sources. Examples of data include: truancy data; school discipline data; arrest or intake data (total as well as specific data such as arrests/intakes for drug possession); community profile data (such as income, single family households, births to teen mothers, abuse and neglect rates, etc.); jail or detention data; local population data; data from studies specific to the area and problem; and other similar data.

Project Proposals in this category should include: a description of the chosen model program, best practice or strategy; the process by which the applicant will replicate the chosen program or strategy with fidelity; and discussion of any anticipated modifications to the chosen program model.

Project Proposals in this category may include summary statements from studies or reports and descriptions of existing projects or gaps in juvenile-related prevention and education as long as inclusion of such information further supports the need for the proposed project and does not exceed the 3-page proposal limit.

For drug prevention Project Proposals targeted to youth and young adults, please refer to evidence-based and best practices from federal sources such as:

- 1) [Office of Juvenile Justice and Delinquency Prevention](#) (OJJDP);
- 2) [Substance Abuse and Mental Health Services Administration](#) (SAMHSA).

**Contact/Assistance:**

For information or assistance on Project Proposals related to juveniles, please contact Ms. Ashaki McNeil at 804.225.4329 or [Ashaki.McNeil@dcjs.virginia.gov](mailto:Ashaki.McNeil@dcjs.virginia.gov).

For information or assistance on Project Proposals related to school/campus safety, please contact Ms. Donna Michaelis at 804.371.6506 or [Donna.Michaelis@dcjs.virginia.gov](mailto:Donna.Michaelis@dcjs.virginia.gov).

For information or assistance on Project Proposals that involve information technology hardware and/or software, please contact Mr. Ben Wood at 804.225.4867 or [Ben.Wood@dcjs.virginia.gov](mailto:Ben.Wood@dcjs.virginia.gov).

For assistance with relevant local and statewide juvenile crime data sources, please contact Ms. Tracey Jenkins at 804.692.0977 or [Tracey.Jenkins@dcjs.virginia.gov](mailto:Tracey.Jenkins@dcjs.virginia.gov).

## D. CORRECTIONS AND COMMUNITY CORRECTIONS PROGRAMS

### **Purpose:**

DCJS will provide grant funds to support adult and juvenile corrections and community-based corrections initiatives designed to reduce the dependence on expensive and less-effective facility-based sanctions, strategies and programs.

### **Discussion:**

Grant funds may be requested for projects that:

- 1) divert non-violent offenders from secure facilities;
- 2) implement or improve re-entry and aftercare efforts;
- 3) provide for pretrial and pre-adjudicatory services for offenders;
- 4) intervene with defendants and offenders involved with the justice system as a result of serious mental illness or chronic substance abuse.

Priority consideration will be given to proposals that replicate evidenced-based programs, strategies, trainings and tools. A list of evidence-based programs/strategies can be found on various federal websites including but not limited to:

- 1) [Office of Juvenile Justice and Delinquency Prevention](#) (OJJDP);
- 2) [Bureau of Justice Assistance](#) (BJA);
- 3) [National Institute of Corrections](#) (NIC).

Evidence-based best practices are generally those that have been researched and validated by departments across the country and have been linked to addressing, reducing and/or solving a problem successfully. In probation, that means utilizing tools such as a diagnostic risk assessment form, progressive sanctions and motivational interviewing techniques.

Current budget realities require the refinement of the correctional field and more prudent use of resources. This means funding efforts that reduce dependence on detention as well as funding projects that include the development and maintenance of long-term strategies to ensure effective, sustainable results.

### **Restrictions:**

Consideration will be given only to new projects. Grant funds must not be used to supplant federal, state or local funds that otherwise would be available for the same purposes. Funds may not be used to support programs with an existing source of funding.

### **How to Submit a Project Proposal:**

Eligible applicants must complete and electronically submit a [DCJS 2010 JAG Project Proposal Form](#) for projects under the Corrections and Community Corrections JAG Purpose Area. Please refer to the [2010 JAG Project Proposal Form Instructions](#) to complete the form.

Project Proposals must include quantifiable and relevant data and must cite all data sources. Examples of data may include but are not limited to: release numbers; jail or detention data; local population data; data from studies specific to the area and problem; and other similar data.

Project Proposals in this category may include summary statements from studies or reports and descriptions of existing projects or gaps in adult or juvenile corrections and community corrections as long as inclusion of such information further supports the need for the proposed project and does not exceed the 3-page proposal limit.

Project Proposals should include a description of the chosen model program, best practice or strategy; the process by which the applicant will replicate the chosen program or strategy with fidelity; and discussion of any anticipated modifications to the chosen program model.

**Contact/Assistance:**

For information or assistance on Project Proposals related to adults, please contact Mr. Dan Catley at 804.786.8477 or [Dan.Catley@dcjs.virginia.gov](mailto:Dan.Catley@dcjs.virginia.gov).

For information or assistance on Project Proposals related to juveniles, please contact Ms. Ashaki McNeil at 804.225.4329 or [Ashaki.McNeil@dcjs.virginia.gov](mailto:Ashaki.McNeil@dcjs.virginia.gov).

For information or assistance on Project Proposals that involve information technology hardware and/or software, please contact Mr. Ben Wood at 804.225.4867 or [Ben.Wood@dcjs.virginia.gov](mailto:Ben.Wood@dcjs.virginia.gov).

## E. DRUG TREATMENT AND ENFORCEMENT PROGRAMS

### **Purpose:**

DCJS will provide grant funds to community-based drug treatment and enforcement programs.

### **Discussion:**

Grant funds may be requested for projects that:

- 1) provide community-based treatment which follows evidence-based, best practices including appropriate assessments and treatment approaches;
- 2) provide community-based treatment that targets populations which are jail-bound, have co-occurring disorders, are misdemeanants, and/or are frequently in and out of the criminal justice system;
- 3) develop a local comprehensive plan for substance-abuse treatment and related enforcement strategies.

Funds requested for drug treatment activities should be part of a local comprehensive effort to address the problem of substance abuse.

Research-based principles for effective drug treatment should guide the development and offering of any treatment program. Drug addiction can be treated and research from the National Institute on Drug Abuse has shown that programs involving families, schools, communities, and the media are effective in reducing drug abuse.

Project Proposals should include a description of the evidence-based approaches that will be used. For those proposing treatment programs, please consult resources published by the [National Institute on Drug Abuse](#) including:

- 1) “Principles of Drug Abuse Treatment: A Research Based Guide”;
- 2) “Principles of Drug Abuse Treatment for Criminal Justice Populations: A Research Based Guide.”

Evidence-based programs/strategies for treatment program proposals also can be found on federal websites including but not limited to:

- 1) The [Center for Substance Abuse Treatment](#) of the Substance Abuse and Mental Health Services Administration (SAMHSA).

### **Restrictions:**

Consideration will be given only to new projects. Grant funds must not be used to supplant federal, state or local funds that otherwise would be available for the same purposes.

Funding may be requested for drug treatment programming within jails or detention facilities only if appropriate aftercare/continuing care is available in the community following the individual’s release from custody. Applicants should include a description of how the linkages from custody to the community will be made to ensure a seamless transition for the offender.

Funds may not be used for enforcing underage drinking laws, developing drug task forces or for programs with an existing source of funding. However, funds may be used for alternatives to detention for underage alcohol offenses.

**How to Submit a Project Proposal:**

Eligible applicants must complete and electronically submit a [DCJS 2010 JAG Project Proposal Form](#) for projects under the Drug Treatment and Enforcement JAG Purpose Area. Please refer to the [2010 JAG Project Proposal Form Instructions](#) to complete the form.

Project Proposals under the Drug Treatment and Enforcement category must include quantifiable and relevant data. Examples of data may include but are not limited to: arrest or intake data with specific information on drugs and drug-related crime; data on jail, detention and/or probation populations; data from school or community surveys; data from studies specific to the area and problem; and other similar data. Proposals must cite all data sources.

Project Proposals in this category may include summary statements from studies or reports including recommendations from local plans, and descriptions of existing projects or gaps in community-based drug treatment activities as long as inclusion of such information further supports the need for the proposed project and does not exceed the 3-page proposal limit.

**Contact/Assistance:**

For information or assistance on Project Proposals related to adults, please contact Mr. Dan Catley at 804.786.8477 or [Dan.Catley@dcjs.virginia.gov](mailto:Dan.Catley@dcjs.virginia.gov).

For information or assistance on Project Proposals related to juveniles, please contact Ms. Ashaki McNeil at 804.225.4329 or [Ashaki.McNeil@dcjs.virginia.gov](mailto:Ashaki.McNeil@dcjs.virginia.gov).

For assistance with local and statewide crime data relevant to drug treatment and enforcement, please contact Ms. Tracey Jenkins at 804.692.0977 or [Tracey.Jenkins@dcjs.virginia.gov](mailto:Tracey.Jenkins@dcjs.virginia.gov).

## F. PLANNING AND EVALUATION PROGRAMS

### **Purpose:**

DCJS will provide grant funds for criminal justice planning and evaluation activities.

### **Discussion:**

Projects may be proposed that:

- 1) examine current policies and/or practices and recommend or make changes to improve the effectiveness and functioning of the criminal justice system or specific agencies within the system;
- 2) conduct data-driven assessments of system operations to determine where gaps or deficiencies may exist and make recommendations to change or improve effectiveness and functioning of the criminal justice system or specific agencies within the system;
- 3) support research on current and emerging criminal justice issues;
- 4) conduct assessments to determine evaluation readiness of existing programs or initiatives within the criminal justice system or a specific agency within the system and/or develop necessary elements, data collection tools and protocols which will be utilized in order to conduct future evaluations;
- 5) conduct process and/or outcome (impact) evaluations of existing programs or initiatives within the criminal justice system or a specific agency within the system;
- 6) support criminal justice planning activities, including the development of local comprehensive plans, which include promoting collaboration and coordination across stakeholder agencies.

*Process evaluations* focus on the elements of a program intervention delivery, such as whether or not the program was implemented as intended. *Outcome (impact) evaluations* seek to determine the effect of a program or intervention.

Local comprehensive criminal justice plans should at least reference other agency- or topic-specific plans as they relate to the stakeholder agencies. Plans should also identify assessments and evaluations where needed.

### **How to Submit a Project Proposal:**

Eligible applicants must complete and electronically submit a [DCJS 2010 JAG Project Proposal Form](#) for projects under the Planning and Evaluation JAG Purpose Area. Please refer to the [2010 JAG Project Proposal Form Instructions](#) to complete the form.

Project Proposals should cite information, recommendations and statements from studies or reports, meeting minutes, local plans and other documents that support the need for the proposed project. Proposals must cite the sources for all information and data cited.

Project Proposals requesting funds for outcome (impact) evaluations should discuss the readiness of their organization to undertake the proposed projects.

**Contact/Assistance:**

For assistance with juvenile justice and delinquency-related questions, please contact Ms. Tracey Jenkins at 804.692.0977 or [Tracey.Jenkins@dcjs.virginia.gov](mailto:Tracey.Jenkins@dcjs.virginia.gov).

For information and assistance with other Planning and Evaluation Project Proposals, please contact Ms. Sherri Johnson at 804.786.7427 or [Sherri.Johnson@dcjs.virginia.gov](mailto:Sherri.Johnson@dcjs.virginia.gov).

For information or assistance with Project Proposals that involve information technology hardware and/or software, please contact Mr. Ben Wood at 804.225.4867 or [Ben.Wood@dcjs.virginia.gov](mailto:Ben.Wood@dcjs.virginia.gov).

## **G. CRIME VICTIM AND WITNESS PROGRAMS**

### **Purpose:**

DCJS will provide grant funds for specified statewide crime victim and witness projects.

### **Discussion:**

In the past twenty-five years, Virginia has seen an increase in funding to support local and statewide programs that provide services to crime victims. But only limited funding has been available to train victims services professionals and criminal justice personnel who work with crime victims. Due to budget shortfalls, local and statewide victim assistance program budgets may not include funding to support training for staff. Additionally, federal funding previously supporting statewide training programs is no longer available.

Consequently, projects may be proposed for:

- 1) statewide, multi-disciplinary, victim assistance-related training that enhances the quality and consistency of victims services in Virginia, that strengthens and improves responses to crime victims and that promotes a statewide standard of knowledge and skills needed to provide effective services to crime victims;
- 2) statewide training and/or resource development that enhances collaboration and coordination in the response to crime victims;
- 3) training in the development and improvement of Statewide Sexual Assault Response Teams (SART) or other SART-related training.

### **How to Submit a Project Proposal:**

Eligible applicants must complete and electronically submit a [DCJS 2010 JAG Project Proposal Form](#) for projects under the Crime Victim and Witness JAG Purpose Area. Please refer to the [2010 JAG Project Proposal Form Instructions](#) to complete the form.

### **Contact/Assistance:**

For information or assistance with Project Proposals in this category, please contact Mr. John Mahoney, 804.786.8008 or [John.Mahoney@dcjs.virginia.gov](mailto:John.Mahoney@dcjs.virginia.gov).

## IV. INVITED APPLICANTS - PHASE 2

### **Introduction:**

DCJS is using a two-phase solicitation process in the awarding of 2010 JAG funds. In Phase 1, DCJS accepted Project Proposals from eligible entities. In Phase 2, those whose proposals are approved will be invited to submit grant applications.

This section of the guidelines is intended for Invited Applicants only and contains the requirements governing the 2010 JAG application process, links to the required grant application forms and instructions for completing and submitting them. Invited applicants will be encouraged to seek technical assistance from designated DCJS staff to develop their applications optimally.

### **Eligibility:**

**Only applications** from invited applicants will be considered by DCJS.

### **Application Deadline:**

Applications from invited applicants must be received by DCJS no later than 4:00 PM on Friday, February 12, 2010. Invited applicants must mail an original and three (3) complete copies (4 total) to DCJS. DCJS will not accept facsimile or electronically submitted applications and will not consider applications received after the deadline.

### **Amount Available:**

The maximum amount that may be requested, including the required local cash match, is \$75,000. Federal grant funds will pay 95% of the cost of an approved project.

### **Match Requirement:**

Federal funds may be used to pay no more than 95% of the cost of an approved project. Grant recipients must provide the remaining 5% of project cost in cash from non-federal sources. For example, an applicant receiving approval for a project costing \$75,000 will be expected to provide a 5% local cash match from non-federal sources equaling \$3,750. DCJS will provide \$71,250 in federal funds. In-kind contributions may not be used to meet the required local match.

### **Grant Period:**

The grant period will begin July 1, 2010 and end June 30, 2011. Continuation funding may be available for up to three additional years and will depend on the availability of federal JAG funds, project performance and continued need.

### **Restrictions:**

Grant funds may not be used to supplant federal, state or local funds that otherwise would be available for the same purposes.

**NOTE: JAG funding is limited and this is a competitive grant process. Neither the invitation to submit an application nor the use of DCJS staff technical assistance implies that an applicant will receive a grant award.**

**Unallowable Costs:**

Grant funds, including local cash match, may not be used for: firearms, ammunition and related equipment normally and routinely provided by the locality to others in the same roles; clothing and uniforms normally and routinely provided by the locality to others in the same roles; construction or renovation; land acquisition; lobbying and political contributions; honoraria; bonuses; personal entertainment such as tickets to sporting events; personal calls; alcohol; food/beverages unless they are an integral part of a model program; and luxury vehicles.

**Technical Assistance:**

Invited applicants will be assigned to DCJS staff members who will provide technical assistance and respond to questions related to the application guidelines. Invited applicants are encouraged to seek technical assistance from their assigned DCJS staff members in order to develop their applications optimally.

**Application Review Process:**

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

## V. Instructions for Preparing a 2010 JAG Application and Required Forms

Invited applicants must submit **an original and three (3) copies of the following:**

- 1) a completed Department of Criminal Justice Services [Grant Application cover form](#), signed by the city, county or town manager or state agency head. See [Instructions](#) for completing a DCJS Grant Application cover form;
- 2) a [DCJS Itemized Budget](#) form listing the proper amount of federal funds and local cash matching funds. See [Instructions](#) for completing a DCJS Itemized Budget form;
- 3) a Budget Narrative which explains and justifies the need for all funds requested and states the basis for the amounts requested. See [Instructions](#) for completing a Budget Narrative;
- 4) a Project Narrative, ten (10) pages maximum; see pages 22-23 of these Guidelines for additional instructions related to the Project Narrative;
- 5) DCJS Project Plan and Objectives Form(s), as many as needed for your project; see Guidelines for instructions, pages 23-25;
- 6) [Certifications Regarding Lobbying; Debarment; Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#) form's signature page, signed by the city, county or town manager, state agency director, regional criminal justice academy director, etc.;
- 7) [General Grant Conditions and Assurances](#) form's signature page, signed by the city, county or town manager, state agency director, regional criminal justice academy director, etc.

Items 6 and 7 are required by DCJS and the federal government. The signature pages of these forms must be signed by the Project Administrator and returned with the grant application. Failure to include these forms delays the grant review process and may disqualify the application.

### **Certified Crime Prevention Communities:**

Applications submitted by current Certified Crime Prevention Community (CCPC) localities as well as those localities that are seeking certification from DCJS through the CCPC Program, either as new applicants or recertification applicants, will receive a set number of extra points toward their total numerical score in the grant review process. If applicable, please indicate your CCPC status in the Need Justification section of your Project Narrative.

### **Instructions for completing the Project Narrative:**

In the Project Narrative, the applicant has a maximum of ten (10) pages to: educate the reader about the applicant's community and organization; describe the severity of crime or criminal

justice system issues and their impact on the community; state why grant funds are needed; and persuade the reader that with the support of grant funds, the applicant's proposed project will address the identified issues effectively and successfully. In preparing the Project Narrative, please follow the instructions below and use the designated subheadings in the order listed: JAG Purpose Area; Need Justification; Project Description.

**JAG Purpose Area:**

List the JAG Purpose Area under which you are applying: Law Enforcement; Prosecution and Court; Prevention and Education; Corrections and Community Corrections; Drug Treatment and Enforcement; Planning and Evaluation; or Crime Victim and Witness.

**Need Justification:**

In this section of the Project Narrative, the applicant should describe his/her community and organization; identify and describe in specific terms the nature, severity and extent of the crime or criminal justice system issues that the proposed project will address; and describe the impact of these issues on his/her community and organization. The applicant must provide statistics that support the existence and extent of the problem. Data sources for statistics may include crime statistics, crime trends, calls for service, population demographics, community needs assessments, surveys, or other sources of available information related to the identified problem. Data sources must be cited. Whenever possible, the applicant should show how the problem has grown over time. The applicant must explain clearly why there is a need for a grant. Describe existing resources and services that are currently available to address the problem, including any other federal or state grants, and state why those resources and services are inadequate.

**Project Description:**

In this section of the Project Narrative, provide a detailed, complete description of the project design and planned implementation activities, fully describing how the project will reach its stated goals and objectives. The project description must tie implementation activities to the project's goals, objectives and performance measures. Include a comprehensive timeline that identifies milestones and deliverables. Fully describe the capabilities of the organization to implement the project. Identify the staff responsible for each activity and describe the competencies of the staff assigned to carry out and manage the project. Identify any key community partners and their responsibilities related to the proposed project. If appropriate, describe how the project will continue after grant funds are no longer available.

**Project Plan and Objectives:**

Invited applicants must complete and submit a [2010 JAG Project Plan and Objectives Form](#), using as many pages as necessary to thoroughly describe the proposed project. Failure to provide specific, measurable objectives and required performance measures may result in the elimination of your proposal from consideration.

**Instructions for completing the [2010 JAG Project Plan and Objectives Form](#):**

**1) Goal:**

Fill in the project goal. A goal is a broadly worded statement of purpose that describes ideal conditions and should relate to the JAG Purpose Area for the proposed project.

**Objective:**

Complete the Objective section of the 2010 JAG Project Plan and Objectives Form. Projects will have multiple objectives that relate directly to the problem identified in the Need Justification section of the Project Narrative. Number each objective. List each objective on a separate 2010 JAG Project Plan and Objectives Form. Objectives must be stated in terms that are specific/numeric, measurable, achievable, related to the stated goal and time-bound (SMART). Objectives identify the project's focus or targeted outcome; specify who will benefit from or be changed by the proposed project; state the anticipated behavior change or result; state the projected degree of change from current conditions; and state what the project's beneficiaries will learn or be able to do as a result of the project.

**2) Grant Start/End Dates:**

This section of the form is filled in.

**3) Implementation Plan:**

For each objective, complete the Implementation Plan section of the 2010 JAG Project Plan and Objectives Form. Provide a thorough, specific list of activities and tasks that will be undertaken each quarter to accomplish each objective and to complete the project successfully. List one implementation task per row. Rows may be added. The Implementation Plan should mirror the Project Description section and include details such as when and where an activity will occur, who will conduct it, who and how many will participate in the activity and what resources and materials will be used in the activity. Important dates and milestones should be identified. If relevant, the applicant would provide specific information about the design and presentation of project-related training under this section.

**4) Month:**

For each implementation activity listed, indicate the month(s) during which it will occur. For example, for the Implementation Plan task, "Prepare DCJS quarterly financial and progress reports," the applicant would place a mark under September, December, March and June.

**5) Performance Measures:**

For each objective, complete the Performance Measures section of the form. Identify the performance measures, statistical data or other relevant documentation that is required by the Bureau of Justice Assistance and any additional data that will be collected. Describe the specific outcomes you expect to achieve through your project. Describe how data will be analyzed as well as how you will determine the degree to which each objective is achieved, performance is evaluated and project effectiveness and impact are assessed. Grantees will be required to report quarterly on performance measures.

Invited applicants should consult with their assigned DCJS staff contact for assistance in developing performance measures for their applications that meet the U.S. Department of Justice, Bureau of Justice Assistance (BJA) requirements. The attached documents are helpful resources from BJA regarding required performance measures:

- [Framework for Justice Assistance Grant Program Performance Measure Development](#)
- [ARRA JAG Performance Measures Indicator Grid](#).

**How to Submit an Application:**

Invited applicants should adhere to the following instructions:

- do not alter required DCJS forms;
- use 8 ½" by 11" paper only;
- do not exceed the Project Narrative 10-page limit;
- use Times New Roman, 12-point font, double-spacing and one-inch margins;
- number all pages sequentially;
- complete all parts of the application;
- include required signatures on the Application cover sheet and the signature pages from the two required federal forms;
- staple or clip individual copies of the application; do not submit bound applications;
- do not use appendix material to extend or substitute for the narrative portion of the application.

Submit one (1) **original and three (3) complete copies (4 in total)** of the application to:

Department of Criminal Justice Services  
Office of Grants Management  
1100 Bank Street  
Richmond, VA 23219.

Applications must be **received at DCJS' offices by 4:00 PM on Friday, February 12, 2010**. Applications received after the deadline or via facsimile or electronic submission **will not be considered**.

## GRANT APPLICATION CHECKLIST

- ❑ Are all pages of the application numbered sequentially? Is the application on 8 ½" by 11" paper?
- ❑ Has the first page of the Grant Application been completed, including Project Administrator's signature? [Administrator: city/town manager, county executive, mayor or chairman of the board of supervisors; the director of a state agency; the president of a college/university, etc.]
- ❑ Have all applicable parts of the Grant Application Itemized Budget been completed?
- ❑ Does each budget item show the federal fund amount and cash match amount as well as the total? (95% / 5%)
- ❑ Has a Project Budget Narrative been provided, explaining each item shown in the Itemized Budget?
- ❑ Is the Project Narrative no more than 10 pages in length?
- ❑ Does the Project Narrative contain the following:
  - ❑ JAG Purpose Area Title?
  - ❑ Need Justification?
  - ❑ If applicable, is CCPC status included?
  - ❑ Project Description?
  - ❑ Completed 2010 JAG Project Plan and Objectives Forms?
- ❑ Signed copies of the General Grant Conditions and Assurances and Certifications Regarding Lobbying; Debarment; Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements; two (2) signature pages total?
- ❑ Does the material being submitted include one (1) original and three (3) copies (4 total) of the completed Grant Application?