

Virginia Department of Criminal Justice Services

ONE TIME EQUIPMENT GRANT – 2011

Application Guidelines

**Applications are due to DCJS in hard copy format on
Friday, July 22, 2011 by 4:30 p.m.**

**Virginia Department of Criminal Justice Services
1100 Bank Street
Richmond, VA 23219
June 10, 2011**

I. SUMMARY

The Virginia Department of Criminal Justice Services (DCJS) is making federal funds available for One Time Equipment Grants for the support of criminal justice activities and/or criminal justice system improvements. This grant is a competitive, reimbursement-based, one time award. Applications are due to DCJS in hard copy format on Friday, July 22, 2011 by 4:30 p.m.

One Time Equipment Grant awards will not exceed \$35,000, including required cash matching funds. Recipients must provide cash matching funds from non-federal sources equal to 10% of the amount awarded.

Eligible projects will be ranked based on applicant need and project impact.

Awarded projects must be completed within a nine-month period, beginning October 1, 2011 and ending June 30, 2012. No extensions to the grant period will be allowed. Continuation funding will not be available. Award recipients will be required to submit financial, program, and performance measure reports.

Using the DCJS forms linked in these guidelines, applicants will submit: an application cover form; a budget narrative form; and the signature pages of two federal forms. Applicants will submit a project narrative not to exceed two pages. Depending on the proposed project, some applicants also may have to submit a Memorandum of Understanding as explained in Section II under the Eligibility heading.

II. INTRODUCTION

DCJS is pleased to announce the availability of federal funds from the U.S. Department of Justice, Bureau of Justice Assistance's Edward Byrne Memorial Justice Assistance Grant (JAG) Program for One Time Equipment Grants.

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 through the One Time Equipment Grant program may be used to purchase equipment, including computer hardware and software. These funds may not be used to supplant federal, state, or local funds which are otherwise available for the same purposes.

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 apply.

Applications from multi-jurisdictional partnerships will be considered. *Multi-jurisdictional partnerships* involve projects that cross jurisdictional lines and are aimed at sharing knowledge or resources, and addressing public safety concerns. For example, if four agencies decide to apply for this funding for a multi-jurisdictional project, each of the four agencies will submit an application, citing their multi-jurisdictional partners. Each locality will certify its consent to participate in the multi-jurisdictional project via a Memorandum of Understanding (MOU), signed by each partner locality's executive/chief administrative officer.

Applications from multi-disciplinary partnerships will be considered. *Multi-disciplinary partnerships* involve the active commitment and participation by agencies representing more than one discipline i.e., a law enforcement agency partnering with a public school division on a school safety project. Each multi-disciplinary project partner will certify its consent to participate in the project via a Memorandum of Understanding (MOU), signed by each partner's executive/chief administrative officer.

A locality, state agency, state-level non-profit organization, regional criminal justice training academy, or public college or university may submit more than one application for One Time Equipment Grant funding. The entity's executive/chief administrative officer should rank multiple applications in order of priority, from highest to lowest priority.

Amount Available:

The maximum amount that may be requested, including the required local cash match, is \$35,000.

Match Requirement:

Federal funds may be used to pay no more than 90% of the cost of a proposed project. The remaining 10% of the project costs must be paid by the grant recipient with cash from non-federal sources. For example, if a project's budget totals \$35,000, federal JAG funds may be used to pay \$31,500 of that amount. The grant recipient must provide the remaining \$3,500 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 begin October 1, 2011 and end June 30, 2012. The One Time Equipment Grant is limited to nine months. No extensions of the grant period will be permitted. Continuation funds will not be available.

Unallowable Costs:

One Time Equipment Grant funds, including cash match, may not be used for: personnel salary or benefits; standard firearms, weapons, ammunition and related equipment normally and routinely provided by the locality to others in the same roles; standard clothing and uniforms normally and routinely provided by the locality to others in the same roles; basic training; 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.

Restrictions and Limitations:

The following restrictions and limitations apply to the One Time Equipment Grant program:

- reimbursement will be based on paid invoices for *approved* expenditures;
- no budget amendments will be permitted;
- prepaid transactions outside of the grant period will not be allowed;
- grant funds may not be used to supplant federal, state, or local funds that otherwise would be available for the same purposes.

Applications totaling more than \$35,000 will not be considered.

Project Narrative:

Each application must include a Project Narrative which may not exceed two (2) pages. The Project Narrative heading should include the official name of the submitting entity, a Project Title and the following sections: Need Statement; Project Description; Project Timeline.

Need Statement

In the Need Statement section of your Project Narrative, please provide: a description of your department or agency and of your community; a description of your community's current unmet criminal justice needs, documented with statistical and/or anecdotal evidence; an explanation of why identified criminal justice needs have not been met and why grant funds are needed; an explanation of how One Time Equipment Grant funds will be used to address your community's identified criminal justice needs; and the anticipated impact of your One Time Equipment Grant project on public safety in your community.

Project Description

In the Project Description section, thoroughly and clearly explain how your equipment purchase will address the identified need.

Project Timeline

In this section, provide a detailed, thorough project implementation timeline that includes the dates for initiating and completing the project. Note that the grant period begins October 1, 2011 and ends June 30, 2012.

Performance Measures:

Successful applicants will receive instructions on submitting performance measurement reports in compliance with federal grant requirements. These measures will include:

- the amount of JAG funds used to purchase equipment;
- the number by types of equipment purchased with JAG funds;
- the number of equipment requests purchased with JAG funds;
- the percent of staff that directly benefit from the equipment purchased by JAG funds who report a desired change in their job performance.

III. HOW TO APPLY

Applications must be submitted using the format and forms that are linked in these guidelines. Please do not alter the forms. Applications must be received by **DCJS no later than 4:30 p.m. on Friday, July 22, 2011**. Applications received after the deadline or via facsimile or electronic submission **will not be considered**. A complete application will include:

- 1) [Grant Application Cover](#);
- 2) [Budget Narrative](#);
- 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.;
- 5) Project Narrative.

Items 3 and 4 are required by DCJS and the federal government. Failure to include the signature pages of these forms with your application delays the grant review process and may disqualify the application.

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

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

DCJS Staff Contacts:

For further information, you may contact Mr. Joe Marshall, 804.786.1577 or Joe.Marshall@dcjs.virginia.gov.

For questions regarding law enforcement-related projects, contact Ms. Kathi Lee, 804.786.4303 or Kathleen.Lee@dcjs.virginia.gov.

For questions regarding victims services-related projects, contact Mr. John Mahoney, 804.786.8008 or John.Mahoney@dcjs.virginia.gov.

For questions regarding juvenile-related projects, contact Ms. Ashaki McNeil, 804.225.4329 or Ashaki.McNeil@dcjs.virginia.gov.

For questions regarding corrections or community corrections-related projects, contact Ms. Paula Harpster, 804.786.1140 or Paula.Harpster@dcjs.virginia.gov.