



2019 Juvenile Justice and Delinquency Prevention (JJDP) Reducing Racial and Ethnic Disparities (RED) in the Juvenile Justice System Grant Guidelines

Application Due Date
Monday, August 19, 2019, 5:00pm

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

Issued July 17, 2019

Table of Contents

| | |
|--|----|
| I. Introduction..... | 3 |
| II. Eligible Applicants..... | 3 |
| III. Use of Funds | 4 |
| IV. Amount Available..... | 4 |
| V. Grant Period..... | 5 |
| VI. Restrictions | 5 |
| VII. Application Forms and Instructions..... | 6 |
| VIII. Reporting Requirements | 13 |
| IX. Submission Instructions..... | 14 |
| X. Technical Assistance..... | 14 |
| XI. Grant Application Checklist | 15 |
| XII. Grant Review Process..... | 15 |
| XIII. General Grant Conditions & Assurances..... | 16 |

I. Introduction

The Virginia Department of Criminal Justice Services (DCJS) is making federal funds available to localities for planning or implementation of data-driven and evidence-based programs to reduce Racial and Ethnic Disparities (RED, previously referred to as Disproportionate Minority Contact, or DMC) in Virginia's juvenile justice system. RED refers to unfair treatment of youth of color in the juvenile justice system. Unfair treatment can surface at any decision point in the juvenile justice system, from the point of arrest, juvenile summons, intake, arraignment, secure detention, supervision and commitment. Addressing RED is one of the core requirements of the recently reauthorized Juvenile Justice and Delinquency Prevention Act (JJDP) and is intended to ensure equitable and fair treatment for every system-involved youth, regardless of race or ethnicity.

The reauthorization provides long-awaited updates to the Act and its core protections, and reflects the new knowledge that developed in the field. The JJDP indicates that nationwide youth of color are disproportionately over-represented and subject to more punitive sanctions than similarly-charged/situated white youth at all levels of the juvenile justice system.ⁱ Under the JJDP, states are required to assess and address racial and ethnic disparities at key points in the juvenile justice system, from arrest to detention to confinement. According to the Virginia Department of Juvenile Justice, between FY 2014 and FY 2018, out of all juvenile intake complaints, black youth were disproportionately taken to intake for disorderly conduct complaints (65.9% vs 44.8%) compared to white youth.ⁱⁱ With youth of color comprising one-third of the youth population but two-thirds of the youth in contact with the juvenile justice system nationwide, this provision of the JJDP requires states and local jurisdictions to create action plans to address disparities within their system.ⁱⁱⁱ

II. Eligible Applicants

Localities that have data indicating an over-representation of youth of color at various decision points in their local juvenile justice system are being invited to apply for funds. Eligible applicants under this solicitation are Virginia local units of government. This solicitation is not open to state agencies. Schools or school districts, or non-profit, faith-based, and community organizations, are not eligible applicants, but may implement programs on behalf of the applicant locality at the discretion of the applicant locality.

III. Use of Funds

Funds may be used to support planning efforts, new prevention or intervention programs, or to expand or replicate existing programs. Funds may be used for limited-focus/time-limited projects.

Funding will support a locality driven planning and implementation process and collaborative activities that:

- Provide a forum in which localities can review their current response to youth of color.
- Modify specific agency practices and policies to support equity for youth of all backgrounds.
- Implement a data driven analysis of local data trends, factors, and barriers that contribute to the racial and ethnic disparities.

ⁱ Act4 Juvenile Justice, (2012) A Campaign of the National Juvenile Justice & Delinquency Prevention Coalition, Overview of the Juvenile Justice and Delinquency Prevention Reauthorization Act of 2015, www.act4jj.org

ⁱⁱ Virginia Department of Juvenile Justice, 2019, School Based-Offenses and Disorderly Conduct, January 2019.

ⁱⁱⁱ Coalition for Juvenile Justice: Racial and Ethnic Disparities (RED), <https://www.juvjustice.org/juvenile-justice-and-delinquency-prevention-act/disproportionate-minority-contact>

- Analyze the cost in terms of dollars and other resources when alternatives and prevention approaches are limited.
- Measure the reduction of overrepresentation of minority youth at the various decision points in the local juvenile justice system and addresses disparate treatment of youth of color in their local juvenile justice system.

Possible projects include:

- Organizational assessment of the local juvenile justice system (detention, CSU, or other local programs) and a plan to address any recommendations stemming from the assessment.
- Develop a curriculum or program tailored to the needs of the school, detention center or community program.
- Training, intensive learning opportunities, or a certificate program that incorporates evidence-based programs and best practices.

Statewide and nationally there are existing organizations which support inclusion and the breakdown of racial and ethnic barriers. While this should not be considered an endorsement of any one program or organization over any other, potential consulting organizations to explore include the [Virginia Center for Inclusive Communities](#), the [Virginia Holocaust Museum](#), the [Southern Poverty Law Center](#), [Initiative of Change \(US\)-Hope in the Cities](#), [Racial Equity Institute](#), and the [Richmond Peace Education Center](#). Applicants are encouraged to explore these and other various consultant organizations and determine which best meets their local needs. Proper justification for the organization is required in the grant application. However, proposals that utilize creative, unique, and progressive approaches to address RED will receive priority.

IV. Amount Available

This is one of three solicitations for Juvenile Justice and Delinquency Prevention Title II grant requests; the total available amount of Title II funding for these three initiatives is approximately \$2,000,000.

The below details the project maximum based on the stage of the program: planning or implementation.

There is no match required for either grant.

Planning Grants:

Localities are eligible to receive awards of up to \$50,000 per site on a competitive basis to support a 9-month planning process.

Implementation Grants:

Those localities waiving the planning process may apply for up to \$175,000 for a 21-month grant period.

This is a competitive solicitation in which each applicant will be competing against other applicants. Grants may be funded in full or in part, based on the number of qualifying applications, available funding, and geographical representation. Each submitted grant application will be rated on its quality and adherence to these guidelines.

V. Grant Period

Planning grants will be awarded on a competitive basis for one 9-month period beginning January 1, 2020 and ending on September 30, 2020.

Implementation grants will be awarded on a competitive basis for a 21-month period beginning January 1, 2020 and ending September 30, 2021.

VI. Restrictions

Funds may not be used to supplant existing funds available for project purposes. For purposes of this application, supplanting means to replace existing funds used for a specific purpose with these grant funds. For example, a program that already employs a full time director may not use these funds to help support that position unless the applicant can demonstrate the position would be reduced without these funds.

Grant funds may not be used for: firearms, ammunition and related equipment; clothing/uniforms; construction or renovation; land acquisition; lobbying and political contributions; honoraria; bonuses; personal entertainment such as tickets to sporting events (unless related to the delivery of a particular evidence-based program); personal calls; alcohol; or luxury vehicles. Grant funds may not be used for food and beverages, unless related to the delivery of a particular evidence-based program for youth.

For more information on the prohibition of using funds for food and beverages, please refer to Food and Beverages Policy for Grants and Cooperative Agreements from the Office of Justice Programs:

<https://ojp.gov/financialguide/DOJ/pdfs/foodandbeverage.pdf>

VII. Application Forms and Instructions

Grant Application Form: The first page of the application is the [Grant Application Form](#), a one-page form. Please do not alter this form. Please provide contact information for each person listed. Use the information below to assist you in completing the Grant Application Form.

| Information Block | Content |
|--------------------------------------|---|
| Grant Program | Title II Formula Funding Grant Program |
| Congressional District | Indicate the Congressional District(s) in which the project will operate. |
| Applicant | Name of the locality applying. |
| Faith Based organization? | Select “no”. |
| Applicant FIN | Provide applicant’s Federal Identification Number. |
| Best Practice? | Insert the evidence-based program, if applicable. |
| Jurisdiction(s) Served and Zip Codes | List all jurisdictions and Zip Codes in which the project will operate. |
| Program Title | Reducing Racial and Ethnic Disparities (RED) Initiative |
| Grant Period | January 1, 2020 to September 30, 2020, or January 1, 2020 to September 30, 2021 |
| DUNS Number | Provide your locality’s Data Universal Numbering System (DUNS) number. The DUNS number is a unique nine-character identification number issued by Dun and Bradstreet. If you do not have a DUNS number, go to http://fedgov.dnb.com/webform . DUNS number must be registered in SAM before awards are issued. https://www.sam.gov/SAM/transcript/Quick_Guide_for_Grants_Registrations.pdf |
| Type of Application | Select the appropriate checkbox. |
| Rural, Urban, Suburban | Select the checkbox that best describes your locality. |
| 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. |
| Project Administrator | Name and contact information of the person who has the authority to commit the locality to comply with the terms of the grant application. This must be the local unit of government’s chief elected official or the County Administrator, City Manager, Town Manager or Mayor (not the Sheriff, Chief of Police or School |

| | |
|------------------------------------|--|
| | Superintendent). |
| Finance Officer | Name and contact information for the person responsible in the locality for fiscal management of the funds associated with this grant. |
| Signature of Project Administrator | The County Administrator, City Manager, Town Manager or Mayor must sign the application in the designated location. |
| Brief Project Description | In 100 words or less, provide a description of the proposed project. This will be shared with the grant reviewers. |
| Project Budget Summary | Figures on this form must match those on the “Itemized Budget” form. Please round figures to the nearest dollar. |

Itemized Budget Form:

An itemized budget form must be completed for the project. Budget forms must:

1. Include line item and category totals which correspond with those in the budget narrative.
2. Show funds supporting the project in excess of the requested amount under “cash funds from sources other than the grant.”

Applicants can obtain a copy of the budget in an RTF format at:

<http://www.dcjs.virginia.gov/forms/grants/grantbudg.rtf>

OR

for an Excel spreadsheet with automatic total calculations, go to:

<http://www.dcjs.virginia.gov/forms/grants/grantbudg.xls>

Budget Narrative:

The budget narrative explains and justifies the funds requested. It is important that the budget narrative be thorough, related to the project described in the Project Narrative section of the application, and reflect the figures included on the Itemized Budget Form. All requested items must be thoroughly justified and clearly related to the proposed project or they may be deleted from the budget.

The budget narrative should meet the following structural specifications:

- Typed (1.5 spaced or double spaced)
- 1” margins
- Times New Roman 12 point font or Arial 11 point font
- Numbered sequentially
- There is no page limit for the budget narrative

Personnel/Employees

List each position by title (and name of employee, if available). Show the annual salary rate for the employee and the hours to be devoted to the project by the employee. Typically, full-time employees work 2,080 hours annually. Indicate each type of benefit included and the total cost to employees assigned to the project.

Applicants should carefully evaluate and document physical and organizational capacity to accommodate and effectively utilize new staff.

All applicants must justify the necessity of creating each new position. Please describe the duties, responsibilities, and qualifications required of each new grant funded position. Required duties, responsibilities, and qualifications must be designed to effectively provide direct services and must be consistent with all grant requirements.

Consultants

Requests for funds for consultants will be very carefully screened. The narrative must clearly explain how the use of outside consultants will significantly and permanently enhance project effectiveness.

- a) For individuals to be reimbursed for personal services on a fee basis, list each type of consultant or service (with numbers in each category and names of major consultants when available), the proposed daily fee rate, and the amount of time to be devoted to such services. Individual consultant rates may not exceed \$650.00 per day, and may not exceed a consultant's usual and customary fee.
- b) For organizations providing professional services, including professional associations and educational institutions, state the type of services being performed and estimated contract price.
- c) For consultant travel and subsistence, estimate the actual costs. These must be reasonable and adhere to the applicant's established travel policy.

Travel

Travel costs should be clearly explained. If estimates are used, explain the methodology for determining them. Itemize total travel expenses of project personnel by local mileage, non-local mileage, subsistence (meals), air and other fares. Transportation costs, such as air and rail fares, must be at coach rates. Applicants may follow their own established travel rates if they have established travel policies. If an applicant does not have an established policy, the state travel policy must be followed. The state allows reimbursement for actual reasonable expenses.

The narrative should explain relevance of the proposed travel to the project. Registration fees for events should be included under "Supplies and Other Expenses."

Example of a justified travel explanation:

Mileage to be reimbursed for committee members to travel to meetings as specified in program narrative. The total number of miles to be reimbursed is estimated at approximately 750 total miles [25 miles/member x 10 members x 3 meetings]. All miles will be local miles.

Mileage: 750 miles x \$.53/mile = \$397.50

Travel for 2 staff to attend training in Washington, D.C. for certification in the program this project intends to implement. Travel will be at state rates. Expenses:

Subsistence - \$362 total:

- 2 x \$71 for 1 day, no meals provided + 2 x \$55 for each of 2 travel days, no meals provided = \$362

Air or other fares - \$224 total:

- Train: 2 x \$87.00 round trip = \$174
- Ground transportation in DC: estimated cost \$50

Equipment

Each item to be purchased must be separately listed with unit cost. Each item to be leased or rented must be separately listed with the cost associated with the lease or rental. The budget narrative must thoroughly explain the relevance and importance of each item to the project. Items not thoroughly justified will be deleted.

Supplies and Other Operating Expenses

All costs should be itemized within this category by specific types (e.g., office supplies, training materials, research forms, telephone, and postage). The basis for cost computations should be shown ("x" dollars per month for office supplies; "y" dollars per person for training materials; telephone long distance at "z" dollars per month, etc.). Office rental costs must be reasonable and consistent with rents charged in the area.

Indirect Costs

Defining Indirect Costs: Indirect costs are costs of an organization that are not readily assignable to a particular project, but are necessary to the operation of the organization and the performance of the project. Indirect costs are those that benefit more than one activity and are common or joint purpose costs. For example, costs of an office manager/receptionist position that answers general phone calls, greets clients, etc. are considered indirect costs.

According to 2 CFR Part 200.56, indirect costs are defined as:

Those costs incurred for a common or joint purpose benefitting more than one cost objective, and not readily assignable to the cost objectives specifically benefited, without effort disproportionate to the results achieved.

The salaries of administrative and clerical staff should generally be treated as indirect costs. Salaries of administrative/clerical staff may be appropriate to include as direct costs ONLY if ALL of the following conditions are met:

1. Administrative or clerical services are integral to a project or activity;
2. Individuals involved can be specifically identified with the project or activity;
3. Such costs are explicitly included in the budget or have the prior written approval of the awarding agency; and
4. The costs are not also recovered as indirect costs.

Requesting Indirect Costs: Requesting indirect costs is optional. You do not have to request indirect costs, but if you choose to, it is allowable. To calculate indirect costs, you must first determine the Modified Total Direct Costs (MTDC) amount of your budget. Indirect costs that can be requested are not based on the entire project budget, but on the MTDC amount. You are not required to describe or itemize what is included in the indirect costs.

Applicants have two options when requesting Indirect Costs: using a **formal Indirect Cost Rate Agreement (ICRA)** or using a “**De Minimis**” rate. These two options are outlined below.

1. Indirect Cost Rate Agreement (ICRA)

- This is a formal rate agreement that an organization has applied for and received from the federal cognizant agency (DCJS does not approve ICRA's)
- Organizations will have a letter or other documentation that lists the federally-negotiated rate
- The rate in the ICRA must be accepted, unless otherwise specified by federal awarding agency
- Can request the percentage (as outlined in the ICRA) of the Modified Total Direct Costs (MTDC) of their budget for indirect costs

2. “De Minimis” Rate

- This can be used by organizations that have never had a federally-approved Indirect Cost Rate Agreement
- Can use a rate of up to 10% of the Modified Total Direct Costs (MTDC) of their budget for indirect costs

Use the “MTDC Worksheet” to calculate your MTDC amount. The Worksheet will also calculate the amount of indirect costs that can be requested. **If Indirect Costs are requested, applicants must submit two additional documents with the grant application:**

1. MTDC Worksheet (Excel document) (Attachment 6)

AND

2. Certification of De Minimis Indirect Cost Rate form (Attachment 7)

OR

A copy of your agency’s Indirect Cost Rate Agreement letter/documentation

Additional Indirect Costs Reporting Requirements: For organizations that request and receive Indirect Costs, the MTDC Worksheet must be completed each quarter, based on actual expenses. The MTDC Worksheet should be emailed to grantsmgmt@dcjs.virginia.gov each quarter.

The actual MTDC amount will determine the amount of Indirect Costs to be reimbursed for that quarter. In other words, the amount of Indirect Costs reimbursed should/will vary from quarter to quarter. The amount of Indirect Costs requested for reimbursement each quarter cannot simply be the total for the year divided by four; the amount must be based on actual MTDC amounts.

Instructions for the Budget/Budget Narrative can be found at:

<https://www.dcjs.virginia.gov/grants/forms>

Signed Certifications Regarding Lobbying; Debarment; Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements

Applicants must include signed certifications regarding lobbying, debarment, suspension and other responsibility matters, and drug-free workplace requirements. The required certification form, “Certifications Regarding Lobbying; Debarment; Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements” can be found under “General” on the DCJS website at: <https://www.dcjs.virginia.gov/grants/forms>

General Grant Conditions & Assurances:

Applicants must include signed assurances of general grant conditions. The required assurances form, “General Grant Conditions & Assurances (Attachment A)” can be found under “General Grant Applications & Reporting” on the DCJS website at:

<https://www.dcjs.virginia.gov/grants/forms>

Applicant Disclosure of Pending Applications

Applicants are to disclose whether they have pending, or recently denied, applications for federal or state grants or sub-grants (including cooperative agreements and contracts) that include requests for funding to support the same project (in whole or part) being proposed in response to this application. The disclosure should include both direct applications for funding and indirect applications for funding (applications that may include the applicant as part of a project).

Applicants are to provide the following information for all pending or denied applications as described above submitted within the past 12 months:

- a. The federal or state funding agency
- b. The solicitation/project name
- c. The point of contact information at the applicable funding agency
- d. The amount requested and the status (pending/denied)

The following is an example of how to report:

| Funding Agency | Solicitation/Project Name | POC at Funding Agency | Amount/Status |
|-----------------------|----------------------------------|--|----------------------|
| VA DCJS | Byrne/JAG | Joe Doe, 804-xxx-xxxx; joe.doe@dcjs.virginia.gov | \$35,000 pending |
| U.S. DOE | Supportive schools | Jane Smith, 202-xxx-xxxx; jane.smith@usdoe.gov | \$45,000 denied |

Optional: Letters of Support

Letters of support, or memorandums of agreement or understanding, demonstrating collaboration on the project, may be included. These are optional and not required.

Needs Assessment (no more than three pages)

The needs justification is a critical component of the application, as it describes the problem that the project is intended to address. Begin this section with a summary statement about what the project is and then move into providing evidence as to why the project is needed. Following the summary statement, applicants should:

- Provide detailed information describing the problem that the project is to address.
- Use data to support the existence and extent of the deficiency or problem such as school statistics, intake data, trends, population demographics, community needs assessments, surveys, or other sources of available information.

- Any statistics used should be the most recent available and include the source of the information. Show how the problem has grown over time, if applicable.
- Clearly explain other attempts that have been made to address the issue; state if no attempts have been made; if there has been a specific roadblock in the past, explain what it was and why it is no longer a barrier.
- If the project is intended to replace an existing program, describe the history of the program, its performance, and the problems with its effectiveness.
- Describe any existing resources and services that are currently available to support the deficiency or problem, including any other sources of funding, and state why those resources and services are inadequate.
- Describe other programs that are available in the community to address status offenses, juvenile delinquency and prevention and the relationship those programs will have with the proposed effort. If applicable, describe the lack of programs and the impact it has on the community.
- Describe the background for the project proposal (be sure to reference any local planning activities or advisory committees that identify the project as a need).

Project Description (no more than three pages)

Planning Grants: The project description section is where the proposed project is explained in detail. It should be clear to the reader what will occur and it should clearly tie to the problem described in the needs section. In this section, applicants should:

- Describe who will serve on the planning committee.
- Identify the target population and how it will benefit from the project.
- Identify how families, parents, guardians, etc. will be engaged in the planning process.
- Describe the judicial support for the process.
- Describe any existing planning process or plan that addresses Racial and Ethnic Disparities.

Implementation Grants: The project description section is where the proposed project is explained in detail. It should be clear to the reader what will occur and it should clearly tie to the problem described in the needs section. In this section, applicants should:

- Describe readiness to implement the proposed project
- Clearly tell what the project will do.
- Identify the target population and how it will benefit from the project.
- Identify how the project engages families, parents, guardians, etc. if applicable.
- If the applicant is proposing to implement, expand, or replicate a program, the applicant must state the evidence-based strategy or program that is being used, provide the source, and explain how the grant funding will augment other funding or sustain the project.

If the project is for supplies or equipment, explain the existing program and how the purchase will support it.

Judicial support is critical for this initiative. Please indicate the involvement of the judges in the planning process, and document their commitment to address Racial and Ethnic Disparities in the juvenile justice system. Include the goals and related objectives that the project is intended to achieve.

Goals and objectives should be clear, concise, measurable, and attainable. A goal is defined as the ultimate intended outcome, and should state what the program or project is intended to achieve over the life of the grant. An objective is an outcome derived from the goal and states what will be accomplished

within a certain time period. It is measurable. Each goal should have correlating objectives. A projected deadline should be stated for achieving each objective. Performance measures established by the U.S. Office of Juvenile Justice and Delinquency Prevention (OJJDP) may be helpful in establishing measurable objectives. Performance measures for each purpose area, as well as core measures applicable to all purpose areas, can be found at:

<https://ojjdppmt.ojp.gov/>

Discuss strategies and activities the project will employ to accomplish the stated goals and objectives. For programs, cite research, studies, models, previous programs, or some other evidence that demonstrate it is a best practice or evidence-based practice. (Some questions to consider: Have these strategies been successfully employed elsewhere? Which experts recommend them and why? Is it listed on one of the federal model programs guides; if so, which one(s)?)

Project Goals and Objectives Form

- Describe the proposed RED Initiative.
- Failure to provide specific, measurable objectives and performance measures, may result in the elimination of your application from consideration.

To assist you in filling out the form, please refer to the information below.

- | | |
|--------------------------------|--|
| 1. Purpose Area | Insert |
| 2. Goal | Insert |
| 3. Objective | Objectives identify the project’s focus and targeted outcomes. Objectives should address safety, security and juvenile delinquency issues identified in the Project Narrative. Number each objective. Objectives must be Specific, Measurable, Achievable, Relative, and Timely (SMART) . |
| 4. Start/End Dates | January 1, 2020 to September 30, 2020 or January 1, 2020 to September 30, 2021. |
| 5. Activities | Provide a specific list of measureable activities and tasks that will be undertaken each quarter to accomplish each objective and to complete the project successfully. |
| 6. Implementation Steps | The Implementation Steps section should include details such as when and where an activity will occur, who and how many will participate in the activity, and what resources and materials will be used in the activity. |

VIII. Reporting Requirements

Grant recipients must submit Quarterly Financial and Progress Reports online to DCJS. Failure to comply in a timely manner may result in DCJS withholding disbursement of grant funds and/or termination of the grant. DCJS will provide grant-reporting requirements at the time of grant award. Applicants who are awarded grant funds must comply with the reporting requirements of DCJS and OJJDP. DCJS requires all grantees to submit quarterly financial reports and progress reports, including quarterly performance measure data, in a timely fashion using the DCJS on-line Grants Management Information System (GMIS). Grant recipients will also be required to submit an annual performance measures report using the Data Collection and Technical Assistance Tool (DCTAT), an on-line reporting tool, as required by OJJDP. Once a grant has been awarded, persons responsible for reporting will be given instructions to obtain a user name and password for both systems. Due to the DCTAT reporting schedule, grant recipients may be required to report to DCTAT up to one year after the completion of the grant.

IX. Submission Instructions

Applications must be submitted using the format and forms that are linked in these guidelines. Please do not alter the forms. The complete DCJS Grant Application must have an email time stamp of **no later than 5:00 pm Monday August 19, 2019. Applications received later than 5:00 p.m. on August 19, 2019 will not be considered unless technical issues with the submission are documented by the locality and accepted by DCJS.**

Applications must be emailed to:

jjdp@dcjs.virginia.gov

Applications submitted by fax will not be accepted. Please submit the grant application as one PDF file. Additionally, send a word document which contains the “Brief Project Description” as entered on the face sheet of the grant application.

Please put the name of your locality and “JJDP Title II RED” in the subject line of the email. You will receive an automated reply once you email your grant. Submissions prior to the deadline are appreciated.

All parts of the application should a) be complete, b) comply with any page limitations, c) use the forms provided, and d) be submitted as one PDF document with the name of your locality as the title of the PDF document. (i.e., “Richmond JJDP Title II RED”).

Number all pages and submit the application packet components in the following order:

Grant Application Components

- [Grant Application Form](#)
- [Itemized Budget Form](#)
- Budget Narrative
- Needs Assessment
- Project Description
- Project Goal and Objectives Form: [DOC](#)

Links to grant preparation instructions:

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

The Project Administrator must be listed on the grant application face sheet and they must sign the application face sheet. If someone has been authorized with signing authority, that signed designation of authority must be submitted to DCJS.

X. Technical Assistance

Grant Application Training and Technical Assistance

To aid applicants in their grant application preparation, DCJS will be facilitating two webinar trainings. Pre-registration is required and there is no registration fee. Instructions for participation will be provided via email on the day before each webinar.

Please have a copy of the guidelines available during webinar trainings. The grant application guidelines and all attachments are available at: <http://www.dcjs.virginia.gov>.

The webinars will be held on:

| | Date & Time | Webinar Topic | To Register |
|-----------|--|--|--|
| #1 | Thursday, July 25, 2019 1:00pm-2:30pm | Overview of the grant application guidelines and process | Click here to register |
| #2 | Thursday, Aug 1, 2019 1:00pm-2:30pm | Overview of the grant application guidelines and process | Click here to register |

Please contact the following DCJS staff member for questions regarding your grant application.

Greg Hopkins: email gregory.hopkins@dcjs.virginia.gov or telephone (804) 646-0977

Additional resources and information regarding Racial and Ethnic Disparities can be found at the following websites:

<https://www.juvjustice.org/our-work/safety-opportunity-and-success-project/national-standards/section-i-principles-responding-5>

<http://www.ncsl.org/research/civil-and-criminal-justice/racial-and-ethnic-disparities-in-the-juvenile-justice-system.aspx>

<https://www.sentencingproject.org/publications/racial-disparities-in-youth-commitments-and-arrests/>

XI. Grant Application Checklist

- 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]
- Have all applicable parts of the Grant Application Itemized Budget been completed?
- Does each entry on the Itemized Budget form show the DCJS fund amount as the total?
- Has a Budget Narrative been provided, explaining each item in the Itemized Budget?
- Is your **total** grant budget within the budget limits?
- Is the Needs Assessment (no more than three pages) attached?
- Is the Project Description (no more than three pages) attached?
- Are the Goals and Objectives Forms attached?

XII. Grant Review Process

DCJS staff uses a standardized rating form to review and rate grant applications. At least two DCJS staff members review each application. The evaluation tool that will be used will be available on the DCJS website after the grant application webinar.

After DCJS staff have reviewed each application, the Advisory Committee on Juvenile Justice and Prevention will review all application scores and make recommendations for funding to the Criminal Justice Services Board. Final grant approval is at the discretion of the Criminal Justice Services Board, which will meet on October 10, 2019 to award grants.

Please read all grant guidance carefully. The following technical errors in grant preparation and/or submission may result in your grant application not being considered for funding.

- Failure to provide all requested grant components.
- Failure to submit all required components as one PDF document.
- Failure to submit a separate Word document with the project summary.
- Failure to designate the correct official as the Program Administrator.
- Not providing the signature of the designated Program Administrator.
- Exceeding the budget.
- Submitting your grant application after the posted grant application deadline.

XIII. General Grant Conditions & Assurances

Applicants must include signed assurances of general grant conditions. The required assurances form: [General Grant Conditions & Assurances](#)