



# **2020 Juvenile Justice System Improvement Title II Grant Guidelines**

Program Guidelines and Application Procedures  
State Fiscal Year 2021

***Application Due Date***  
***Monday, March 09, 2020, 5:00 p.m.***

Virginia Department of Criminal Justice Services  
1100 Bank Street, Richmond, VA 23219  
[www.dcjs.virginia.gov](http://www.dcjs.virginia.gov)

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## **I. Introduction**

The Virginia Department of Criminal Justice Services ([DCJS](#)) is making federal funds available for projects under the Juvenile Justice and Delinquency Prevention (JJDP) Act Title II Formula Grants Program from the U.S. Office of Juvenile Justice and Delinquency Prevention ([OJJDP](#)).

## **II. Eligibility, Program Requirements, Due Dates, and Other Information**

### **A. Available Funding**

Approximately \$600,000 is available to be awarded through this competitive solicitation. In the coming months, additional funds may become available. Funding will support juvenile justice system improvements, new prevention and intervention programs, or enhancement of existing programs. Funds may be also used for limited-focus/time-limited projects.

### **B. Eligibility**

Eligible applicants under this solicitation are Virginia local units of government. This solicitation is not open to state agencies. Schools or school districts, detention centers, 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. Please contact DCJS with questions about eligibility of specific potential applicants. Funds may be used to support planning efforts, new prevention or intervention programs or to expand or replicate existing programs. Additionally, funds may be used for limited focus/time-limited projects.

### **C. Program Requirements**

Programs must be evidence-based (research and data-driven) and able to be sustained following completion of the grant period. The applicant must present a clear plan for sustainability. Applicants seeking to expand or replicate an existing project must be able to demonstrate progress and success in what has been done through the life of the project. Projects should demonstrate that programming is approached through a trauma-informed lens. Projects eligible for funding must fall within the priorities established by the Virginia Advisory Committee on Juvenile Justice and Prevention (ACJJP):

- JJDP Act compliance attainment or improvement,
- Reducing racial and ethnic disparities,
- Addressing behavioral health needs of at-risk youth and those involved in the juvenile justice system,
- Serving at-risk and system-involved youth in their home communities, and
- Increasing family engagement and community involvement for youth.

Priority will be given to jurisdictions which need to change practice in order to come into compliance with the reauthorized [JJDP Act](#), specifically reducing or eliminating detention of

status offenders, even those who violate valid court orders, and removing juveniles from adult jails and lockups, even when charged as adults.

The following are examples of areas for potential funding.

- Programs to divert youth from entering the juvenile justice system, including restorative justice programs, youth or teen courts, mediation, restorative circles, pro-social skill activities, and developing alternative interventions for status offenders.
- Programs that address racial and ethnic disparities (RED). Addressing RED is one of the core requirements of the recently reauthorized JJDP Act and is intended to ensure equitable and fair treatment for every system-involved youth, regardless of race or ethnicity.
- Community and home-based alternatives to incarceration, which include: competency building initiatives designed to reduce criminogenic risk factors; respite care for youth who need temporary placement such as crisis intervention or shelter care; pro-social skill activities; and healing centered and family engagement programming.
- Programs addressing youth gun violence.
- Programs designed to include parents, family members and natural supports to strengthen families and to help with transitioning back into the local community after a period of confinement. These programs focus on preparing youth for release and providing a continuum of follow-up, post-placement services to promote successful reintegration into the community. Reentry programming may include: one-to-one mentoring services; workforce development; educational assistance; transportation services; and family reunification. Juvenile detention centers with post-dispositional programs are encouraged to consider, in conjunction with their local unit of government, the use of this funding stream.

By applying for these grant funds, the applicant asserts that they have read, understand, and will comply with the following federal requirements and policies:

- Civil Rights: <https://ojp.gov/about/ocr/statutes.htm>
- Nondiscrimination: <http://ojp.gov/about/ocr/assistance.htm>
- Limited English Proficiency Individuals:  
[https://www.lep.gov/guidance/guidance\\_DOJ\\_Guidance.html](https://www.lep.gov/guidance/guidance_DOJ_Guidance.html)
- Equal Opportunity Plans: <https://ojp.gov/about/ocr/eeop.htm>
- Department of Justice Financial Guide:  
<https://www.justice.gov/ovw/file/1030311/download>

#### **D. Grant Period**

The grant period for awards to support juvenile justice system improvements, for new prevention and intervention programs, or to enhance existing programs made under these guidelines is for the two-year period of July 1, 2020 through June 30, 2022. Annual award

amounts are contingent upon the availability of adequate funding, program performance, and compliance with grant requirements.

The grant period for limited-focus, time-limited projects is twelve months, July 1, 2020 through June 30, 2021.

### **E. Restrictions on Funding and Allowable Expenses**

Funds awarded for limited-focus, time-limited projects may be used for consultants, travel, subsistence, equipment, and/or supplies and other expenses. Examples of allowable purchases include software to enhance a direct service program, computers or equipment (if properly justified), assessment or evaluation services, consultant fees, training in evidence-based strategies or programs, or certification for staff as it relates to service delivery of evidence-based programs. Applicants seeking to support an existing project must be able to demonstrate what has been accomplished through the life of the project by providing outcome data or an evaluation of progress and success.

Funds may not be used to supplant existing funds available for project purposes. The *2017 Grants Financial Guide* describes supplantation as follows: “Federal funds must be used to supplement existing state and local funds for program activities and must not supplant (replace) those funds that have been appropriated for the same purpose.” 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>.

### **F. Financial and Progress Reporting**

DCJS requires online submission of quarterly financial and progress reports into a Grants Management Information System (GMIS). Additional information about the on-line reporting system can be found on the DCJS website at:  
<https://www.dcjs.virginia.gov/grants/gmis-online>.

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.

### **G. Disbursement of Funds**

Disbursement of funds will only occur on a cost reimbursement basis for actual funds expended. Actual expenditures should be reported quarterly and invoiced pursuant to approved line item budget categories in the grant award package. Grantees will only be

reimbursed for costs that have been incurred within the grant period. Grant funds may only be expended and/or obligated during the grant period. All obligations must be fulfilled no later than 45 days after the end of the grant period. Requests for reimbursement shall be submitted through DCJS GMIS.

#### **H. Match Requirement**

There is no match requirement

#### **I. Application Deadline**

Applications must be emailed to [jjdp@dcjs.virginia.gov](mailto:jjdp@dcjs.virginia.gov) no later than 5:00 p.m. on March 9, 2020.

**Applications received after the deadline will not be considered unless technical issues with the submission are documented by the applicant and accepted by DCJS.**

#### **J. Grant Application Training and Technical Assistance**

To aid applicants in their grant application preparation, DCJS will be facilitating a webinar training. Pre-registration is required and there is no registration fee. Instructions for participation will be provided via email on the day before the webinar. Please have a copy of the guidelines available during the webinar training. The grant application guidelines and all attachments are available at: <http://www.dcjs.virginia.gov>.

The webinars will be held on:

<b>Date &amp; Time</b>	<b>Webinar Topic</b>	<b>To Register</b>
Tuesday February 11, 2019 1:00pm-2:00pm	Overview of the grant application guidelines and process	<a href="#">Click here to register</a>

For guidance on preparing and submitting a grant application, please contact:

Ed Holmes  
Juvenile Justice Program Analyst  
804-768-4576  
[ed.holmes@dcjs.virginia.gov](mailto:ed.holmes@dcjs.virginia.gov)

Greg Hopkins  
Juvenile Justice Specialist  
804-692-0977  
[gregory.hopkins@dcjs.virginia.gov](mailto:gregory.hopkins@dcjs.virginia.gov)

Additional resources and information for model program content and guidance are available at the following websites.

<https://www.crimesolutions.gov/TopicDetails.aspx?ID=5>  
<https://www.vera.org/projects/status-offense-reform-center/learn-more>  
<http://www.modelsforchange.net/reform-areas/index.html>

## **K. Grant Application Review Process**

This is a competitive grant application process. At least two DCJS staff and an outside reviewer will evaluate and score each grant application based on information provided, and the clarity, substance, and strength of the request made for funding. Reviewers may consider past performance, geographic location, budget justification, program design and services provided, sustainability, cost effectiveness of proposed projects, and the availability of funds.

Each application can earn a weighted total maximum score of 50 points. The primary grant program elements are evaluated based on ratings of Excellent, Acceptable, Marginal, or Unacceptable. The weighted rating points that can be awarded for each primary grant program element are:

- Itemized Budget (10%)                      0-5 points
- Budget Narrative (20%)                    0-10 points
- Needs Justification (30%)                0-15 points
- Project Description (30%)                0-15 points
- Goals and Objectives (10%)              0-5 points

DCJS may amend budgets based on a review of unallowable and/or unreasonable costs, and the availability of funds. DCJS has the discretion to make awards for greater or lesser amounts than requested and to negotiate the scope of work and budget with applicants prior to making an award.

After DCJS staff have reviewed each application, the Advisory Committee on Juvenile Justice and Prevention (ACJJP) will review and make recommendations for funding to the Criminal Justice Services Board (CJSB). **Final grant approval is at the discretion of the Criminal Justice Services Board which meets on May 21, 2020.**

### III. Application Forms and Instructions

#### A. 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 March 9, 2020. Applications received later than 5:00 p.m. on Monday 09, 2020 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](mailto:jjdp@dcjs.virginia.gov).

Put the name of your locality and “JJDP Title II” in the subject line of the email. You will receive an automated reply once your submission is received. Submissions prior to the deadline are appreciated.

Applications submitted by fax will not be accepted. Please submit the complete 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, and send an additional copy of the itemized budget in Excel format.

All parts of the application should a) be complete, b) comply with any page limitations, c) use the forms provided, d) be submitted as one PDF document with the name of your locality as the title of the PDF document, (e.g., “Portsmouth JJDP Title II”) and e) should include the additional project description in Word and the additional copy of the budget in Excel.

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

#### Grant Application Components

- Grant Application Face Sheet: [DOC](#) (DCJS online form)
- Itemized Budget Form: [XLS](#) (DCJS online form)
- Budget Narrative
- Needs Assessment
- Project Description
- Project Goal and Objectives Form: [DOC](#) (DCJS online form)

Links to grant preparation instructions:

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

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 submit a separate Excel document of the itemized budget.
- Failure to designate the correct official as the Program Administrator.
- Failure to provide the signature of the designated Program Administrator.
- Exceeding the allowable budget.
- Submitting your grant application after the posted grant application deadline.

## **B. Grant Application Coversheet**

The first page of the application is the Grant Application Coversheet. Use of the Grant Application Coversheet template form is required. Complete the following items.

**Congressional Districts:** List the congressional districts that will benefit from the program.

**Applicant:** Name of the locality applying for the grant.

**Faith-Based Organization:** Check the box indicating whether or not your program is a faith-based organization.

**Federal ID Number:** List your locality's federal identification number.

**Best Practice:** Insert the evidence-based program or practice.

**Jurisdiction(s):** List all localities to be served, and the zip codes plus-four digit code.

**Program Title:** Write "JJDP Title II Program" or "JJDP Title II Limited-Focus Time-Limited Project."

**Grant Period:** July 1, 2020 to June 30, 2022 (program grants) or July 1, 2020 to June 30, 2021 (limited-focus, time-limited projects)

**Certified Crime Prevention Community:** Not applicable to this grant program.

**DUNS Number:** Provide the Data Universal Numbering (DUNS) Number. A DUNS number is a unique nine-character identification number provided by Dun & Bradstreet. If you do not have a DUNS number, please go the website <http://fedgov.dnb.com/webform>.

**Rural, Urban or Suburban:** Check the box that best describes the applicant service area.

**Project Director:** List the person who will have day-to-day responsibility for managing the project.

**Project Administrator:** List the person who has authority to formally commit the locality to complying with all the terms of the grant application.

This **must** be the city, county or town manager; or the chief elected officer of the locality, such as the Mayor or Chairman of the Board of Supervisors. If someone other than one of these officials has been delegated the authority to sign, and signs the grant application, provide a copy of the letter, memorandum or other document by which the signing authority was delegated.

**Finance Officer:** List the individual who will be responsible for fiscal management of the funds.

*Provide email addresses, phone numbers, and mailing address (including and plus-four zip code) for each of the three people listed above.*

**Signature of Project Administrator:** This field must be completed with an actual signature, not a typed name.

**Brief Project Description:** Provide a short description in 100 words or less of the project. The description should include an estimate of the total number of individuals to receive program services during the calendar year and a brief summary of services to be provided. This description will be shared with the grant reviewers.

**Project Budget Summary:** The Budget Summary provides total figures from budget categories. These figures must match the Itemized Budget sheets.

### **C. Project Itemized Budget and Narrative:**

The budget narrative should explain the reason for each requested budget item and provide the calculation basis for its cost. All requested items must be justified and related to the project described on the Project Narrative, 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.

All additional funds supporting the program must be included in Section 7 of the itemized budget form under *Cash Funds*. Identify the source and use of additional funds in the budget and in the Budget Narrative. All amounts must be rounded to the nearest dollar.

#### **1. Personnel/Employees**

List each position by title (and name of employee, if available). Column 4, *Total Salary Amount Requested from Grant*, refers to grant-funded salary amounts requested from the grant (do not include fringe benefits here). Show the annual and hourly salary rates for the employee, and the hours to be devoted to the project by the employee. Typically, full-time employees work 2,080 hours annually.

The position description should describe the grant-related duties that will be performed. Indicate in the position description whether this position is a current and filled position, a current yet un-filled position, or a new, proposed position. Indicate each type of benefit included and the total cost to employees assigned to the project.

Applicants must justify all requested salaries. Justification may include documentation demonstrating that requested salaries are consistent with salaries paid to other positions with similar responsibilities within the program or at other organizations in the service area. All requested amounts must be reasonable given the complexity of work and consistent with the applicant's staff compensation plan.

#### **2. Consultants**

List each type of consultant or service, the proposed hourly fee rate, the amount of time to be devoted to such services, and the total cost requested. Document how the

use of outside consultants will significantly enhance project effectiveness and that consultant use is cost effective. The rate of compensation for individual consultants must be reasonable and consistent with that paid for similar services in the marketplace. The rate may not exceed \$650.00 per day (\$81.25 per hour), and may not exceed the consultant's usual and customary fee.

For organizations performing professional services, including professional associations and educational institutions, indicate the type of services being performed and estimated hourly contract price.

***Travel and Subsistence for Consultants:*** Reasonable expenses may be reimbursed.

### 3. Travel

Itemize total travel expenses of project personnel by local mileage, non-local mileage, and subsistence (food and lodging). If the applicant does not have an established local travel policy, then the applicant must adhere to federal/state travel policy. If local travel policy differs from the federal/state travel policy, please provide or describe the policy in the justification. Refer to the following U.S. General Services Administration (GSA) and Virginia Department of Accounts (DOA) websites for the most current travel rates and policies.

[www.gsa.gov/travel/plan-book/per-diem-rates](http://www.gsa.gov/travel/plan-book/per-diem-rates)  
[https://www.doa.virginia.gov/reference/CAPP/CAPP\\_Topics\\_Cardinal/20335-2019-July.pdf](https://www.doa.virginia.gov/reference/CAPP/CAPP_Topics_Cardinal/20335-2019-July.pdf).

Clearly explain the basis for all calculations. The mileage/travel reimbursement must be for the support of the project.

DCJS will consider requests to support attendance at appropriate national training conferences. Applicants must document that the requested training is needed and is unavailable within the state. **Registration fee expenses** should be detailed in the "Supplies and Other Expenses" category. DCJS may approve requests for funds to support out-of-state travel, or airfares to attend training conferences, with adequate justification. Applicants should demonstrate that attendance is cost effective and will facilitate essential improvements in service delivery.

**Local mileage** is considered travel within the immediate service area (satellite offices, court, meetings, etc.). **Non-local mileage** is outside of the immediate service area (trainings, conferences, meetings, etc.). Include a description for each request and justify why the request is necessary.

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

#### **4. Equipment**

Equipment includes, but is not limited to, the purchase or lease of items such as computers, telephones (but not line service), and cellular phones. Each major item to be purchased must be listed separately with unit cost. Each item to be leased or rented must be listed separately with the cost associated with the lease or rental. The Budget Narrative must explain the relevance of each item to the project. Items not justified will not be funded.

*Equipment* is defined in the federal Department of Justice *2017 Grants Financial Guide* as “tangible personal property (including information technology systems) having 1) a useful life of more than one year and 2) a per-unit acquisition cost of \$5,000 or greater (or the organization’s capitalization policy, if it is less than \$5,000). If the organization does not have a capitalization policy in place, the Federal policy amount of \$5,000 must be followed.”

#### **5. Supplies and Other Operating Expenses**

All costs should be itemized within this category by major types with the basis for computation (“x” dollars per month, “y” dollars per person, etc.). If necessary, major expenses can be itemized within major categories in each subheading with justification in the narrative. Other operating expenses include, but are not limited to, the following: telephone services, internet access/internet provider contracts, cellular phone services, office supplies, training, postage, and printing projects.

*Supplies* are defined in the *2017 Grants Financial Guide* as “all other items of tangible personal property that are not equipment. This includes computing devices

that cost less than \$5,000 per unit (or the organization’s capitalization threshold, if that is less than \$5,000).”

## 6. 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 two 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:

- Administrative or clerical services are integral to a project or activity;
- Individuals involved can be specifically identified with the project or activity;
- Such costs are explicitly included in the budget or have the prior written approval of the awarding agency; and
- 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.

### **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)
- 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

**“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:** MTDC Worksheet (Excel document)

**AND** Certification of De Minimis Indirect Cost Rate form

**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](mailto: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.

## 7. Non-Supplantation

The *2017 Grants Financial Guide* describes supplantation as follows: “Federal funds must be used to supplement existing state and local funds for program activities and must not supplant (replace) those funds that have been appropriated for the same purpose.” Requests for staff positions must be justified, must not supplant other funds, and must result in significant additional service delivery.

Applicants under this grant program must describe non-grant funds supporting their projects and must identify records that document the level of non-JJDP support and satisfy the non-supplantation requirement. Be sure to describe whether the expenses requested in this grant application compliment, and do not duplicate, other existing and anticipated funding sources/amounts.

#### D. Required Attachments

- **Signed Certifications Regarding Lobbying; Debarment; Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements required certification form; this form 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.**

#### **E. Project Narrative:**

##### **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 other programs and other services that are available in the community to address the problem 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)**

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:

- Clearly describe what the project will do.
- Identify the target population and how it will benefit from the project.
- Identify how participants will be selected and engaged.
- Identify how the project engages families, parents, guardians, etc. if applicable.
- If the applicant is proposing to implement, expand, or replicate a program, 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.

## F. Project Goals and Objectives Form

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://ojjdpmt.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 ones?)

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

- 1. Purpose Area** Identify the selected purpose area.
- 2. Goal** Describe the intended goal.
- 3. Objective** Objectives identify the project's focus and targeted outcomes.  
Objectives should address the issues identified in the Project Narrative.  
Number each objective. Objectives must be **Specific, Measurable, Achievable, and Related to the goal and Time-bound (SMART)**.
- 4. Start/End Dates** July 1, 2020 to June 30, 2022 (program grants) or July 1, 2020 to June 30, 2021 (limited-focus, time-limited projects)
- 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** 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.

#### IV. Application Checklist

- Grant Application Face Sheet: [DOC](#) (DCJS online form)
- Itemized Budget Form: [XLS](#) (DCJS online form)
- Budget Narrative
  - IF requesting indirect costs,
    - MTDC Worksheet (Excel document)
    - AND** Certification of De Minimis Indirect Cost Rate form
    - OR** A copy of your agency's Indirect Cost Rate Agreement letter/documentation
- Needs Assessment
- Project Description
- Project Goal and Objectives Form: [DOC](#) (DCJS online form)
- Signed Certifications Regarding Lobbying; Debarment; Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements required certification form
- General Grant Conditions & Assurances
- Applicant Disclosure of Pending Applications, if applicable
- Optional: Letters of Support