



# **Byrne/ Justice Assistance Grant Solicitation- Law Enforcement Training and Equipment**

Guidelines and Application Procedures

*Application Due Date  
October 22, 2021, 5:00pm*

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

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# Byrne/ Justice Grant Assistance Program Solicitation Guidelines and Application Procedures

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## I. Introduction

The Virginia Department of Criminal Justice Services (DCJS) is pleased to announce the availability of \$1,000,000 in federal Edward Byrne Memorial Justice Assistance Grant (“JAG”) funds. The JAG funds allows states and units of local government, including tribes, to support a broad range of activities to prevent and control crime based on their own state and local needs and conditions. As the State Administrative Agency (SAA), DCJS has the responsibility of managing the coordination and distribution of JAG funds in a manner that supports and improves the overall criminal justice system of the Commonwealth of Virginia.

Applicants for this competitive solicitation will be awarded for a nine (9) month period, in one of the focused areas identified in these guidelines.

## II. Focused Funding Areas

DCJS has identified the following project/program area as priorities for funding through this solicitation.

**Law Enforcement Training:** To increase training opportunities for law enforcement staff, applicants are invited to fund the purchase, development, or facilitation of general law enforcement related training courses that improve or enhance daily law enforcement services to the community and/or ensure the safety of the citizens and the agency. Projects should seek to provide research-based, up-to-date, relevant training, facilitated by qualified individuals.

**Law Enforcement Equipment:** Applicants are invited to purchase equipment that improves or enhances the delivery of daily law enforcement services to the community and/or ensures the safety of citizens and officers. Projects should seek to provide, upgrade and/or update equipment that would assist in increasing capacity and efficiency within the agency.

## III. Eligibility

This grant announcement is open to all **local and public campus law enforcement agencies**. Entities may only submit one application in response to this solicitation.

Nine (9) months is the maximum length of time that grant funds will be awarded to support the initiatives of the Byrne/ JAG grant program.

## IV. Grant Application Deadline

**Applications must be submitted in the DCJS Online Grants Management System (OGMS) no later than 5:00 p.m. on October 22, 2021.** The system will not allow applications to be submitted after the deadline, therefore, late applications will not be considered. Allow time for any possible technical difficulties you may experience since the application will not be accepted after the deadline. Instructions on how to register in OGMS are available as an attachment. If you have not already done so, it is recommended that you register for OGMS as soon as possible as the registration process can take several days.

## V. Amount Available

The amount of funding available for this solicitation of the Byrne/ JAG Grant Program is

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\$1,000,000. Applications must not be for less than \$10,000 and must not exceed \$25,000.

This is a competitive solicitation in which each applicant will be competing against other applicants. Agencies with 50 or fewer officers, and agencies with small or no budget for training or equipment, will be prioritized.

### VI. Grant Period

Grants will be awarded on a competitive basis for a (9) month period beginning January 1, 2022 through September 30, 2022.

### VII. Match Requirement

Pursuant to §1-112. Department of Criminal Justice Services Item 406 A.1 under Authority: Title 9.1, Chapter 1, Code of Virginia, grant recipients must provide twenty-five percent (25%) matching cash or in-kind funds from local sources. In-kind match is the value of an item or service received or provided that pertains to or directly supports the specific project activities funded by the grant. This means that federal funds can be used to fund no more than 75% of the cost of a proposed project. The remaining 25% of the project costs must be paid by the grant recipient with cash or in-kind contributions from local sources. For example, if a project's budget totals \$20,000, federal funds may be used to pay \$15,000 of that amount; the grant recipient must provide the remaining \$5,000 in cash or in-kind from local funding sources. Applicants who wish to demonstrate that they are contributing more than the required match may make reference to any additional support in their project narrative section of their application.

#### **Cash Match:**

A cash match is “the value of direct funding for the project” (28 CFR 94.118(c) (1)). Cash cannot be derived from federal sources. Once funds are committed to match for this project, they cannot be used to support or match other projects.

#### **In-Kind Match:**

Sources of in-kind match may include, but are not limited to, the following:

- Volunteered services, which may be professional or technical services, consultants, or skilled/unskilled labor assisting on the project. The value of volunteer services shall be consistent with the rate of compensation (which may include fringe benefits) paid for similar work in the program. If the similar work is not performed in the program, the rate of compensation shall be consistent with the rate found in the labor market in which the program competes. Records must be maintained documenting all volunteer services used as in-kind match. For additional guidance on the value of volunteer time, go to [www.independentsector.org/volunteer\\_time](http://www.independentsector.org/volunteer_time). Programs may not use federally funded time as volunteer in-kind match hours, as match cannot be derived from federal sources. This is applicable both for internal staff members and individuals external to the program.
- Materials/equipment, but the value placed on lent or donated equipment shall not exceed its fair market value.

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- Space and facilities, the value placed on which shall not exceed the fair rental value of comparable space and facilities as established by an independent appraisal of comparable space and facilities in a privately owned building in the same locality.
- Any reduction or discount provided to the sub-recipient shall be valued as the difference between what the sub-recipient paid and what the provider's nominal or fair market value is for the good(s) or service(s).

Grant recipients must maintain records that clearly show the source, the amount, and the period during which the match was allocated. In-kind contributions are determined at their fair market value. The basis for determining the value of personal services, materials, and equipment must be documented and to the extent feasible, supported by the same methods used by the grantee for its own paid employees. Non-compliance with documenting in-kind match amounts may result in a requirement to provide cash match, a reduction to the grant award, and/or other grant conditions.

### **Match Waivers:**

In an effort to support a continuity of services through the COVID-19 pandemic, DCJS has implemented a Match Waiver Request Policy for emergency and/or extenuating circumstances.

We recognize that there are many obstacles that impede localities' abilities to partially or fully match their grant funds. The Match Waiver will allow sub-grantees to describe efforts made to reach the match requirement, barriers related to COVID-19 which impact the organization's ability to meet the match, the impact on the organization if the waiver is not approved, and the overall impact on the grant award.

At this time, programs may request a match waiver for the current solicitation. Match waiver requests should be submitted with your application, as an attachment on agency letterhead, via OGMS when applying for the grant funding opportunity. Match waivers, whether partial or full, must be well justified by the applicant.

For more information on this process, please refer to the attached policy and/or contact the grant coordinators listed at the end of the solicitation.

All match on awarded grants must be:

1. Verifiable in program/organization records;
2. Included in the approved budget;
3. Derived from non-federal funding sources;
4. Not used as match in other areas;
5. Byrne JAG-allowable costs;
6. Necessary and reasonable for efficient accomplishment of project objectives;
7. In compliance with all federal and state guidelines; AND
8. Of the correct percentage as detailed in these guidelines.

## VIII. Restrictions

- Grant funds cannot be used to supplant state or local funds that would otherwise be available for the same purposes.
- **Reimbursement will be based on paid invoices for approved expenditures or through requested advance drawdowns with expected expenditures.**
- Changes to the grant budget after award must be approved by DCJS prior to expending funds based on the changes.
- Transactions occurring outside of the grant period will not be eligible for reimbursement.

The funds can be used for projects, including but not limited to:

- Employ Staff;
- Contract with Consultants;
- Purchase Equipment;
- Purchase Computer Software and Communications Technology;
- Pay for Travel and Training Expenses; and
- Other activities and services not prohibited in the section below.

The funds may not be used for:

- Weapons, ammunition and related equipment normally and routinely provided by the locality;
- Standard clothing and uniforms normally and routinely provided by the locality;
- Construction or renovation;
- Land acquisition;
- Lobbying and political contributions;
- Honoraria and bonuses;
- Personal entertainment such as tickets to sporting events;
- Personal calls;
- Alcohol or refreshments breaks or meals at training events, meetings or conferences; and/or
- Vehicles.

Information on prohibited expenditures under JAG, including the process to obtain prior approval to purchase a prohibited item(s) can be found within the [JAG Prohibited Expenditures Guidance](#) or within the [JAG FAQs document \(see Use of Funds section\)](#).

## IX. No Continuation Funding

The grant cannot be extended and will not be eligible for continuation.

## X. Application Forms and Instructions

Each application for the Byrne JAG Grant Program funding **must be submitted using the DCJS Online Grant Management System (OGMS)**. Email files or paper applications will not be accepted. All required fields must be completed in order to submit your application. Do not include any items not requested such as letters of support, annual reports, publicity articles, etc.

**General Information:** The Application Creation Wizard will assist you in completing the application's General Information form. Step 1 of the Wizard requires an application title and a primary contact. The application title should include the agency's name and the grant program (e.g. Byrne JAG Grant Program FY 22 Training Equipment PD ABC).

The primary contact is the individual in your agency who will be designated as the primary person responsible for the application and grant from your locality. This individual will receive automated email notifications when attention is needed on the application or grant. It is recommended that the Project Director (definition under Face Sheet) be listed as the primary contact. You will be able to add other persons to give them access to edit the application or associate them later if the grant is awarded. No information can be released to an individual not associated with the grant in OGMS.

After General Information has been finished, you have the ability to complete the application in any order or save to return at another time.

**Face Sheet: Required**

- *Congressional District:* Select the Congressional District(s) that will benefit from the program. To select more than one, hold down the Ctrl key.
- *Best Practice:* This **does not apply** to the Byrne JAG Grant Program (it is only required of JJDP programs).
- *Jurisdiction(s) Served:* Select all jurisdiction(s) served.
- *Program Title:* Provide a program title that includes the agency's name and the grant program (e.g. Byrne JAG Grant Program FY 22 Training Equipment PD ABC).
- *Certified Crime Prevention Community:* Click the hyperlink on the form to see if your locality is certified.
- *VLEPSC or CALEA Accredited:* Yes or No
- *Type of Application:* For this funding opportunity, you will choose "New."
- *Community Setting:* Check the box(es) that best describes the applicant service area.
- *Brief Project Overview:* Provide a short description of the proposed project (maximum of 750 characters).
- *Project Director:* List the person who will have the day-to-day responsibility for managing the project, and provide all required contact information.
- *Project Administrator:* Name and contact information for the County Administrator or City Manager (Administrative and Fiscal Agent) who has the authority to formally commit the organization/locality to complying with all the terms of the grant application, including the provision of the required match, if applicable.
- *Finance Officer:* List the person who will be responsible for the fiscal management of the funds and provide all required contact information.

**Project Narrative:** All questions in this section are **required**.

- *Demonstration of Need:* Provide a description of your agency and a description of the unmet need or problem that the grant project will address. Describe your existing resources and services that are available to address the identified problems, and state why those resources and services are not adequate to address the unmet needs (maximum of 5000 characters).
- *Project Description:* Provide a detailed description of the project design and planned implementation activities. Describe how the project will reach the stated goals and the

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capabilities of your organization to implement and manage the project. The project description should tie implementation activities to project goals and objectives (maximum of 5000 characters).

- *Service Area Demographic/Target Population:* Provide a brief description of the target population to be served by your organization (maximum of 5000 characters).
- *Sustainment Plan:* Provide a brief description of how your organization will continue to provide the proposed services after grant funding ends (maximum of 5000 characters).

**Goals and Objectives:** This section is **required** under this grant program. You should answer, “Yes” when asked, “Are Goals and Objectives required by the funding opportunity?”

- *Goal Number:* You can have more than one goal and they should be numbered. This allows you to enter multiple objectives under one goal without having to type it out multiple times.
- *Goals:* This is the outcome of your project and should be broad and general.
- *Objectives:* These directly support the larger goal. They should be narrow, precise, **measurable**, realistic, and capable of being completed within the grant period. The objective and goal should be in **S.M.A.R.T.** format (Specific, Measurable, Achievable, Related to the project, and Time-Based). A new row should be completed for each objective under a goal.
- *Activities:* This is a list of **measurable** tasks to be undertaken to accomplish the objective. You can have multiple activities per objective.
- *Month:* Mark the month in which implementation steps will start.

### **Budget: Required**

- *Budget:* Click “Edit Grid” and enter your requested state amount under the “Federal” column.
- Local match needs to be placed in the appropriate budget category under the “Cash Match” or “In-Kind” columns.
- *Match Percentage:* This box will auto-calculate the percentage of match provided in the grid. The percentage should equal 25% or should not be less than 25%.

**Personnel and Employee Fringe Benefits: A new row is required for each position requested under the grant.** If a position is being requested, you should answer, “Yes” when asked, “Is Personnel being requested?”

Personnel: To request funding for staff, click “Add Row”

- *Employee Name:* Enter the name of the grant funded person. If the position is not currently filled, enter “To Be Determined” or “TBD.” If there are more than one TBD, then distinguish the names by adding a number (e.g. TBD-1 and TBD-2).
- *Position Title:* Enter title of the proposed grant funded position.
- *Position:* Indicate if the position is full-time or part-time.
- *Total Hours Per Week:* Include the number of hours dedicated to the grant project per week.
- *Total Hours Per Year:* Include the number of hours dedicated to the grant project per year.
- *Total Annual Salary:* Enter the total annual salary for the position to include grant-funded and other funding sources. This figure should **not** include fringe benefits.
- *Percent being requested:* Enter the percentage of the total annual salary you are



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requesting the grant to cover.

- *Number of Grant-Funded Hours:* This figure will auto calculate after you save the row and is based on the information you entered in “Total Hours Per Year” and “Percent being requested.”
- *Grant-Funded Full Time Equivalent:* This figure will auto calculate after you save the row and is determined by dividing the “Number of Grant-Funded Hours” by 2080 hours.
- *Total Salary Amount Requested from Grant:* This figure will auto calculate after you save the row and is based on information you entered in “Total Annual Salary” and “Percent being requested.”
- *New Position:* Indicate if this is a new position.
- *Personnel Funding:* Break down the “Total Salary Amount Requested from Grant” into Federal Funds and, if applicable, the appropriate local match field. The “Personnel Total” will auto calculate when you save the row.
- *Employee Fringe Benefits:* To request fringe benefits, click “Add Row”.
- *Employee Name:* Choose the name of the employee from the drop down box.
- *Enter the amounts of each benefit requested:* If you enter “Other”, you will need to describe and break down the costs of the benefits in the text box labeled. If “Other”, please describe.”
- *Requested Employee Fringe Benefits Total:* This figure will auto calculate after you save the row.
- *Fringe Benefits Funding:* Break down the “Requested Employee Fringe Benefits Total” into Federal Funds and, if applicable, the appropriate local match field. The “Employee Fringe Benefits Total” will auto calculate when you save the row.
- *Position and Justification:* This section is **required, if a position is requested**. Click “Add Row” to enter the information.
- *Employee Name:* Choose the name of the employee from the drop down box.
- *Description of Position:* The position description should briefly describe grant-related duties performed by the person in the position.
- *Justification for Position:* The justification should explain how the position is essential to the project.

### Consultants:

- Indicate if consultants or consultant subsistence and travel costs are included in your budget: yes or no. If “yes” under “Consultant” and “Consultant Subsistence (lodging + meals) & Travel,” enter the information required and the amounts for the funding source(s) as appropriate. Under the “Description and Justification,” select the name of the consultant and enter in the description of consultant’s role (maximum of 500 characters) and justification for use of consultant (maximum of 500 characters) for each item.
- Enter a description of each service contracted for and the name of the service provider.

Please note: 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, exclusive of travel), and may not exceed the consultant’s usual and customary fee.

### Travel:

- Indicate if travel (mileage) costs are included in your budget: yes or no. If “yes” under “Local Mileage” or “Non-local mileage,” enter the number of miles and the mileage rate.

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Under the Description and Justification, select the mileage being requested and enter in the description of mileage (maximum of 500 characters) and justification for mileage (maximum of 500 characters) for each item.

### **Subsistence:**

- Indicate if subsistence and other travel costs are included in your budget: yes or no. If “yes” under “Subsistence” enter the event title, under “Lodging” enter the number of rooms required, number of nights and rate cost and under “Meals” enter the number of people, number of days, and the per diem rate. Under the “Description and Justification,” select the event item being requested and enter in the description of cost (maximum of 500 characters) and justification for cost (maximum of 500 characters) for each item.
- Under “Other Travel Costs,” enter the event title, number of people attending, number of trips with airfare, the rate and other travel costs. Under the “Description and Justification,” select the event item being requested and enter in the description of costs (maximum of 500 characters) and justification for cost (maximum of 500 characters) for each item.

### **Equipment:**

- Indicate if equipment is included in your budget: yes or no. If “yes” enter the item requested, the cost per item or monthly rate, and the total number of items or months for each item. Under the Description and Justification, select the equipment item being requested and enter in the description (maximum of 500 characters) and justification (maximum of 500 characters) for each item.
- **Additional Documentation:** Provides the option for applicants to attach supporting documentation for the equipment items and costs. Click “Add New Attachment” and upload the file. In the description box, indicate the equipment item and explain what information the file is providing.

### **Supplies and Other:**

- Indicate if supplies and other included in your budget: yes or no. If “yes” enter the item requested, the cost per item or monthly rate, and the total number of items or months for each item. Under the Description and Justification, select the supply or item being requested and enter in the description (maximum of 500 characters) and justification (maximum of 500 characters) for each item.
- “Supplies and Other Operating Expenses” include, but are not limited to, rent, utilities, cell/land/fax/internet services, postage, and office supplies.

### **Attachments:**

- Please upload any additional attachments required by this funding opportunity here.

### **Non-Supplantation:**

- The section is required under this grant program. The Project Administrator, or the individual who has been delegated or designated as the signing authority, must certify that the grant funds requested under this grant program will be used to supplement existing funds and will not replace (supplant) funds appropriated for the same purpose.

### **General Conditions and Assurances:**

- This section is **required** under this grant program. The Project Administrator, or the

individual who has been delegated or designated as the signing authority, must certify that the grant funds gives assurances and certifies that the grant will follow federal conditions.

**Lobbying Disbarment:**

- This section is **required** under this grant program. The Project Administrator, or the individual who has been delegated or designated as the signing authority, must certify that the grantee will be in compliance with the certification requirements under 28 CFR Part 69, “New Restrictions on Lobbying” and 28 CFR Part 67, “Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-free Workplace”.

**Authority Certification:**

- This section is **required** under this grant program. If the person completing the application is not the Project Administrator, as previously defined, information regarding the signing authority, or the delegation of such authority, should be available upon request.

## **XI. Reporting Requirements**

Grant recipients must submit quarterly financial and status 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 the grant reporting requirements at the time of grant award. In addition to quarterly reporting, DCJS may request other data for use in annual reporting to the General Assembly on the use of these funds. DCJS will also require quarterly reporting to the Bureau of Justice, Office of Justice Programs, Performance Measuring Tool Management system to ensure compliance with federal reporting guidelines.

## **XII. How and Where to Submit Application**

**Applications must be submitted in the DCJS Online Grants Management System (OGMS) no later than 5:00 p.m. on October 22, 2021.** The system will not allow applications to be submitted after the deadline, therefore, late applications will not be considered. Plan accordingly for any possible technical difficulties you may experience since the application will not be accepted after the deadline. Each application form in OGMS must be marked as complete before you can submit the application. If you receive an alert, you will need to review the form for any missing required information.

## **XIII. Grant Application Review Process**

All applications will be reviewed as part of a competitive review process. External/non-DCJS staff and DCJS staff will rate each application based on information provided, adherence to these Grant Guidelines, and the clarity, substance, and strength of the request made for funding. Reviewers may consider demonstrated need, geographic location, budget justification, cost-effectiveness of proposed projects, and the availability of competitive funds. DCJS reserves the right to change program budgets based on allowable costs, justification of items, and available funding. Grants may be funded in full or in part, based on the number of qualifying applications, available funding, and geographical representation. Each submitted grant

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application will be rated on its quality and adherence to these guidelines.

Each application can earn a weighted score of 60 points, with total possible points of 72 if bonus points are applied. The primary grant program elements are evaluated based on ratings of Excellent, Acceptable, Marginal, and Unacceptable. The weighted rating points that can be awarded for each primary grant program element are:

- |                                    |                   |
|------------------------------------|-------------------|
| · Technical Compliance             | 0-3 points (5%)   |
| · Project Narrative                | 0-24 points (40%) |
| · Project Plan/ Goals & Objectives | 0-18 points (30%) |
| · Budget                           | 0-15 points (25%) |

A total of twelve (12) Bonus Points are available for Certified Crime Prevention Community agencies (2 points) and VLEPSC or CALEA accredited agencies (10 points).

The Grants Committee of the Criminal Justice Services Board (CJSB) will review grant application scores and the summaries of staff evaluations of applications. The Grants Committee will then make funding recommendations to the full CJSB. **The CJSB will make final grant award decisions at its meeting in December 2021.** Funding decisions made by the CJSB are final and may not be appealed.

DCJS Office of Grants Management in the Division of Finance and Administration will issue grant award packages based on the final approval of the CJSB. Fiscal and programmatic revisions may be required as a condition of funding.

To aid localities with their CESF and JAG grant application preparation, DCJS will facilitate a webinar training on **September 14, 2021 at 10:00 a.m.** The webinar will also be available for viewing after the session on September 14<sup>th</sup> to assist applicants. Registration will be available via the DCJS website.

Please contact the following DCJS staff for questions regarding your Byrne/Justice Assistance Grant Program application:

Nicole Phelps: email [nicole.phelps@dcjs.virginia.gov](mailto:nicole.phelps@dcjs.virginia.gov) or telephone (804) 786-1577, or

Tracy Matthews: email [tracy.matthews@dcjs.virginia.gov](mailto:tracy.matthews@dcjs.virginia.gov) or telephone (804) 371-0635

For questions and technical assistance relating to the OGMS system, contact [ogmssupport@dcjs.virginia.gov](mailto:ogmssupport@dcjs.virginia.gov). Please include your grant program area in the Subject line.