



Virginia Community-Based Gun Violence Intervention (CBGVI) Grant Solicitation

Program Guidelines, Concept Paper and Application
Procedures

*Concept Paper Due Date
March 11, 2022*

Virginia Department of Criminal Justice Services
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www.dcjs.virginia.gov

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Virginia Community-Based Gun Violence Intervention Grant Solicitation Program Guidelines, Concept Paper and Application Procedures

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I. Introduction

The Virginia Department of Criminal Justice Services (DCJS) is now accepting applications for the Virginia Community-Based Gun Violence Intervention (CBGVI) Grant. The primary purpose of this initiative is to support the implementation of strategies that will result in reducing gun violence and gang activity in Virginia communities. This is a competitive, **two-phase solicitation** open to Virginia localities and non-profit organizations that demonstrate in their application collaboration with key stakeholders and a commitment to the implementation of promising practices that have been shown to be effective in reducing gun violence.

Gun violence is one of the most urgent public health crises of our time, with nearly 1,000 Virginians killed or injured by guns annually. Nowhere is this more evident than in historically underserved communities across the Commonwealth. DCJS recognizes that intentionality is key in developing a community-based, local agency collaborative strategy in addressing gun violence. Through violence prevention and intervention programs, numerous states have seen significant reduction in gun violence. Gun violence intervention and prevention programs avert interpersonal violence by working with a range of community stakeholders to provide support and intervention to those at highest risk for being a victim and perpetrator of violence.

Recognizing the serious need to address gun violence, the General Assembly appropriated \$2.5 million in federal American Rescue Plan Act of 2021 (ARPA) funds during the 2021 Special Session II of the General Assembly, to provide funding to support eligible applicants in implementation and/or enhancement of gun violence reduction initiatives. Specifically, [the budget language provides](#) \$2,500,000 to the Department of Criminal Justice Services to:

Provide competitive one-time grants to groups providing community-based gun violence reduction or youth and gang violence intervention programming through initiatives including, but not limited to, those substantially similar to programs such as the Gang Reduction and Youth Development of Los Angeles and Operation Ceasefire of Boston models. In awarding such grants, the Department shall prioritize initiatives in localities experiencing higher than average levels of gun violence and those assessed pursuant to Item 406¹ Paragraph R of Chapter 1289 of the 2020 Session of the General Assembly.

This announcement provides guidance to aid applicants in determining eligibility, developing a program narrative, developing the itemized budget and budget narrative, and completing other related forms. Using the guidance presented in this document, applicants should be able to efficiently and effectively prepare complete applications in the On-line Grant Management System ([OGMS](#)).

Through this **two-phase solicitation**, interested applicants are asked to first submit a Concept Paper, documenting the applicants' eligibility, the proposed project, and the expected outcomes of the project. Secondly, upon review of the Concept Papers, DCJS will invite select applicants to submit full applications for review. Grant awards will be made from the review of the full grant applications.

¹ The Appropriations Act of 2020 provided grant funding for community assessments for youth and gang violence prevention initiatives in Hampton, Newport News, Norfolk, Richmond, Roanoke, and Petersburg.

II. Eligibility and Amount Available

Eligibility:

Under this solicitation, eligible applicants include:

- Local government agencies (law enforcement, criminal justice, and human services agencies).
- Non-profit organizations providing human services and/or criminal justice services.

DCJS encourages local government agencies to partner with community organizations that are well positioned to support local gun violence reduction efforts. Effective partnerships between law enforcement and community stakeholders are essential to public safety, it is important that government agencies, community groups and non-profits all embrace public safety as a shared responsibility².

Applicants can apply for funding under one of the following three categories: governmental agency, non-profit organization, micro-grants for community-based organizations.

- Local government agencies can apply up to \$350,000 in grant funding,
- Non-government agencies can apply up to \$350,000 in grant funding.
- There will also be about \$120,000 available for smaller community-based organizations to receive micro-grants up to \$20,000.

Grants will be awarded on a competitive basis, for up to 24 months, beginning July 1, 2022 through June 30, 2024. Funding for the second year may be contingent upon ARPA funding being approved by the Department of Planning and Budget for use in Fiscal Year 2024 (July 1, 2023 – June 30, 2024).

Matching Funds Requirement:

There is no matching funds requirement for this grant program.

III. Availability of Continuation Funding

Grant awards issued through this grant program are dependent on the availability of funding within the state budget bill. The grant(s) cannot be extended and will not be eligible for continuation beyond the time period specified, unless additional state funds are made available in subsequent years.

IV. How to Apply

Concept Paper Deadline (Phase I):

Concept Papers submissions are required through DCJS's Online Grants Management System (OGMS). Instructions on how to register and use OGMS can be found at <https://www.dcjs.virginia.gov/grants/ogms-training-resources> (Please note that the registration process can take a few days.)

All applicants must select Start New Application in OGMS by selecting Community-Based Gun

² U.S. Department of Justice: Community Oriented Policing Strategies (COPS), Community Partnerships, (<https://cops.usdoj.gov/communitypartnerships>)

Violence Intervention Grant FY22–24 in the Funding Opportunities tab. Concept Papers are to be submitted no later than 5:00 p.m. on **March 11, 2022**. Applications received after the deadline will not be considered. Early submissions are appreciated. The Concept Paper is a preliminary screening tool that DCJS uses to evaluate the applicant’s proposal.

(Invited Applicants Only) Full Application Deadline (Phase II):

Selected applicants will be invited to submit a full application. Full applications for invited organizations must be submitted in the DCJS Online Grants Management System ([OGMS](#)) no later than 5:00 p.m. on **April 29, 2022**. The system will not allow you to submit an application after the deadline, so please allow time for any possible technical difficulties you may experience.

To aid applicants in their grant application preparation, DCJS will be facilitating a webinar training on the following dates:

February 15, 2022 at 1:00pm. (Non-government Agencies)

Webinar registration: [CBGVI Solicitation Guidelines Webinar](#)

February 17, 2022 at 1:00pm (Local Government Agencies)

Webinar registration: [CBGVI Solicitation Guidelines Webinar II](#)

Additional programmatic and grant-related technical assistance will be made available to applicants invited to submit a full application.

V. **Restrictions**

Grant funds cannot be used to supplant state or local funds that would otherwise be available for the same purposes. Grant funds shall be used to supplement, not supplant, other federal, state, or local funds that would otherwise be available for the proposed gun violence reduction activities. Supplanting occurs when an entity reduces or reallocates federal, state, or local funds for a particular activity or purchase specifically because other funds are available.

Changes to the grant budget after award must be approved by DCJS prior to expending funds based on the changes.

Allowable Costs: Requested funds must be utilized to prevent and reduce gun violence.

Allowable CBGVI projects and purchases include, but are not limited to:

- Hiring additional personnel;
- Overtime;
- Supplies,
- Training;
- Travel expenses;
- Food; and
- Stipends/incentives.

Unallowable Costs include, but are not limited to:

- Weapons, ammunition and related equipment normally and routinely provided by the locality;

- Construction or renovation;
- Land acquisition;
- Lobbying and political contributions;
- Honoraria;
- Bonuses;
- Alcohol; and
- Vehicles normally and routinely provided by the locality to others in the same roles.

VI. Program Requirements

The primary goal of this initiative is to implement or enhance locally-led gun violence intervention programs based on promising practices that provide services and resources to the impacted communities and individuals. In addition, funds may support the creation of a local gun violence task force that will focus efforts on jurisdiction(s) with high rates of gun violence.

Violence Intervention Programs should focus on at least one of the following three key elements:

- **Prevention:** Solutions that keep youth and young adults from entering the cycle of violence. Prevention involves efforts to prevent escalation by assisting individuals at an increased risk of violence or exhibiting early signs of violent behavior.
- **Intervention:** Programs and policies that assist individuals and their families that have been impacted by violence, to reduce their risk levels of repeat exposure.
- **Enforcement:** Law enforcement practices that interrupt the cycle of violence and positively engage the community.

Successful gun violence intervention and prevention programs generally:

- Deter individuals at high risk for violence from engaging in firearm violence.
- Help individuals at high risk for violence resolve potentially violent disputes before they occur.
- Connect those at high risk for violence to education, employment, and housing services.
- Provide peer mentoring, trauma-informed services, and culturally responsive mental health support to individuals impacted by daily gun violence.
- Authentically engage community members to build trust and collaboration between stakeholders.

For **new program implementation**, applicants must demonstrate program readiness to include deliberate efforts at community outreach, collaboration, building partnerships with local business, non-profits, community organizations, local medical and health agencies, and law enforcement. Applicants must dedicate resources and expertise or subject matter experts needed to execute and administer the project. Applicants should fully describe program services and their ability to collect performance measures on program activities.

For funding to **enhance existing programs**, applicants must demonstrate and show current funding sources, (i.e. local or federal funding) for the existing program. Applicants must document initial project recommendations as well as any current and past challenges that may

have caused program operations to stall or stop. Applicants must document the successes that have been captured since the initial implementation of the program. Applicants must justify the need for an enhancement.

Financial and Progress Reporting Requirements:

All grant recipients will be required to submit quarterly financial and progress reports through [OGMS](#). Both quarterly reports are due within 15 days after the end of each calendar quarter. Failure to comply in a timely manner may result in DCJS withholding disbursement of grant funds and/or termination of the grant.

Disbursement of Funds

Disbursement of funds will occur on a cost-reimbursement basis for actual funds expended. Actual expenditures must 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, and which are reported on their financial report. Grant funds, including matching 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 the DCJS online grant management system.

VII. Possible Programs for Replication

Applicants are encouraged to draw upon components of programs that have demonstrated success in reducing gun violence, or to implement promising practices and other strategies that have reduced gun violence. OJP's [crime solutions](#) website is one resource that applicants may use to find information about promising practices and evidence-based practices in criminal justice, juvenile justice, and crime victim services.

The following are some examples of successful models in other states. Applicants may need to tailor these promising practices to meet the unique challenges of their community.

Operation Ceasefire (Boston)

Originally developed by the Boston, Massachusetts Police Department's Youth Violence Strike Force, Operation Ceasefire is a problem-solving police strategy that seeks to reduce gang violence, illegal gun possession, and gun violence in communities. The goals of the program are to carry out a comprehensive strategy to apprehend and prosecute offenders who carry firearms, to put others on notice that offenders face certain and serious punishment for carrying illegal firearms, and to prevent youths from following the same criminal path. As a deterrence strategy, the intervention is based on the assumption that crimes can be prevented when the costs of committing the crime are perceived by the offender to outweigh the benefits of committing a crime. It targets high-risk youths as well as serious and violent juvenile offenders. When replicated in Chicago, the program was based on the premise that violence is a public health issue and can be prevented. The program in Chicago included five core components: community mobilization, youth outreach, public education, leadership involvement, and criminal justice participation.

Outcomes: Operation Ceasefire was instituted in Boston, Chicago, Cincinnati, and Indianapolis

yielding a 25% to over a 60% reduction in gun-related homicides.³

Gang Reduction & Youth Development

Established in 2007, the City of Los Angeles created the first office of Gang Reduction and Youth Development. This office employed a multi-system approach led by local law enforcement to reduce gang involvement. The model fosters alternatives to promote positive social decision making for youth. The targeted group consist of youth between the ages of 10–15, with a goal to reduce and eliminate the likelihood of youth engaging in gang related activities. This model also incorporates pro-social skill and activities, paired with a focus on increasing family and youth protective factors.

Outcomes: Gang Reduction & Youth Development has successfully shown that violent gang-related crimes have declined modestly more since the implementation than in comparable areas within Los Angeles County, and individuals participating in Gang Reduction & Youth Development prevention programs have shown substantial improvements in attitudinal and behavioral risk factors associated with potential and future gang involvement.⁴

Cure Violence

In the Cure Violence model, outreach workers are trained to identify conflicts within their community and help resolve disputes before they spiral into gun violence. These outreach workers are credible members of the community and well-respected by individuals at a high risk of violence. Outreach workers use their credibility to interrupt cycles of retaliatory violence, help connect high risk individuals to social services, and change norms around using guns to solve conflicts.

Outcomes: Cure Violence models have been used successfully in multiple cities, including Chicago, Philadelphia, and New York. New York’s neighborhoods with a Cure Violence site experienced 18% reductions in homicides from 2010–2013 while the matched control neighborhoods experienced a 69% increase during those same years.⁵

Group Violence Intervention and Focused Deterrence

In the Group Violence Intervention/ Focused Deterrence model, prosecutors and police work with community leaders to identify a small group of individuals who are chronic violent offenders and are at high risk for future violence. High risk individuals are called into a meeting and are told that if violence continues, every legal tool available will be used to ensure they face swift and certain consequences. These individuals are simultaneously connected to social services and community support to assist them in changing their behavior.

Outcomes: An analysis of 24 focused deterrence programs found that these strategies led to an overall statistically significant reduction in firearm violence. The most successful of these programs have reduced violent crime in cities by an average of 30% and improved relations between law enforcement officers and the neighborhoods they serve.⁶

³ United States Department of Justice, Office of the United States Attorneys, Programs; Operation Ceasefire and Safe Partnerships; <https://www.ojp.gov/pdffiles1/nij/188741.pdf>

⁴ Dunworth, Hayeslip, Lowry, Kim, Kotonias, Pacifici. (2013) Evaluation of Los Angeles Gang Reduction and Youth Development Program Year 3 Final Report, Urban Institute Justice Policy Center.

⁵ Butts JA, Wolff KT, Misshula E, & Delgado S. (2015). Effectiveness of the Cure Violence Model in New York City. John Jay College of Criminal Justice, Research & Evaluation Center.

⁶ Braga AA, Weisburd D, Turchan B. (2018). Focused Deterrence strategies and crime control: An updated systematic review and meta-analysis of the empirical evidence. *Criminology & Public Policy*.

Hospital-based Violence Intervention Programs

Hospital-based violence intervention programs provide gunshot victims admitted into hospitals with wraparound services such as educational support, job training, and mental health services to interrupt retaliatory cycles of violence and reduce the potential for re-injury.

Outcomes: One study found that those enrolled in these programs were six times less likely to be hospitalized again for a violent injury and four times less likely to be convicted of a violent crime than those not enrolled in the program. Likewise, an evaluation of Baltimore's program found that it saved the city \$1.25 million in lowered incarceration costs and \$598,000 in reduced healthcare costs.⁷

Trauma-Focused Cognitive Behavioral Therapy

Trauma-informed programs that employ cognitive behavioral therapy to those at risk for firearm violence have resulted in significant decreases in firearm violence.⁸ Cognitive behavioral therapy helps high risk individuals cope with trauma while simultaneously providing new tools to de-escalate conflict.

Outcomes: Trauma-informed programs in Chicago that provide high-risk youth with cognitive behavioral therapy and mentoring cut violent crime arrests in half.⁹

Shooting and Homicide Review Commissions

Shooting review commissions bring together law enforcement, community members, criminal justice stakeholders, and service providers to examine firearm violence within their community. Stakeholders collaboratively develop comprehensive interventions that identify high-risk individuals and address the underlying factors that lead to violence.

Outcomes: The shooting review commission in Milwaukee was associated with a significant and sustained 52% reduction in homicides.¹⁰ A Department of Justice evaluation found shooting review boards to be an effective way to reduce gun violence by building trust between criminal justice stakeholders and the community.¹¹

VIII. Grant Guidelines

Two Phase Application Procedure:

DCJS will use a two-phase process to solicit applications and award CBGVI grants. In the Concept Paper phase (Phase I), those interested in applying for CBGVI funding will submit a six-page Concept Paper outlining their proposed program. The page limit does not include the cover page.

DCJS will review all Concept Papers submitted in accordance with the specifications and instructions provided. Based on the strength of the Concept Paper and applicant eligibility, DCJS will issue invitations for participation in the Full Application phase (Phase II). Invitations to submit grant applications will be issued by **April 1, 2022**. Only invited grant applications will be considered for funding.

⁷ Cooper C, Eslinger DM, & Stolley PD. (2006). Hospital-based violence intervention programs work. *Journal of Trauma and Acute Care Surgery*.

⁸ Abt TP (2017). Towards a framework for preventing community violence among youth. *Psychology, health & medicine*.

⁹ Heller SB, Shah AK, Guryan J, Ludwig J, Mullainathan S, & Pollack HA. (2017). Thinking, fast and slow? Some field experiments to reduce crime and dropout in Chicago. *The Quarterly Journal of Economics*

¹⁰ Azrael D, Braga AA, O'Brien M. (2012). Developing the Capacity to Understand and Prevent Homicide: An Evaluation of the Milwaukee Homicide Review Commission. U.S. Department of Justice.

Concept Paper applicants should be mindful of the full application requirements which must be met if they are invited to participate in Phase II. Invited applicants will be required to complete the full application using the **DCJS On-line Grant Management System (OGMS)**.

Note: This is a competitive grant process. Neither the invitation to submit an application for CBGVI funds nor the provision of technical assistance to applicants by DCJS implies that an applicant will receive a grant award.

IX. Concept Paper Submission Instructions and Review Process (Phase I)

Concept Papers should to be uploaded into OGMS no later than 5:00 p.m. on **March 11, 2022**. Applications received after the deadline will not be considered. The Concept Paper application should include a cover page and project narrative. Applicants will be notified if they are invited or denied advancement to Phase II, by **April 1, 2022**.

Concept Paper Cover Page: The cover page should capture the title of the project, primary contact with contact information (email address, and telephone number), and program address. Include a brief a summary of the applicant's community, organization, and project description. This page is not included in the page limitation.

Project Narrative: The project narrative may be up to six pages. This narrative should include the following sections:

- **Needs Statement:** Describe the needs of the community served, including the severity of crime or gun violence issues and the impact of violence on the community. Provide specific statistics that support the existence and extent of the problem as defined in the eligibility section of these guidelines.
- **Population Served:** Describe the intended population served by the project. Be specific about the localities, neighborhoods, communities, or types of individuals that will be served by the program.
- **Promising Practice:** Describe the components of the promising practice that will address the stated problems.
- **Project Description:** Provide a description of the proposed project or practice and some of the planned implementation activities and the activities relevance to reducing gun related violence in your community. Provide information on how the project will incorporate a collaborative and multi-disciplinary approach that includes community based organizations.
- **Capabilities:** Provide a description of the organization and the capabilities of the organization to implement the proposed project.
- **Budget Narrative.** Provide a brief budget narrative that explains in general terms the anticipated cost associated with the proposed project.

Concept Paper Review Process

DCJS is committed to ensuring a fair and open process for awarding grants. 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. DCJS staff and external reviewers will reviews all submitted Concept Papers to ensure that the information presented is reasonable,

understandable, measurable, and achievable, as well as consistent with the solicitation. Each application can earn a weighted score of 100 points. 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:

- Needs Statement (0–12 points)
- Populations Served (0–12 points)
- Promising Practice (0–12 points)
- Project Description (0–36 points)
- Capabilities (0–16 points)
- Budget Narrative (0–12 points)

In accordance with the Appropriations Act, priority will be given to localities experiencing higher than average levels of gun violence (please refer to Appendix A) and those assessed pursuant to Item 406, Paragraph R of Chapter 1289 of the 2020 Session of the General Assembly.

X. Full Application Submission Instructions and Review Process (Phase II)

If DCJS invites applicants to submit a Full Application, invited organizations must submit the completed DCJS Grant Application packet by **5:00 p.m. on April 29, 2022** in [OGMS](#). Applications received after the deadline will not be considered.

Each application for the CBGVI 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. Community Based Gun Violence Intervention Program FY22).

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 individuals 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. CBGVI Grant Program FY22-FY23 PS Program Any County).
- *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 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).

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 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.

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.

Full Application Review Process:

DCJS is committed to ensuring a fair and open process for awarding grants. DCJS reviews the applications to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation.

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 the proposed project, and the availability of competitive funds. DCJS reserves the right to change program budgets based on allowable costs, justification of items, and available funding.

Each application can earn a weighted score of 100 points. 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:

- Needs Statement (0–24 points)
- Project Description (0–32 points)
- Capabilities (0–24 points)
- Budget Narrative (0–4 points)
- Itemized Budget (0–4 points)
- Timeline and Work-plan (0–12 points)

The Criminal Justice Services Board (CJSB) will review grant application scores and the summaries of staff internal and external reviewer evaluations of applications. The CJSB will make final grant award decisions at its meeting on June 16, 2022. Funding decisions made by the CJSB are final and may not be appealed.

DCJS Office of Grants Management in the Division of Financial 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

XI. Technical Assistance

To aid applicants in their grant application preparation, DCJS will be facilitating a webinar training on the following dates:

February 15, 2022 at 1:00pm. (Non-government Agencies)

Webinar registration: [CBGVI Solicitation Guidelines Webinar](#)

February 17, 2022 at 1:00pm (Local Government Agencies)

Webinar registration: [CBGVI Solicitation Guidelines Webinar II](#)

Additional programmatic and grant-related technical assistance will be made available to applicants invited to submit a full application.

Please contact the following DCJS staff for questions regarding your Community-Based Gun Violence Intervention (CBGVI) grant application:

Greg Hopkins: email gregory.hopkins@dcjs.virginia.gov or telephone (804) 692-0977

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

Appendix A

For 2 out of 3 calendar years 2018 through 2020,* Virginia localities with:		
Locality	20 or more homicides	10 or more homicides and a homicide rate at least 50% higher than the statewide homicide rate
Hampton		•
Newport News	•	•
Norfolk	•	•
Petersburg	•	•
Portsmouth	•	•
Richmond City	•	•
Roanoke City		•

*2020 homicide counts and rates are preliminary.