



**2023 Hospital-Based Violence Intervention and
Prevention Program
Firearm Violence Intervention and Prevention
Fund (FVIPF)**

Program Guidelines and Application Procedures

July 1, 2023-June 30, 2025
24-Month Award Period
For Continuation Applications

Application Due Date
November 21, 2022, 5:00pm
Late applications will not be accepted

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2023 Hospital-Based Violence Intervention and Prevention Program Guidelines and Application Procedures

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I. Introduction

The Virginia Department of Criminal Justice Services (DCJS) is now accepting applications for the Virginia Hospital-Based Violence Intervention and Prevention Program (HVIP). The purpose of this initiative is to support the implementation of proven strategies that will result in reducing violent crime within the Commonwealth while implementing effective and sustainable solutions to intercept and eliminate local cycles of violence. HVIPs are multidisciplinary programs that combine the efforts of medical staff with trusted community-based partners to provide safety planning, services, and trauma-informed care to victims injured in gun violence and their families.

With this grant program, DCJS seeks to continue and expand HVIP programs to provide services to victims of violent crime with the goal of reducing future incidences of violence-related injuries and homicides. It is anticipated that funding will be awarded to one statewide organization to coordinate the continuation or enhancement of HVIP projects in multiple hospital locations. The recipient will coordinate all aspects of the HVIP project, including coordinating project establishment in hospitals through sub-contracts, providing orientation and training to project staff, and evaluating program implementation. In addition, the recipient will ensure that reporting is completed, and project evaluation components are included.

Recognizing the serious need to address gun violence, the General Assembly appropriated \$4,000,000 in funding each year for two years (Firearm Violence Intervention and Prevention Fund)¹ “solely for the purposes of assisting local agencies, community-based organizations, and hospitals for the purpose of supporting implementation of evidence-informed gun violence intervention programs.

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 prepare complete applications efficiently and effectively in the On-line Grant Management System (OGMS).

Eligibility

This funding is open only to organizations that currently receive DCJS funding to support HVIP projects. Further, this funding is only open to those organizations that can coordinate the establishment or enhancement of HVIP projects in multiple hospital locations statewide. Organizations with local and regional initiatives are not eligible to apply.

¹ 2022 Budget Bill-HB30 (Enrolled): Item 408, N. 1(C)

Restrictions

Grant funds cannot be used to supplant state or local funds that would otherwise be available for the same purposes. 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

Allowable Costs: Requested funds must be utilized to prevent and reduce gun violence. Allowable projects and purchases include, but are not limited to:

- Hiring additional personnel;
- Overtime;
- Supplies;
- Training;
- Travel expenses; and
- Equipment, necessary items related to violence reduction.

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.

II. Program Requirements

HVIPs employ four major components that alter risk trajectories by operating at multiple levels of the social ecology.

- **Hospital Intervention:** Begins with a brief intervention in the emergency department (rapport-building).
- **Care:** Working with survivors and family members to provide individualized and coordinated care.
- **Follow up Services (Case Management):** Crisis intervention, resource linkage.
- **Community Reintegration:** 6-12 month follow up to increase protective factors with the intent to reduce injury recidivism.

Proposed projects should be consistent with the HVIP model and build upon previously funded work.

III. Maximum Amount Available Per Grant Award

DCJS anticipates awarding up to \$2,500,000 per year, for a total of \$5,000,000 for the two year grant period, through this competitive solicitation. Funding may be used to support planning efforts, system change initiatives, new prevention and intervention programs, or enhancement to existing programs.

IV. Application Review Process

DCJS reviews the applications to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation.

The Criminal Justice Services Board (CJSB) Grants Committee will review grant performance as presented by DCJS and will make recommendations for funding to the CJSB. The CJSB will make final grant award decisions at its meeting on December 8, 2022. Funding decisions made by the CJSB are final and may not be appealed.

The 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.

V. Application Deadline

Applications must be submitted by **5:00 p.m. on November 21, 2022** in OGMS at <https://ogms.dcjs.virginia.gov/index.do>. Applications received after the deadline will not be considered.

VI. Submission Instructions

Grant applications must be entered in OGMS. Follow these steps to begin an application for this funding opportunity in OGMS. Registration for OGMS and information can be found at: <https://ogms.dcjs.virginia.gov/index.do>

1. Log into OGMS. If you have never registered for OGMS, select the Registration button on the OGMS home page.
2. Select *Funding Opportunities*.
3. Select ID #504565, *HVIP, Virginia Hospital Violence Intervention and Prevention Initiative*.
4. Select *Start New Application*.
5. Under *Application Title*, enter the name of your Proposed Project. For example, "HVIP 2023."
6. Under *Primary Contact*, select your name. This can be changed later in the

application process if needed. Select Save Form Information. You will be taken to a new screen.

7. Under *Organization*, select your organization and then select Save Form Information. This will take you to a new screen.
8. Under *Additional Applicants*, select any of your organization members who should have access to this application and to the grant if it is awarded. You can also add or subtract people after the grant is awarded. If you do not see the name of a person who should have access to the application/grant, it could mean they are not registered in OGMS. Select Save Form Information. This will take you to a new screen.
9. Under the Application Details screen, complete all sections by clicking on each line. You cannot submit the application until all sections are complete. A green check mark indicates the section is complete.

The following sections are incorporated into the OGMS application system:

A. Face Sheet

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

Jurisdictions Served: Select all jurisdictions served.

Certified Crime Prevention Community: Not applicable to this grant program. As this is a required field, please answer this question to the best of your knowledge.

Type of Application: Select “New.”

Brief Project Description: Provide a short description of the project. This description will be shared with the committees making funding decisions.

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 organization to complying with all the terms of the grant application. This must be the leader of the agency/organization, or the president of the Board of Directors of a nonprofit organization. For a locality, this must be the city, county, or town manager; or the chief elected officer of the locality, such as the Mayor or Chair 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.

B. Budget

An itemized budget and budget narrative must be completed using templates provided in OGMS. Applicants must explain the reasons for each requested budget item and how requested amounts were determined. Itemize all budget amounts and place them in the appropriate category for each line item. The cells will automatically round amounts to the nearest dollar.

See the Budget Narrative section for detailed descriptions of each budget category.

Budget Narrative (located in the Budget tab)

Complete the Budget Narrative Tab(s) in OGMS for each specific category applicable to your request for funding. The budget narrative should detail anticipated expenses. Applicants must explain the reasons for each requested budget item.

Budget Categories (Complete the tabs applicable to your program needs). Fill the auto generated fields required in OGMS for the following budget categories. List the requested amount in the state fund category only.

a. Personnel Budget Category

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: Place the “Total Salary Amount Requested from Grant” into State 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: Place the “Requested Employee Fringe Benefits Total” into State 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.

b. Consultant Budget Category

For individuals to be reimbursed for personal services on a fee basis: List each type of consultant or service (with numbers in each category and names of major consultants when available), the proposed daily fee rate, and the amount of time to be devoted to such services. 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, or \$81.25 per hour, and may not exceed the consultant’s usual and customary fee.

For organizations, including professional associations and educational institutions, performing professional services: Indicate type of services being performed and estimated contract price.

Consultant travel and subsistence: Estimate actual cost. The cost must be reasonable and adhere to the applicant's travel policy. 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.

c. Travel & Subsistence for Project Personnel Budget Category

Travel expenses must be consistent with the state travel reimbursement policy. 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.

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.).

DCJS will strongly scrutinize requests to support attendance, subsistence, or travel for out of state trainings or conferences. Training/conference registration fees should be detailed in the "Supplies and Other Expenses" category only.

d. Equipment (items \$5,000 per unit and greater)

Include requests for equipment purchases of \$5,000 per unit or greater.

Each major item to be purchased must be listed separately with unit cost. List each item to be leased or rented with the cost associated with the lease or rental agreement. Provide the basis of computation for the requested amount. Include a written estimate of cost and local contract guidelines, if applicable. Justify equipment expenses by documenting that items will enhance direct services. Document the necessity and cost effectiveness of requested expenditures.

If equipment is requested to replace outdated or "old" equipment, briefly describe why replacement is necessary and when the "old" equipment was acquired.

Grant funds cannot support the entire cost of an item that is not used exclusively for the project related activities; however, grant funds can support a prorated share of such an item. Prorating calculations must be documented.

e. Supplies and Other Expenses (items under \$5,000 per unit)

Supplies are all other items of tangible personal property that are not equipment. This includes computing devices that cost less than \$5,000 per unit.

All costs must be itemized within this category by major types (i.e., office supplies, equipment use fees when supported by usage logs, printing, photocopying, postage, brochures, and telephone). If the item includes more than one component, identify subcomponents. For example, “Office Supplies: copy paper, pens, and folders.” Additionally, show the basis for computation (i.e., “x” dollars per month per three staff people for office supplies).

Explain how the item is essential to the goals of the project. Explain the rationale used to determine the basis for each computation (i.e., “the photocopying cost estimate is based on the cost spent in 2021 for similar services”). Applicants should document actual expenses for each line item requested when possible (i.e., “Last year we spent \$400 on postage. For FY 2022– 2023, we anticipate spending \$950, due to stamp rate increase.”). If a supply is requested to replace an outdated or “old” item, describe why replacement is necessary and when the “old” item was acquired.

f. Indirect Costs

Note: Indirect costs for this opportunity are limited to a maximum of 10%.

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. Most costs can and should be assigned to a project, thereby reducing indirect costs.

Applicants requesting Indirect Costs must indicate the expense in OGMS and include the necessary Indirect Cost Rate attachments. If this section is not completed, or if the necessary attachments are not included with the application, Indirect Costs may not be awarded. 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. Applicants do not have to request indirect costs, but it is allowable, up to 10%. To calculate indirect costs, applicants must first determine the Modified Total Direct Costs (MTDC) amount of the project budget. Indirect costs that can be requested are not based on the entire project budget, but on the MTDC amount. Applicants are not required to describe or itemize what is included in the indirect costs.

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 must be emailed to grantsmgmt@dcjs.virginia.gov each quarter.

The actual MTDC amount will determine the amount of Indirect Costs to be reimbursed for that quarter. In other words, the amount of Indirect Costs reimbursed will likely 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.

C. Project Narrative [Note: this may be uploaded as an attachment not to exceed 5 pages, as long as all of the sections are covered]:

The project narrative educates the reviewer about the applicant's community and organization; describes the severity of violent crime or gun violence issues and their impact on the community; provides statistics that support the existence and extent of the problem; clearly justifies the need for the grant; and describes existing resources and services currently available to address the problem, including any other funding, and an explanation as to why the resources are inadequate. This narrative should include the following sections:

- **Needs Statement.** Describe the needs of the community/communities 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. Identify if a strategic comprehensive assessment has been completed, and if so, what the assessment shows.
- **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.
- **Project Description.** Please describe how gun violence and violent crime has impacted the communities to be served, and how the proposed project will continue and expand previously funded HVIP work.

D. Project Goals and Objectives Form: List and describe your program's goals. Each goal must have objectives. Each objective must be measurable and directly related to one or more items requested in the grant proposal budget.

E. Additional Components

1. Non-Supplantation. Funds may not be used to supplant state, local, or other funds which would otherwise be available for the same purpose. All applicants must complete this certification.
2. Civil Rights Certification of Compliance
3. General Conditions and Assurances
4. Lobbying and Debarment Form
5. Authority Certification. All applicants must complete this certification. The Authority Certification is to be signed by the Project Administrator or designee, not the Project Director, program staff or any other individual without submitted documentation

Additional documentation required in this funding opportunity must be uploaded using the Attachments tab in OGMS. Upload only the documentation required. The description of the attachment should explain the information provided in the uploaded file.

Applications must be submitted in OGMS by 5:00 p.m. on Tuesday, November 21, 2022

VII. Financial and Progress Reporting

Grant recipients must submit quarterly reports through the DCJS Online Grants Management System (OGMS). 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.

VIII. Grant Application Training and Technical Assistance

All applicants are encouraged to participate in self-guided training of the recorded webinars for application submission in OGMS.

To access the On-line Grant Management System (OGMS) click here.
<https://ogms.dcjs.virginia.gov/>

Technical Assistance

Please contact the following DCJS staff for questions regarding your Virginia Hospital Violence Intervention and Prevention Grant Funding application:

Anya Shaffer, email: anya.shaffer@dcjs.virginia.gov or telephone (804) 786-2059

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

