



2023 Operation Ceasefire Grant Program (OCGP)

Program Guidelines and Application Procedures

January 1, 2023–December 31, 2024

24-Month Award Period

For New Competitive Applicants

Application Due Date

November 15, 2022 5:00pm

Late applications will not be accepted

Virginia Department of Criminal Justice Services
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Issued: October 24, 2022

2023 Operation Ceasefire Grant Program (OCGP) 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 Operation Ceasefire Grant Program (OCGP). The purpose of this initiative is to support the implementation of 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. Projects funded under this program will support Operation Bold Blue Line, an initiative to fight violent crime by standing up for law enforcement and building meaningful partnerships with communities.

The Operation Ceasefire Fund was created by the Virginia General Assembly in Chapter 2 of the Acts of Assembly of the 2022 Special Session 1. This funding source “shall be used solely for the purposes of implementing violent crime reduction strategies, providing training for law-enforcement officers and prosecutors, providing equipment for law enforcement agencies, and awarding grants to organizations such as state and local law-enforcement agencies, local attorneys for the Commonwealth, localities, social services providers, and nonprofit organizations that are engaged in group violence intervention efforts. For the purposes of subsection N.2. of this item, ‘group violence intervention’ means comprehensive law enforcement, prosecutorial, and community-based initiatives, substantially similar to Operation Ceasefire as implemented in Boston, Massachusetts and the Gang Reduction Programs implemented in Richmond and Los Angeles, California, which are documented by the Department of Justice and are carried out between members of law enforcement, members of the community, and social services providers.”

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](#)).

Eligibility

Under this solicitation, eligible applicants include:

- State Government Agencies (prosecution/law enforcement only)
- Local Government Agencies
- Law Enforcement Agencies (Police and Sheriff)
- Local Commonwealth Attorney’s Offices
- Community-based or nonprofit organizations with 501(c)(3) status

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

Violence Reduction 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 and prosecutorial practices that interrupt the cycle of violence and positively engage the community.

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 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.

All applicants funded under this solicitation will be expected to participate in strategic planning efforts, facilitated by DCJS and the Office of the Attorney General as a part of Operation Bold Blue Line. These sessions will be designed to meet your locality where it is and help move it forward in fighting violent crime.

III. Possible Programs for Replication

Applicants are encouraged to draw upon components of programs that have demonstrated success in reducing gun violence, preferably group violence intervention strategies (Operation Ceasefire and Gang Reduction Programs). OJP's [crime solutions](#) website is one resource that applicants may use to find information about promising practices and evidence-based practices related to Operation Ceasefire and Gang Reduction Programs. As stated in Section 408 of Chapter 2 of the Acts of Assembly, this fund is to be used for: "implementing violent crime reduction strategies, providing training for law-enforcement officers and prosecutors, providing equipment for law-enforcement agencies¹, and awarding grants to organizations such as state and local law-enforcement agencies, local attorneys for the Commonwealth, localities, social services providers, and nonprofit organizations that are engaged in group violence intervention efforts. For the purposes of subsection N.2. of this item, 'group violence intervention' means comprehensive law enforcement, prosecutorial, and community-based initiatives, substantially similar to Operation Ceasefire as implemented in Boston, Massachusetts and the Gang Reduction Programs implemented in Richmond and Los Angeles, California, which are documented by the Department of Justice and are carried out between members of law enforcement, members of the community, and social services providers."

IV. Maximum Amount Available Per Grant Award

Category/Budget Selection. Please select **ONE** category below that best exemplifies your organization's size and service area. Maximum award amounts are tiered according to each categories' criteria. **As this is a competitive application process, it is incumbent on the applicant to select the proper category. DCJS will not pre-determine which category your organization qualifies for but will verify this information through the review process. Inaccurate information may lead to disqualification.** NOTE: To determine your total annual operating expenditures, please refer to your organization's expenditures for the period from July 1, 2021 to June 30, 2022.

Priority. For categories 2-5 below, priority is given to requests seeking funds to implement recommendations of comprehensive strategic local assessments, and to localities that have not yet completed comprehensive assessments that request funding to

¹ Please note: As DCJS has released or is releasing a grant opportunity specifically for equipment for law enforcement agencies, equipment will not be funded through this solicitation.

complete comprehensive assessments. Additionally, jurisdictions are encouraged to hire, or should designate, local coordinators/criminal justice planners to coordinate all local firearms and other violent crime initiatives. Requests to fund local coordinators/criminal justice planners will be given priority consideration.

Additional priority will be given to localities that can demonstrate current high levels of violent crime.

Category 1: State Agencies. Maximum: \$2,600,000 for 24-month grant

Category 2: Small-sized local or non-profit organizations with under \$100,000 in annual operating expenditures relying primarily on volunteers to operate and may have no full-time employees. These applicants are seeking funding to support small-scale, neighborhood level activities. This category will likely include community-based organizations with 501(c)(3) status and community-based organizations without that designation but are working with a fiscal sponsor. **Maximum: \$50,000 for 24-month grant.**

Category 3: Small- to mid-sized local or non-profit organizations with annual operating expenditures of between \$100,001 and \$500,000 serving a limited geographic area or target population (e.g., grassroots group proposing activities serving one to two neighborhoods within a city or municipality). This category will likely include community-based organizations with 501(c)(3) status who have one or more full-time employees. **Maximum: \$150,000 for 24-month grant.**

Category 4: Mid-sized local or non-profit organizations with between \$500,001 to \$1 million in annual operating expenditures serving a geographic area or target population and is seeking to expand services to a larger service region. This category will likely include community-based organizations with 501(c)(3) status and potentially some smaller municipalities. **Maximum: \$250,000 for 24-month grant.**

Category 5: Large local or non-profit organizations with over \$1 million in annual operating expenditures with significant capacity, experience, and ability to implement, expand and scale complex programs across a large geographic area (e.g., city, county, etc.). This category will likely include large community-based organizations with 501(c)(3) status, larger municipalities and their commonwealth's attorneys' offices, and counties. **Maximum: \$500,000 for 24-month grant.**

V. 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 and will be rated

based on information provided, adherence to these Grant Guidelines, and the clarity, substance, and strength of the request made for funding. Reviewers will consider demonstrated need, geographic location, violent crime rates and targeted localities for Bold Blue Line initiatives, 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.

The Criminal Justice Services Board (CJSB) Grants Committee will review grant application scores and the summaries of evaluations of applications 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.

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

VI. Application Deadline

Applications must be submitted by **5:00 p.m. on November 15, 2022** in [OGMS](#). Applications received after the deadline will not be considered.

VII. 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 #504184, Virginia Operation Ceasefire for competitive applicants.
4. Select *Start New Application*.
5. Under *Application Title*, enter the name of your Proposed Project. For example, “Norfolk Operation Ceasefire.”
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

Not available under this solicitation

C. Project Narrative [Note: this may be uploaded as an attachment not to exceed 10 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:

- **Organization Background.** Please provide a brief overview of your organization, when you were founded, what your organization does, and the individuals or communities you serve.
- **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. 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.
- **Community Background.** Please describe how gun violence and violent crime has impacted your community, and what efforts your organization has already made – or strategies you would like to implement – to address that problem.
- **Project Description.** Provide a description of the proposed project or practice and some of the planned implementation activities and the activities’ relevance to reducing violent crime or 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.
- **Promising Practice.** Describe the components of the promising practice that

will address the stated problems.

- **Capabilities:** Provide a description of the organization and the capabilities of the organization to implement the proposed project. Identify the designated coordinator/criminal justice planner who is coordinating local violent crime initiatives, or specify if one will be hired.
- **Timeline.** Describe the planned implementation activities and their relevance to the stated goals and objectives
- **Budget Narrative.** Provide a budget narrative explaining and justifying the need for each requested budget item and provides the basis for its cost all funds requested and stating the basis/calculations for the amounts requested. All items requested in the Budget Narrative must be thoroughly justified and clearly related to the proposed project. Each item or service to be purchased must be separately listed with its unit cost. The budget narrative must thoroughly explain the relevance and importance of each item to the project.

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. References Section (Community-based and Nonprofit Organizations ONLY).** Please provide contact information for three references from stakeholders (e.g., patrons, oversight organizations, current or previous contract holders, etc.) that are familiar with your organization and its work via attachment. **These references may be contacted during the review process to verify information provided in your request.** Organizational members or family members should not be used as a reference. By adding a person's contact information, you are verifying that they consent to be contacted.
- 2. Community-based and Nonprofit Organization.** Please provide the link to your organization's nonprofit notation in [GuideStar.org](#), [IRS Tax Exempt Organization Search](#) or another similar nonprofit data source engine to confirm said status. If that notation is not available, please leave this field blank and upload a copy of the organization's tax exempt letter as an attachment.
- 3. 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.
- 4. 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 15, 2022

VIII. 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.

IX. Grant Application Training and Technical Assistance

All applicants should 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 Violent Crime Grant Funding application:

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