



**2024 Firearm Violence Intervention and Prevention
(FVIP) Grant Program**
For
Local Planning and Assessment
Guidelines and Application Procedures

January 1, 2024–December 31, 2025
24-Month Award Period
For New Competitive Applicants

Application Due Date
November 6, 2023, 5:00pm

Late applications will not be accepted

Virginia Department of Criminal Justice Services
1100 Bank Street, Richmond, Virginia 23219
www.dcjs.virginia.gov

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I. Introduction

The Virginia Department of Criminal Justice Services (DCJS) is now accepting applications for the Virginia Firearm Violence Intervention and Prevention (FVIP) Grant Program. The purpose of this initiative is to support the implementation of strategies that will result in reducing violent crime within the Commonwealth of Virginia, while implementing effective and sustainable intervention and prevention programming to interrupt and prevent 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.

Through violence prevention and intervention programs, numerous states have seen significant reduction in firearm violence. 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 victims and perpetrators of violence.

The Firearm Violence Intervention and Prevention Fund was created by the Virginia General Assembly in Section 408 of Chapter 2 of the Acts of Assembly of the 2022 Special Session 1. This funding source “shall be used for the purpose of supporting gun violence intervention and prevention programs.” Such funds shall be made available “to agencies of local government, community-based organizations, and hospitals for the purpose of supporting implementation of evidence-informed gun violence intervention and prevention efforts, including street outreach, hospital-based violence intervention, and other violence intervention programs. Grant funds shall also support firearm suicide prevention and safe firearm removal practices from persons prohibited from possessing a firearm, including subjects of domestic violence protective “orders”, persons convicted of prohibitory crimes, and persons subject to substantial risk orders.

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.

Eligibility

Eligible applicants for this solicitation include:

- City or township governments
- County governments

This solicitation supports strategic planning, coordination, and assessment to prevent and reduce violent crime.

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.

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

II. Program Requirements

DCJS is seeking applications that propose to initiate evidence-informed local strategic planning. Evidence-informed indicates a practice backed by evidence from research and evaluation, case studies, expert opinions or documented lessons learned from the field. For the purpose of this funding opportunity applicants can apply under two categories.

Category I

Category 1 will support local efforts to develop, implement, expand and/or enhance local violent crime funding and strategic planning coordination. Under this category, funding will support hiring a local coordinator, criminal justice planner or create a new local position dedicated to local violent crime funding and coordination. DCJS expects that the funded position be the point of contact for local multidisciplinary teams composed of stakeholders, which may be an existing, or a new formal working group or committee. The multidisciplinary team should meet regularly throughout the project period to guide and inform local planning and implementation. Stakeholders on the team may include, but are not limited to: county/local public sector leadership, community based organizations, court personnel, juvenile justice agencies, law enforcement, school-based law enforcement, local prosecutors, public defenders, victim advocates/service providers, community corrections, child welfare and social service agencies, hospitals, other health care providers, mental health services, researchers, school administrators, faith-based organizations, and community residents.

If applicants already have a multidisciplinary team in place at the time of the application, they should include an attachment with the current workgroup with names and names of their agencies. If available, please attach any documentation formalized partnership agreements

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such as memorandums of understanding (MOUs).

Category II

Category II supports local assessment. Applicants are encouraged to partner with local institutions of higher learning or an established organization to conduct local violent crime assessments. Assessments should capture the following key objectives:

- Crime trends to include neighborhood mapping, age, race, ethnicity, and gender to identify patterns and trends.
- Resource mapping to understand needs and gaps.
- Conduct local promising practices research, “What’s working” and “What’s not working.” The examining of local prevention, intervention, and enforcement efforts.
- Examine local youth risk and protective factors.
- Surveys or workgroups to examine local perceptions (safety, community, and local government responsiveness).

The intent of the assessment planning is to help local officials to identify specific needs and gaps, in order to understand the root cause of violent crime. Local assessments can drive adequate responses to better identify and employ new opportunities to support local efforts to reduce violent crime.

III. Project Period

Grants will be awarded on a competitive basis for a 24-month period beginning January 1, 2024, and ending on December 31, 2025. Continuation funding may be available, contingent upon the availability of adequate funding, program performance, and compliance with grant requirements.

IV. Maximum Amount Available Per Grant Award

DCJS anticipates awarding up to \$2.5 million through this competitive solicitation.

	Maximum Grant Award for Two Year Period (Jan. 1, 2024-Dec. 31, 2025)
Category 1	\$250,000
Category 2	\$25,000

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V. Application Review Process and Deadline

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 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 7, 2023. Funding decisions made by the CJSB are final and may not be appealed.

DCJS 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. 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 #519205, Virginia Firearm Violence Intervention and Prevention Grant for competitive applicants.
4. Select *Start New Application*.
5. Under *Application Title*, enter the name of your Proposed Project. For example, “Anytown FVIP Planning and Coordination,” or “Anytown FVIP Assessment.”
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

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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 locality to complying with all the terms of the grant application. For this grant, this must be the City Manager, County Administrator, or Town Manager. If someone other than this official 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.

Please note: there should be three separate individuals in these roles.

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. Please only use whole dollars, and no cents.

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

Budget Narrative (located in the Budget tab)

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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 is 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.

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- 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.).

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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.

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 2023– 2024, 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

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.

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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. Directions for calculating indirect cost are on the OGMS Indirect Cost form. 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 is optional.

g. Cash Funds from Sources Other Than Grant Program Supporting This Project

Applicants must use this budget category to provide a description of the sources and amounts of cash from other sources that support this project.

C. Project Narrative [Note: this may be uploaded as an attachment not to exceed 20 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 firearms 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 firearms 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*

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that will be served by the program.

- **Community Background.** Please describe how firearms violence and violent crime has impacted your community, and what efforts your organization has already made, or strategies you would like to implement 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 firearm related violence in your community. Provide information on how your project intends to reduce violent crime based on your outlined activities.
- **Capabilities.** Provide a description of the organization and the capabilities of the organization to implement the proposed project. Describe any prior experience working collaboratively with the locality.
- **Timeline.** Describe the planned implementation activities and their relevance to the stated goals and objectives.
- **Sustainment Plan (for planning and coordination grant only).** Provide a brief description of how your agency will continue the funded initiative once grants funding ends. Include any long-term adjustments your agency plans to continue throughout and beyond the grant period.

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. Existing partnerships or existing local workgroups rosters.
2. **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.
3. **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.

Applications must be submitted in OGMS by 5:00 p.m. on November 6, 2023.

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 and may require performance metric reporting in addition to those identified by the applicant.

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VIII. Grant Application Training and Technical Assistance

Training

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

Access the On-line Grant Management System (OGMS) at:

<https://ogms.dcjs.virginia.gov/>

Webinar registration:

Firearm Violence Intervention and Prevention Grant Funding Solicitation Guidelines

Webinar:

Monday October 16, 2023, 2:00pm

[\(Register\)](#)

Technical Assistance

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

Greg Hopkins

email: gregory.hopkins@dcjs.virginia.gov

phone: (804) 692-0977