



# **2024 Operation Ceasefire Grant Program Local Prosecutorial Resources (OCGP)**

## **Guidelines and Application Procedures**

January 1, 2024–December 31, 2026  
36-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](http://www.dcjs.virginia.gov)

## **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) for Prosecutorial Resources. 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.”

### **Purpose**

**The purpose of the OCGP grant program is to “support local prosecution efforts to address violent crime.” The applicant must present a clear plan for sustainability.**

**For this solicitation, the focus is to address local prevention, intervention, and enforcement through prosecution efforts.**

**The following is a non-exclusive list of potential areas for funding.**

### **Investigation Supports**

- Personnel to support violent crime investigations and crime analysis

### ***Prosecution Supports***

- Full-time or part-time prosecutor dedicated to prosecuting violent crime and weapons offenses
- Full-time or part-time case-manager or paralegal dedicated to cases arising as a result of violent crime and weapons offenses
- Full-time or part-time victim witness advocate dedicated to supporting victims and witnesses of violent crime and weapons offenses [NOTE: Position must work with

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specified prosecution efforts tied to meeting the purposes of Operation Ceasefire Fund initiatives. Funds are not intended to fill funding gaps created by reductions in the Victim Witness Grant Program (VWGP), nor shall they be expected to be covered by the VWGP when any award under this solicitation expires. Local offices will be expected to develop sustainability plans outside of the VWGP.]

### ***Equipment/Supplies Supports***

- Technology/resources to aid and support prosecution of violent crime and weapons offenses
- Crime scene supports/resources

### ***Training Supports***

- Crime scene training for prosecutors
- Legal supports and training for Law Enforcement as related to the prosecution and investigation of violent crime and weapons offenses

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***

***This solicitation is available to Local Commonwealth's Attorney's Offices only.***

### ***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 violent crime.***

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:

- Construction or renovation;

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- Land acquisition;
- Lobbying and political contributions;
- Honoraria;
- Bonuses;
- Alcohol.

## **II. Program Requirements**

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.

## **III. Grant Period and Maximum Amount Available Per Grant Award**

The grant period under this solicitation is January 1, 2024 through December 31, 2026. DCJS anticipates awarding up to \$5,000,000 through this competitive solicitation. The maximum grant award available for the three year grant period is \$500,000.

## **IV. 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 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.

## V. Application Deadline

Applications must be submitted in [OGMS](#) by **5:00 p.m. on November 6, 2023**. 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 #519206, Virginia Operation Ceasefire for competitive applicants.
4. Select *Start New Application*.
5. Under *Application Title*, enter the name of your Proposed Project. For example, “Anytown Commonwealth’s Attorney’s Office 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.

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**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 office to complying with all the terms of the grant application. This must be the Commonwealth’s Attorney; 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 and justify 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. 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.

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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.



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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.

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 (optional)**

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. 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.

**C. Project Narrative [Note: this may be uploaded as an attachment not to exceed 10 pages, if 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 issues and its 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 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

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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 in your community. Provide information on how the project will incorporate a collaborative and multi-disciplinary approach.
- **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.
- **Timeline.** Describe the planned implementation activities and their relevance to the stated goals and objectives.
- **Sustainment Plan.** Provide a brief description of how your agency will continue the funded initiative once grants funding ends. Include any long-term adjustments your office 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. **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. **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 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 metrics reporting in addition to those identified by the applicant

## VIII. Grant Application Training and Technical Assistance

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

The webinar for this grant solicitation will be held on:

<b>Date &amp; Time</b>	<b>Webinar Topic</b>	<b>To Register</b>
<b>Tuesday, October 17, 2023 2:00pm</b>	<b>Overview of the grant application guideline process</b>	<b>Click <a href="#">here</a> for registration</b>

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](mailto:gregory.hopkins@dcjs.virginia.gov) or telephone (804) 692-0977.**