



2024 Virginia Youth Violence & Substance Use Prevention and Intervention Grant Program

Application Due Date

October 30, 2023 at 5:00 p.m.

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

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I. Introduction

The Virginia Department of Criminal Justice Services (DCJS) is making an estimated awards up to \$1,000,000 in federal funds available to local units of government and state agencies. The goal of this funding initiative is to provide applicants with an opportunity to execute programs designed to build or support safe communities, including but not limited to projects designed to address youth violence and substance use specifically surrounding the fentanyl crisis. These federal funds are available under the Juvenile Justice and Delinquency Prevention (JJDP) Act Title II Formula Grants Program from the U.S. Office of Juvenile Justice and Delinquency Prevention (OJJDP).

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).

Purpose

The purpose of the Title II grant program is to “support a continuum of evidence-based or promising programs that are trauma informed, reflect the science of adolescent development, and are designed to meet the needs of youth.” The applicant must present a clear plan for sustainability. Applicants seeking to expand or replicate an existing project must be able to demonstrate progress and success in what has been done through the life of the project.

For this solicitation, the focus is to address youth violence and illegal substance use. Recently, youth violence has become a major topic of concern and has had a significant impact on local communities and school divisions across the Commonwealth. Local agencies have exhausted dedicated resources to address the many challenging behaviors which surfaced post-pandemic along with mitigating community violence that often spills over into school settings.

Furthermore, the Fentanyl epidemic has become both a national security concern and a serious public health emergency. As a result, Virginia Governor Glenn Youngkin signed [Executive Order 26](#), which directs the launch of a new comprehensive Fentanyl-fighting strategy across public safety, prevention, education, and treatment, to help fight the epidemic. The executive order comes on top of the Governor’s *Right Help, Right Now* plan to transform behavioral health, which includes a critical goal to reduce opioid overdoses in Virginia by 20 percent. Funding is available under this solicitation to provide prevention and intervention programs and services for youth and their families who are or have been affected by the Fentanyl epidemic.

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

Community Climate and Prevention Strategies

- Behavioral programs which include competency building initiatives designed to reduce criminogenic risk factors, such as crisis intervention and prosocial skill activities;
- Local youth violence prevention programs with a focus on evidence-based programs aimed at reducing youth violence in targeted communities;
- Trauma Responsive Teams to address community violence;
- Family level intervention strategies that mobilize the internal strengths and functioning of families and natural supports;
- Development of a comprehensive strategy to examine root causes and systemic local issues that may contribute to youth violence.

Educational and Prevention Supports

- School-based programs that provide educational supports, e.g., truancy prevention programs aimed at reducing or eliminating the risk of court involvement;
- Public relations/media strategies, e.g., promoting prevention services through media campaigns directed at a specific target audience; specialized product development for youth;
- Student engagement resources and student conduct supports;
- Post-threat assessment supports, case management, and team development.

Local Law Enforcement Community Collaboration

Local programing that focuses on law enforcement and community collaboration that address youth violence and illegal substance use focusing on Fentanyl awareness.

- Youth engagement programs that facilitate positive relationships between law enforcement and communities;
- Awareness campaigns and services targeting youth in partnership with local law enforcement and community organizations that provide prevention and intervention programs and services.

Priority Areas

Projects eligible for funding must fall within the priorities established by the Virginia Advisory Committee on Juvenile Justice and Prevention (ACJJP)

- Reducing disproportionality in the juvenile justice system;
- Compliance monitoring;
- Addressing behavioral health needs of youth and those involved in the juvenile justice system;
- Serving youth and system-involved youth in their home communities;
- Increasing family engagement and community involvement for youth;
- Alternative interventions for status offenders.

Evidence-Based Programs and Strategies for Replication

Applicants are encouraged to draw upon components of programs that have demonstrated success in reducing community violence, or to implement promising practices and other strategies that have shown to be effective. Below are some resources for evidence-based and promising practices in criminal justice, juvenile justice, and crime victim services.

Evidence Based Programs Resources

- Reliable Research. Real Results. | Crime Solutions, National Institute of Justice (ojp.gov)
- Model Programs Guide | Home | Office of Juvenile Justice and Delinquency Prevention (ojp.gov)
- [Washington State Institute for Public Policy- Washington State Institute for Public Policy](#)

II. Eligible Applicants

Eligible applicants under this solicitation are Virginia local units of government as defined in the [Code of Virginia](#) and state agencies. Non-profit, faith-based, community organizations, non-governmental organizations, and local agencies are not eligible applicants but may implement programs on behalf of the applicant at the discretion of the applicant. An applicant must cite the Virginia law that establishes that the applicant is included in one of these categories. Please contact DCJS with questions about eligibility of specific potential applicants.

By applying for these grant funds, the applicant asserts that they have read, understand, and will comply with the following federal requirements and policies:

- [Civil Rights](#)
- [Nondiscrimination](#)
- [Limited English Proficiency Individuals](#)
- [Equal Opportunity Plans](#)
- [Department of Justice Financial Guide](#)

III. Grant Application Deadline

Applications must be submitted through OGMS no later than 5:00 p.m. on Monday, October 30, 2023. Registration in OGMS is required. Registration for and information about OGMS can be found at: [OGMS Training & Resources | Virginia Department of Criminal Justice Services](#)

IV. Amount Available

Awards are subject to the availability of Federal Title II Formula Funding Program funds. **This is a competitive solicitation in which each applicant will be competing against other applicants. Grants may be funded in full or in part, based on the number of qualifying applications, available funding, and geographical representation. Each submitted grant application will be reviewed on its quality and adherence to these guidelines.**

V. Grant Period

The award period for this project is January 1, 2024 through December 31, 2025.

VI. Restrictions

Funds may not be used to supplant existing funds available for project purposes. For purposes of this application, supplanting means to replace existing funds used for a specific purpose with these grant funds. For example, a program that already employs a full-time director may not use these funds to help support that position unless the applicant can demonstrate the position would be reduced without these funds.

Grant funds may not be used for: firearms, ammunition, and related equipment; clothing/uniforms; construction or renovation; land acquisition; lobbying and political contributions; honoraria; bonuses; personal entertainment such as tickets to sporting events (unless related to the delivery of a particular evidence-based program); personal calls; alcohol; or luxury vehicles. Grant funds may not be used for food and beverages, unless related to the delivery of a particular evidence-based program for youth. For more information on the prohibition of using funds for food and beverages, please refer to Food and Beverages Policy for Grants and Cooperative Agreements from the Office of Justice Programs: <https://ojp.gov/financialguide/DOJ/pdfs/foodandbeverage.pdf>.

VII. Application Forms and Instructions

A. Submission Instructions

Applications must be submitted through OGMS. All applicants must select Start New Application in OGMS and select OJJDP Title II Juvenile Justice Grant Program FY24–25 in the Funding Opportunities tab.

The following components are required to be completed in OGMS by selecting Funding Opportunities and the Application tab:

- ☐ General Information
- ☐ Face Sheet
- ☐ Budget
- ☐ Budget Narrative
- ☐ Project Narrative
- ☐ Goals and Objectives
- ☐ Consultants
- ☐ Travel Subsistence/Other Travel Costs
- ☐ Equipment
- ☐ Supplies and Other Expenses
- ☐ Indirect Costs
- ☐ Attachments Non-Supplantation
- ☐ Civil Rights Certification of Compliance
- ☐ Authority Certification

OGMS has an internal checklist to ensure completion of each application component before final submission. See OGMS and the guidelines below for instructions on completing the components applicable to your project.

B. Funding Opportunities Component

1. Face Sheet

Complete the Face Sheet Component by entering the following information in OGMS:

- Congressional Districts: Choose all that apply. Hold the “Ctrl” key to enter multiple districts.
- Best Practice: Insert the evidence-based program or practice.
- Jurisdiction(s) Served: Select all jurisdiction(s) to be served; select “STATEWIDE” if applicable.
- Program Title: List the name of your program.
- Certified Crime Prevention Community (CCPC): Select Yes only if your locality is a CCPC.
- Type of Application: Select New.
- Grant Number: Not applicable.
- Community Setting: Check the box(es) that best describes the applicant service area.
- Brief Project Overview: Provide a short description of the project. The description must include an overview of the project and the intent, the population served, and the need that will be addressed. This description will be provided to the advisory committee and board considering your application.

- **Project Director:** The person who will have day-to-day responsibility for managing the project.
- **Project Administrator:** The person who has authority to formally commit the locality or state agency to complying with all the terms of the grant application. This must be the city, county, or town manager; the chief elected officer of the locality, such as the Mayor or Chairman of the Board of Supervisors; or, in the case of a state agency, the agency head. 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 as an attachment.
- **Finance Officer:** List the person who will be responsible for fiscal management of the funds.

2. 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.

3. 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.

Fill the auto-generated fields required in OGMS for the following budget categories. List the requested amount in the federal fund category only.

a. Personnel Budget Category

List each position by title. Show the annual salary rate for the employee and the hours of time to be devoted to the project by the employee. Typically, full-time employees work 2,080 hours annually.

Justify the position requested for funding with the grant. Describe the duties, responsibilities, and qualifications of each grant funded position.

The position description should detail the grant-related duties that will be performed. Indicate in the position description whether this position is a current and filled position, a current yet unfilled position, or a new, proposed position. Indicate each type of benefit included and the total cost to employees assigned to the project.

Applicants must justify all requested salaries. Justification may include documentation demonstrating that requested salaries are consistent with salaries paid to other positions with similar responsibilities within the program or at other organizations in the service area. All requested amounts must be reasonable given the complexity of work and consistent with the applicant's staff compensation plan. Applicants should consider recruitment and hiring time lines when calculating the expenditures for new personnel.

b. Fringe Benefits Budget Category

Under Requested Total, enter the total request of fringe benefits for each employee listed. If the applicant is not seeking fringe benefits for one of the listed positions, enter 0.

Under Description of Fringe Benefits/Basis of Computation, provide the basis of computation and the total amount of each fringe benefit in each respective space. If the applicant is not seeking fringe benefits for one of the listed positions, enter 0.

c. 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.

d. Travel & Subsistence for Project Personnel Budget Category

Itemize total travel expenses of project personnel by local mileage, non-local mileage, and subsistence (food and lodging). 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. Refer to the following U.S. General Services Administration (GSA) and Virginia Department of Accounts (DOA) websites for the most current travel rates and policies.

[Per Diem Rates | GSA VDOA](#)

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.

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

Equipment is defined in the federal DOJ Grants Financial Guide as "tangible personal property (including information technology systems) having a useful life of more than 1 year

and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000.”

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.

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

Supplies are described in the DOJ Grants Financial Guide as “all other items of tangible personal property that are not equipment. This includes computing devices that cost less than \$5,000 per unit (or the organization’s capitalization threshold, if that is less than \$5,000).”

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 2022 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.

g. 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. 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.

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.

h. Requirement Demonstrating Non-supplanting

The DOJ Grants Financial Guide describes supplantation as follows: “to deliberately reduce State or local funds because of the existence of Federal funds.”

Applicants under this grant program must describe non-grant funds supporting their projects and must identify records that document the level of non-JJDP support to satisfy the non-supplantation requirement. Be sure to describe how the expenses requested in this grant application complement, and do not duplicate, other existing and anticipated funding sources/amounts.

4. Project Narrative

a. Demonstration of Need

For this application component, provide a specific description of the need that this program will address, including the number and types of clients eligible for the proposed services and the percentage of those eligible who will be served, if applicable. Provide a clear, concise justification for the requested funding level. Demonstrate that the requested funding level is appropriate and that the program operates cost effectively. As necessary, describe plans to improve and expand existing services to match the grant purpose.

b. Project Description

The project description section is where the proposed project is explained in detail. It should be clear to the reader what will occur and it should clearly tie to the problem described in the needs section. In this section, applicants should:

- Clearly describe what the project will do.
- Identify the target population and how it will benefit from the project.
- If the project is for supplies or equipment, explain the existing program and how the purchase will support it.
- Identify the Title II Program Area and Measures;
(<https://ojdpmt.ojp.gov/help/titleIIdocs.html>)

5. Goals and Objectives Component

All award recipients will be expected to develop goals and objectives. DCJS will assist in their development if requested. For purposes of this application, applicants must identify the general improvement they want to achieve.

Award recipients will also be required to submit relevant performance measures data to DCJS to comply with the Performance measures established by the U.S. Office of Juvenile Justice and Delinquency Prevention (OJJDP). Performance measures for each Program area, as well as core measures applicable to program areas for all OJJDP Program areas, can be found at: <https://ojjdppmt.ojp.gov/help/titleIIdocs.html>.

Title II Formula Grant Program Performance Measures Definition and Questions can be found [here](#).

c. Additional Components

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. The following must be uploaded as attachments in OGMS:

- Proof of SAM Registration. This attachment is only required of applicants who currently have a System for Award Management (SAM) (<https://sam.gov/SAM/>) registration. If the applicant does not currently have a SAM registration, it will be required before a grant can be awarded. ****NOTE: All applicants receiving federal funding will need to provide a copy of their SAM Verification and UEI number.**

Applications must be submitted in OGMS by 5:00 p.m. on Monday October 30, 2023.

VIII. Financial and Progress Reporting and Claims Submissions

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. Registration for OGMS and information can be found at: [WebGrants -Virginia Department of Criminal Justice Services](#)

In addition to quarterly reporting, an annual Federal report (DCTAT) is required; in some cases it will be after the grant is ended.

A. Disbursement of Funds

Disbursement of funds will only occur on a cost reimbursement basis for actual funds expended. Actual expenditures should be reported quarterly and invoiced pursuant to approved line item budget categories in the grant award package. Grantees will only be reimbursed for costs that have been incurred within the grant period. Grant funds may only be expended and/or obligated during the grant period. All obligations must be fulfilled no later than 45 days after the end of the grant period. Requests for reimbursement shall be submitted as Claims through OGMS.

B. Match

There is no match requirement.

C. 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/).

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

If applicants have questions about OGMS after watching the training webinar OGMS Submitting Applications, please email questions to ogmsupport@dcjs.virginia.gov. Please include the grant program area, in the email subject line.

In addition to the self-guided training on OGMS, DCJS staff will also host one webinar on the specifics of this JJDP Title II Grant opportunity.

The webinar will be held on:

| Date & Time | Webinar Topic | To Register |
|--|---|---|
| Wednesday, October 11, 2023 1:00pm | Overview of the grant application guideline process | Click here for registration |

DCJS staff is available to provide technical assistance and information regarding the funding announcement and the application procedures. For guidance on preparing and submitting a grant application, please contact the staff members listed on the last page of this solicitation.

D. Grant Application Review Process

This is a competitive grant application process. Applications will be reviewed and scored and evaluated based on information provided and its adherence to these Grant Guidelines, and the clarity, substance, and strength of the request made for funding. Reviewers may consider past performance, demonstrated need, geographic location, budget justification, program design and services provided, sustainability, cost effectiveness of proposed projects, and the availability of funds.

Each application can earn a weighted total maximum score of 50 points. The primary grant program elements are evaluated based on ratings of Excellent, Acceptable, Marginal, or Unacceptable. The weighted rating points that can be awarded for each primary grant program element are:

- Itemized Budget (10%) 0–5 points
- Budget Narrative (20%) 0–10 points
- Needs Justification (30%) 0–15 points
- Project Description (30%) 0–15 points
- Goals and Objectives (10%) 0–5 points

DCJS reserves the right to amend program budgets based on a review of unallowable and/or unreasonable costs, justification of costs, and the availability of funds. DCJS has the discretion to make awards for greater or lesser amounts than requested and to negotiate the scope of work and budget with applicants prior to making an award.

After DCJS staff have reviewed each application, the Advisory Committee on Juvenile Justice and Prevention (ACJJP) will review and make recommendations for funding to the Criminal Justice

Services Board (CJSB). It is expected that the CJSB will make final grant award decisions at its meeting 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.

IX. Technical Assistance

Please contact the following DCJS staff for questions regarding your grant application:

Ed Holmes: email ed.holmes@dcjs.virginia.gov or telephone (804) 229-4377

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

To aid applicants in their grant application preparation, DCJS will be facilitating a webinar training on Wednesday, October 11, 2023 at 1:00pm.

Webinar registration:

<https://us02web.zoom.us/meeting/register/tZArdu2hrTorH9U3DJKJR04HWEIwpqU46Gx>

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