

Virginia Department of Criminal Justice Services

Policing in the 21st Century

**21st CENTURY POLICING GRANT
2016-17 Application Guidelines**

Applications are due to DCJS via e-mail on

November 3, 2016

**Department of Criminal Justice Services
1100 Bank Street Richmond, VA 23219**

Issued: September 30, 2016

I. SUMMARY

The Virginia Department of Criminal Justice Services (DCJS) is making federal Byrne Justice Assistance Grant (JAG) funds available for Policing in the 21st Century grants to improve collaboration between law enforcement agencies in Virginia and the communities they serve. This is a competitive solicitation.

In an effort to enhance the grant making process, Governor McAuliffe announced that his administration would hold four Law Enforcement and Community listening sessions across the state to solicit recommendations on ways to continue to strengthen and sustain the relationships between law enforcement officers and the diverse communities they serve and protect.

Convened by Secretary of Public Safety and Homeland Security Brian Moran and other administration officials, the listening sessions were attended by more than 300 law enforcement personnel and community partners, and provided a variety of ideas that local community groups in partnership with law enforcement could initiate with funding from this solicitation. The listening sessions were held in Richmond, Ashburn, Virginia Beach, and Roanoke in August and September of this year.

Applications are due to DCJS by 11:59 pm via e-mail on November 3, 2016.

Policing in the 21ST Century Grant awards **will not exceed \$20,000**, including required in-kind matching funds. Applications requesting more than \$20,000 will not be considered. Recipients must provide in-kind matching funds from non-federal sources equal to 10% of the amount awarded.

Eligible projects will be ranked based on need and the measurable impact of the proposed project in addressing the need identified by the applicant.

Approved projects will be awarded for a twelve-month period beginning January 1, 2017 and ending December 31, 2017. Extensions to the grant period may be allowed on a case by case basis. Continuation funding may be available for a second year of funding for a maximum grant period of up to 24 months. Grant recipients will be required to submit financial, program, and performance measure reports consistent with federal Byrne/JAG reporting requirements.

Using the DCJS forms linked in these guidelines, applicants should submit:

- DCJS [Grant Application](#) cover page;
- Grant Project Narrative not to exceed four pages;
- Grant [Budget Form](#)
- Grant Budget Narrative;
- Federal Assurance signature forms.

II. INTRODUCTION

The President's Task Force on 21st Century Policing identified best practices and made recommendations on how policing practices can promote effective crime reduction while building public trust. The task force identified best practices and recommendations in six pillars:

- 1. Building Trust and Legitimacy:**
- 2. Policy and Oversight:**
- 3. Technology and Social Media:**
- 4. Community Policing and Crime Reduction:**
- 5. Training and Education:**
- 6. Officer Wellness and Safety:**

The recent series of listening sessions continue ongoing efforts in the Commonwealth to bring together law enforcement and community groups, build trust, and foster positive relationships. In 2015, Governor McAuliffe convened the first Building Trust and Legitimacy in Police-Community Relations Forum in Hampton, VA. The Forum brought together law enforcement officials and community leaders to strengthen relationships and make communities safer. In 2016 DCJS made grant funding available for Body-Worn Camera Systems and issued a model policy to serve as a structured template to assist law enforcement agency that wish to adopt a comprehensive Body-Worn Camera policy.

Projects proposed under this solicitation may include evidence based programs or innovative proposals. Below are proposed projects that grantees may consider, but are not limited to:

- **Law Enforcement and Community Partnership Projects:**
Projects that promote dialogue, collaboration, and transparency between law enforcement and community members including facilitated community discussions, support of community relations strategies, community events developed to support police/community relationships co-sponsored by law enforcement and community groups, and Unity Forums.
- **Law Enforcement Recruitment and Hiring Initiatives:**
Community outreach events, development of marketing materials, and projects to enhance law enforcement recruitment efforts of minority candidates.
- **Law Enforcement Training Programs:**
Training programs on topics such as; fair and impartial policing, the science of implicit bias, cultural awareness, de-escalation training for law enforcement, cultural awareness projects that focus on specific community groups such as the LGBTQ community and other unserved communities, community members with limited English proficiency, and translation of community policing materials into languages reflective of community members.

- **Officer Resilience Training:**
Training for officers to address Post Traumatic Stress Disorder, and Trauma-Informed training to support officer resilience and officer wellness.
- **Equipment and Technology Purchases:**
Purchase of equipment that supports the use of less than lethal force. (Body-worn camera purchases were eligible in a previous DCJS solicitation and are not eligible for this funding opportunity.)
- **Police/Youth Projects**
Programs to enhance police/youth engagement in schools, and after-school programming such as the Police Athletic League (PAL) program, and Young Adult Police Commissioner program.
- **Data Collection Projects:**
Develop and implement law enforcement data collection strategies to analyze and report on information such as; arrest data, traffic stops, and use of force.

Eligibility:

Local law enforcement agencies, state law enforcement agencies, and regional criminal justice training academies may apply for grant funds through their local unit of government. The local unit of government is the applicant for these grant funds.

Applications from multi-jurisdictional partnerships will be considered provided that one locality serve as the applicant. Each locality must certify its consent to participate via a letter of support and participation signed by the locality's executive/chief administrative officer.

A locality may submit more than one application for the Policing in the 21st Century grant opportunity. The localities executive/chief administrative officer should rank multiple applications in numerical order of priority, from highest to lowest.

Applications may be submitted by a partnership of multiple localities in order to combine resources to fund a joint project. A plan of how the equipment or training will be shared by the partners should be included in the application. An example would be 2 counties that wish to purchase a piece of law enforcement equipment that will be available to both localities. The 2 counties could combine their individual grant maximum and apply for up to \$40,000 including match to purchase the equipment. The application should include a plan and equipment sharing agreement signed by both localities.

Amount Available:

The maximum amount of a single locality application, including the required local 10% in-kind match, is \$20,000. Applications requesting more than this amount will not be considered.

MATCH REQUIREMENT:

The Policing in the 21st Century Grant awards will not exceed \$20,000, including required **in-kind matching funds**. Applications requesting more than this amount will **not** be considered. Recipients must provide **in-kind matching funds from non-federal sources equal to 10% of the amount awarded**.

An in-kind match can be defined as things that could exist or could happen without the grant funding. In-kind contributions are non-cash transactions from the lead organization or on the part of an external funding source (partner) usually in the form of goods or services. The purpose of in-kind costs and documentation is to augment the limited amount of grant funds available, meet the match requirements, demonstrate the organization's capacity to detail the "true" cost of the program and ensure that the lead organization as well as the communities served are committed to the success of the program and are willing to invest their own funds or to seek external funding to support the program.

Examples of in-kind support:

- Use of offices, classroom space, or other facilities for program activities
- Donation of supplies from an organization or individual
- Donations of goods or services from other agencies, businesses, or individuals (Please Note: Service hours provided by volunteers in direct service related to the performance measures/objectives of the program are not considered in-kind.)
- Use of existing equipment or facilities including computers, fax machine, copiers or other equipment
- Use of agency staff who contribute time or services to the program

Grant Period:

The grant period will begin January 1, 2017 and end December 31, 2017.

Unallowable Costs:

Policing in the 21st Century Grant funds, including in-kind match, may not be used for: standard firearms, weapons, ammunition and related equipment normally and routinely provided by the locality to others in the same roles; standard clothing and uniforms normally and routinely provided by the locality to others in the same roles; basic training; construction or renovation; land acquisition; lobbying and political contributions; honoraria; bonuses; personal entertainment such as tickets to sporting events; personal calls; food or alcohol; or vehicles normally and routinely provided by the locality to others in the same roles.

Restrictions and Limitations:

The following restrictions and limitations apply to the Policing in the 21st Century Grant program:

- reimbursement will be based on paid invoices for *approved* expenditures;
- amendments to approved grant budgets may be approved on a case by case basis, but may not be more than 10% of the entire project budget;
- transactions occurring outside of the grant period will not be allowed;
- grant funds may not be used to supplant federal, state, or local funds that otherwise would be available for the same purposes;
- Applications submitted for more than \$20,000, including match, will not be considered.

Project Narrative:

Each application must include a Project Narrative which may not exceed four (4) pages. The Project Narrative heading should include the official name of the submitting entity, and a Project Title. The Narrative must include the following sections: Need Statement; Project Description; Project Timeline.

Need Statement

In the Need Statement section of your Project Narrative provide a description of your department or agency and your community, a description of the unmet need or deficiency the project will address, documented with statistical and/or other evidence about the impact it has on the functioning of your department/agency and its ability to serve the community.

Project Description

In the Project Description section, thoroughly and clearly explain how your equipment purchase will address the identified need and the impact that will have on the functioning and services of your department/agency. Joint law enforcement/community partnership projects are encouraged. Letters of support, memorandums of understanding and other documentation that support a law

enforcement agency and community group collaboration is encouraged and should be included in the grant application.

Project Timeline

In this section, provide a detailed, thorough project implementation timeline that includes the dates for initiating and completing the project. Note that the grant period begins January 1, 2017 and ends December 31, 2017. Continuation funding for a second year may be available, however the maximum length of any grant will be no more than 24 months.

Performance Measures:

Successful applicants will receive instructions on submitting performance measurement reports in compliance with federal grant requirements. Performance measures will include, but not be limited to:

- the amount of JAG funds used to purchase equipment;
- the amount of JAG funds allocated for training;
- the number by types of equipment purchased with JAG funds;
- Measure the change in the performance of the applicant attributable to the equipment purchased by JAG funds.

II. HOW TO APPLY

Applications must be submitted using the format and forms that are linked in these guidelines. Please do not alter the forms. Applications must be received by **DCJS no later than November 3, 2016**. Applications received after the deadline **will not be considered**.

A complete application must include:

- [Grant Application](#) form
- [Budget Form](#)
- Budget Narrative:
- signature page of the [Certifications Regarding Lobbying; Debarment; Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#), signed by the city, county or town manager, state agency director, regional criminal justice academy director, etc.;
- signature page of the [General Grant Conditions and Assurances](#), signed by the city, county or town manager, state agency director, regional criminal justice academy director, etc.;
- Project Narrative (not to exceed 3 pages).

Items 4 and 5 are required by DCJS and the federal government. Failure to include the signature pages of these forms with your application delays the grant review process and may disqualify the application. All forms can also be found under the “General” category at the following link: <https://www.dcjs.virginia.gov/grants/forms>

How to Submit an Application:

Applications must be submitted using the format and forms that are linked in these guidelines. Please do not alter the forms. The complete DCJS Grant Application must have an email time stamp of no later than 11:59pm **Thursday November 3, 2016**. Applications received after the deadline **will not be considered**. Applications submitted by fax will not be accepted.

Applications must be e-mailed to:

grantsmgmt@dcjs.virginia.gov

Please put the name of your locality in the subject line of the email. You will receive an automated reply once you email your grant. Submissions prior to the deadline are appreciated.

The Project Administrator (or designee with signatory authorization on file with DCJS) must be listed on the grant application face sheet. Please number all pages.

DCJS Staff Contacts:

For questions regarding your grant proposal, contact one of the following staff persons:

Albert Stokes; (804) 225-2091; Albert.Stokes@dcjs.virginia.gov

Joe Marshall; (804) 786-1577; Joseph.Marshall@dcjs.virginia.gov

Bill Dodd; (804) 371-0638; Bill.Dodd@dcjs.virginia.gov