



# **Byrne/Justice Assistance Grant Solicitation**

**Grant period January 1, 2020 to September 30, 2020**

(9-Month Grant)

Guidelines and Application Procedures

***Application Due Date***  
***Friday, August 9, 2019, 5:00pm***

Virginia Department of Criminal Justice Services  
1100 Bank Street, Richmond, VA 23219  
[www.dcjs.virginia.gov](http://www.dcjs.virginia.gov)

**Issued July 9, 2019**

# Guidelines and Application Procedures

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## I. Introduction

The Virginia Department of Criminal Justice Services (DCJS) is making approximately \$1.2 million of federal Edward Byrne Memorial Justice Assistance Grant (JAG) funds available for training, equipment, and initiatives to improve the functioning of local, state, and campus law enforcement agencies as well as regional criminal justice academies. Priority will be given to law enforcement agencies with 50 or fewer sworn staff. Applicants can apply for no less than \$3,000 and no more than \$125,000. There is no match requirement. The grants awarded under this solicitation will be for a single, 9-month period. This is a competitive solicitation in which each applicant will be competing against other applicants. Each submitted grant application will be rated on its quality, adherence to these guidelines, available funding, and geographical representation.

## II. Targeted Funding Areas

*Information on prohibited expenditures under JAG, including the process to obtain prior approval to purchase a prohibited item(s) can be found within the [JAG Prohibited Expenditures Guidance](#) or within the [JAG FAQs document \(see Use of Funds section\)](#).*

### 1. Law Enforcement Equipment

Applicants are invited to purchase equipment that improves or enhances the delivery of daily law enforcement services to the community and/or ensures the safety of citizens and officers. Projects should seek to provide, upgrade and/or update equipment that would assist in increasing capacity and efficiency within the agency.

### 2. Law Enforcement Staff Recruitment and Retention

To address the difficulty that many law enforcement agencies are experiencing in recruiting and retaining qualified individuals into the law enforcement profession, applicants are invited to fund public outreach initiatives to assist in recruitment and retention for law enforcement jobs.

### 3. Law Enforcement Training

To increase training opportunities for law enforcement staff, applicants are invited to fund the purchase, development, or facilitation of general law enforcement related training courses that improve or enhance daily law enforcement services to the community and/or ensure the safety of the citizens and the agency. Projects should seek to provide research-based, up-to-date, relevant training, facilitated by qualified individuals.

### 4. Law Enforcement Officer Overtime

Applicants are invited to fund overtime pay for officers assigned to specific geographic areas of need or on assignments or initiatives targeting a specific area of need for the locality. Examples include, but are not limited to DUI enforcement, narcotics enforcement, criminal street gang reduction initiatives, and firearms-related initiatives.

### 5. Firearms Interdiction

To address on-going criminal activity involving the use of firearms, applicants are invited to fund short-term initiatives designed to reduce firearms in circulation and available to the criminal element.

### III. Submission Instructions

Applications must be received by DCJS **no later than 5:00 p.m. on Friday, August 9, 2019.** **Applications received after the deadline will not be considered unless technical issues with the submission are documented by the application and accepted by DCJS.** Early submissions are appreciated.

Applications should be emailed as one PDF (please number all pages and submit as one document) to:

[grantsmgmt@dcjs.virginia.gov](mailto:grantsmgmt@dcjs.virginia.gov)

Please put the name of your locality in the subject line of the email. Faxed applications will not be accepted.

### IV. Amount Available

DCJS will award approximately \$1.2 million in federal funds. Applications must not be for less than \$3,000 and must not exceed \$125,000.

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 rated on its quality and adherence to these guidelines.

### V. Grant Guidelines

**Grant Period:** Grants funded under this solicitation will be a one-time, 9-month grant. Grant funding period is January 1, 2020 and ending September 30, 2020. These grants cannot be extended and will not be eligible for continuation.

**Match Requirement:** There is no match requirement.

**Eligibility:** Local, state, and campus law enforcement agencies, and regional criminal justice academies. Entities may only submit one application in response to this solicitation.

**Allowable Costs:** Grant funds may be used to employ staff; contract with consultants; purchase equipment; purchase computer software and communications technology; pay for travel and training expenses; or other activities and services equipment not prohibited under Unallowable Costs.

**Unallowable Costs:** Grant funds may not be used for: weapons, ammunition and related equipment normally and routinely provided by the locality; standard clothing and uniforms normally and routinely provided by the locality; construction or renovation; land acquisition; lobbying and political contributions; honoraria; bonuses; personal entertainment such as tickets to sporting events; personal calls; alcohol; or vehicles normally and routinely provided by the

locality to others in the same roles. Grant funds cannot be used for refreshment breaks or meals at training events, meetings or conferences.

Additional information on prohibited expenditures under JAG, including the process to obtain prior approval to purchase a prohibited item(s) can be found within the [JAG Prohibited Expenditures Guidance](#) or within the [JAG FAQs document \(see Use of Funds section\)](#).

**Restrictions:**

- Grant funds cannot be used to supplant state or local funds that would otherwise be available for the same purposes.
- **Reimbursement will be based on paid invoices for approved expenditures or through requested advance drawdowns with expected expenditures.**
- Changes to the grant budget after award must be approved by DCJS prior to expending funds based on the changes;
- Transactions occurring outside of the grant period will not be eligible for reimbursement.

**Reporting Requirements:** Grant recipients must submit quarterly financial and progress reports online to DCJS until all funds are expended and reimbursed. 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 the grant reporting requirements at the time of grant award.

## VI. Application Instructions

**Grant Application Form:** The first page of the application is the [Grant Application Form](#) (link). Please do not alter this form. It is extremely important that you provide fax numbers, email addresses and telephone numbers for each person listed.

The Project Administrator (or designee with signatory authorization on file with DCJS) must be listed on the grant application face sheet and they must sign the application face sheet.

For additional information, please consult the [Grant Application Instructions](#)

**Itemized Budget Form:** You must submit the [Itemized Budget](#) (link), a two-page form, to detail all proposed project expenditures.

For additional information, please consult the [Itemized Budget Instructions](#)

**Project Narrative:** Each application must include a Project Narrative, which may not exceed three (3) 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: Budget Narrative, Need Statement, and Project Description.

- **Budget Narrative:** Explain the reason for each requested budget item and provide the basis for its cost. 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.

- **Need Statement:** Provide a description of your agency and the constituents you serve, as well as a description of the unmet need or problem that the grant project will address.
- **Project Description:** Explain how your proposal will address the identified need and the problem you propose to solve with this funding.

## VII. Grant Review and Approval Process

This is a competitive solicitation in which each applicant will be competing against other applicants. Each submitted grant application will be rated on its quality and adherence to these guidelines. DCJS staff with subject matter expertise will review, evaluate, and score grant applications using a standardized rating form. Grants may be funded in full or in part, based on the number of qualifying applications, available funding, and geographical representation. Each application can earn a weighted score of 60 points, and a maximum total score, including bonus points, of 80 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 (20%)	0-12 points
Budget Narrative (20%)	0-12 points
Needs Justification (30%)	0-18 points
Project Description (30%)	0-18 points

### Bonus Points:

Certified Crime Prevention Community Applicants	2 bonus points
Accredited Law Enforcement Agencies	3 bonus points
Law enforcement agencies with 50 or fewer sworn staff (as reported in <a href="#">2018 Crime in Virginia</a> )	15 bonus points

Application scores and funding recommendations are forwarded to the Grants Committee of the Criminal Justice Services Board (CJSB) that will, in turn, make recommendations to the CJSB. The CJSB will make final grant awards at its meeting on October 10, 2019.

DCJS Office of Grants Management in the Division of Finance and Administration will issue grant awards packages based on the final approval of the CJSB. Fiscal and programmatic revisions may be required as a condition of funding.

## VIII. Technical Assistance

Please contact the following DCJS staff for questions regarding your Law Enforcement Byrne/JAG grant application.

Jessica Rothenberg: [Jessica.rothenberg@dcjs.virginia.gov](mailto:Jessica.rothenberg@dcjs.virginia.gov) or (804) 225-1847  
 Erik Smith: [Erik.smith@dcjs.virginia.gov](mailto:Erik.smith@dcjs.virginia.gov) or (804) 225-3899