



Byrne/Justice Assistance Grant Solicitation

Grant period January 1, 2020 to June 30, 2021

(18-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

Amended July 19, 2019

Guidelines and Application Procedures

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I. Introduction

The Virginia Department of Criminal Justice Services (DCJS) is making approximately \$1.7 million in federal Justice Assistance Grant (JAG) funds available for program, training and technology grants to support a range of program areas and improve the functioning of local pretrial and probation agencies, local, state and campus law enforcement agencies, local and state government agencies, and non-profit organizations. Applicants may submit one application for only one of the targeted funding areas, up to \$150,000.

II. Targeted Funding Areas

- 1. Community-Based Gun Violence Prevention:** Applicants are invited to fund evidence-based programs aimed at reducing gun violence in a targeted community or to develop comprehensive strategies to examine systemic issues in their communities that may be contributing to gun violence. Potential programs for consideration include *Operation Ceasefire*, *Operation Peace-Keeper*, *Rapid Engagement of Support in the Event of Trauma*, *The Cure Violence Model*, and other programs that can be found on <https://crimesolutions.gov> and <https://www.urban.org>.
- 2. Trauma-Informed Care for Local Pretrial/Probation and Law Enforcement Officers:** To address the primary and secondary traumatic stress that officers experience as a result of their job, applicants may apply for funding to develop or identify trauma-informed care targeted specifically to address trauma among pretrial and local probation officers and law enforcement officers.
- 3. Reducing Implicit Bias in the Criminal Justice System:** To minimize disparities throughout the criminal justice system and reduce implicit bias, applicants may apply for funding to develop or identify curriculum and conduct training(s) for local pretrial and probation agencies and law enforcement agencies.
- 4. Youth Engagement Programs:** To facilitate positive relationships with law enforcement and their communities, applicants are invited to fund programs that will encourage law enforcement engagement with youth through activities, programs, conferences, workshops or similar joint endeavors.
- 5. Automated System Notification of Upcoming Court Hearings and Related Meetings:** Applicants are invited to apply for the purchase of technology solutions to reduce failure to appear rates for court hearings and related meetings with attorneys or probation officers, and/or to make those meetings more productive by reminding clients to bring certain key documents to maximize the efficiency and productivity of the meetings or hearings.
- 6. Gang and Drug Related Crime Reduction:** To address criminal activity associated with gang activity and the drug trade, applicants are invited to support existing task forces and law enforcement initiatives focused on these criminal activities. Projects should seek to enhance law enforcement services provided to affected areas, to improve crime prevention programs, and to implement effective, targeted initiatives aimed at reducing gang and drug activity.

- 7. Community Policing:** To assist agencies with developing, implementing, and supporting community policing strategies and initiatives, funds are available for projects to develop effective community policing strategies, to increase the number of agencies using proven community policing strategies, and to increase awareness of community policing programs.

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 applicant 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

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 \$1.7 million in federal funds. Applicants may submit one application for one of the targeted funding areas, up to \$150,000.

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, 18-month grant. Grant funding period is January 1, 2020 and ending June 30, 2021. These grants cannot be extended and will not be eligible for continuation.

Match Requirement: There is no match requirement.

Eligibility: State, local, and campus law enforcement, state and local government agencies, and non-profit organizations.

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 Form and they must sign the Grant Application Form.

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 five (5) 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.
- **Implementation Steps:** Provide thorough, specific list of activities and tasks to be undertaken per quarter. Steps should mirror the project description section and include details such as when/where an activity will occur; who will conduct it; who and how many will participate in activity; resources/materials to be used, as well as important dates and milestones.

Goals and Objectives Form: List and describe your program’s Goals and Objectives and complete the [Project Goals and Objectives Form](#). Identify the quantifiable and measureable data that you will collect and analyze to demonstrate that you have achieved your stated Goals and Objectives. The grant objectives should be SMART: Specific, Measurable, Attainable, Relevant, and Timely.

Technical Compliance: Successful applications will include all components, including the use of DCJS forms, requested information, required signatures, adherence to page limits, and all pages numbered sequentially.

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 65 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%)	0-6 points
Budget Narrative (15%)	0-9 points
Needs Justification (20%)	0-12 points
Project Description (20%)	0-12 points
Implementation Steps (15%)	0-9 points
Goals and Objectives (15%)	0-9 points
Technical Compliance (5%)	0-3 points

Bonus Points:

Certified Crime Prevention Community Applicants	2 bonus points
Accredited Law Enforcement Agencies	3 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 Byrne/JAG grant application.

Jessica Rothenberg: Jessica.Rothenberg@dcjs.virginia.gov or (804) 225-1847

Erik Smith: Erik.smith@dcjs.virginia.gov or (804) 225-3899