



Coronavirus Emergency Supplemental Funding Grant (CESF)

**Grant period:
January 20, 2020 to September 30, 2021**

Guidelines and Application Procedures

Application Due Date
Friday, June 26, 2020, 5:00pm

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

Issued June 2, 2020

I. Introduction

The Virginia Department of Criminal Justice Services (DCJS) is making federal Coronavirus Emergency Supplemental Funding Grant (CESF) funds available to assist eligible applicants in preventing, preparing for, and responding to the coronavirus. The CESF Program is authorized by Division B of H.R. 748, Pub. L. No. 116- 136 (Emergency Appropriations for Coronavirus Health Response and Agency Operations) 28 U.S.C. 530C. This is a competitive solicitation.

II. Eligibility

The following criminal justice entities are eligible to apply:

- Local and state law enforcement agencies
- Local or state executive branch agencies
- Commonwealth's Attorneys' Offices
- Local and state correctional facilities and/or jails
- Regional detention facilities
- Regional criminal justice training academies
- General district courts and circuit courts
- Non-profit organizations providing criminal justice services

Although [local units of government receiving direct CESF awards](#) from the Bureau of Justice Assistance (BJA) are eligible to apply, priority will be given to eligible applicants not receiving direct funding.

III. Amount Available

DCJS is making \$6.5 million of the federal Coronavirus Emergency Supplemental Funding Grant (CESF) funds available to assist eligible applicants in preventing, preparing for, and responding to the coronavirus. The \$6.5 million is approximately 60% of the \$10,832,775 CESF grant awarded to the Commonwealth of Virginia.

An additional solicitation will be issued in the future and will be based on trends, projections, and associated needs in preventing, preparing for, and responding to the coronavirus pandemic.

Applicants can apply for no more than \$50,000, unless extraordinary circumstances necessitate a greater need. There is no match requirement.

IV. Targeted Funding Areas

Coronavirus Emergency Supplemental Funding Grant (CESF) funds are available to assist eligible applicants in preventing, preparing for, and responding to the coronavirus. Acceptable funding areas must have a direct nexus to the coronavirus pandemic.

As previously stated, priority will be given to eligible applicants that have not received funding from their locality as a result of the direct CESF funding. A list of localities receiving direct funding can be found at

<https://bja.ojp.gov/sites/g/files/xyckuh186/files/media/document/fy20-cesf-allocations-va.pdf> .

Example: Virginiatown received \$50,000 in direct CESF funding; a local jail in Virginiatown who did not receive any of that funding would receive priority over those applicants in Virginiatown who were recipients.

V. Submission Instructions

Applications must be emailed and received by DCJS **no later than 5:00 p.m. on Friday, June 26, 2020**. 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, mailed, or hand delivered applications will not be accepted.

VI. Grant Guidelines

Grant Period: Grant funding period is retroactive to January 20, 2020 and ends September 30, 2021.

Match Requirement: There is no match requirement.

Allowable Costs: Requested funds must be utilized to prevent, prepare for, and respond to the coronavirus pandemic and must adhere to the Federal Office of Management and Budget (OMB) Uniform Guidance for Federal Awards, 2 CFR Part 200, and the U.S. Department of Justice DOJ Grants Financial Guide effective edition.

Allowable CESF projects and purchases include, but are not limited to:

- Hiring additional personnel;
- Overtime;
- Equipment, including law enforcement and medical personal protective equipment.
- Supplies, such as gloves, masks, sanitizer, laptop computers, information technology infrastructure;
- Training;
- Travel expenses, particularly for distribution of resources to impacted areas; and
- Addressing medical needs of inmates in local, state and regional and detention centers.

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;
- Vehicles normally and routinely provided by the locality to others in the same roles; or
- Refreshment breaks or meals at training events, meetings or conferences.

Restrictions: Grant funds cannot be used to supplant state or local funds that would otherwise be available for the same purposes. CESF shall be used to supplement, not supplant, other federal, state, or local funds that would otherwise be available for the proposed coronavirus activities. 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.

Changes to the grant budget after award must be approved by DCJS prior to expending funds based on the changes.

As a general rule, award recipients can only receive payments on a reimbursement basis. However, DCJS recognizes that the pandemic has created financial hardships for many applicants. As such, applicants requesting advance payment of funding will be subject to special conditions, in compliance with Cash Management Improvement Act of 1990 (Public Law No. 101-453).

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.

VII. 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](#)

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: Need Statement, Project Description, Statement of Coordination, and Budget Narrative.

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.

Statement of Coordination: Explain the efforts within your locality to coordinate activities and funding requests as related to CESH and your project needs. Coordination efforts are critical to avoid duplication of services and supplantation. *The applicant should identify a list of any federal, state, or local funds and resources that are available or have been used to respond to the coronavirus pandemic, such as the Federal Emergency Management Agency funds.* The description should include how these other resources will be used and how the request for CESH dollars will enhance and not duplicate or replace these resources.

Non-profit applicants must include letters of support from the localities in which they serve.

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.

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](#)

VIII. Grant Review and Approval Process

This is a competitive solicitation. Applicants may only submit one application.

Each submitted grant application will be rated on its quality and adherence to these guidelines, including whether the proposed costs are reasonable and allowable. External/Non-DCJS staff and DCJS staff will rate each application based on information provided, and the clarity, substance, and strength of the request made for funding. Reviewers may consider past performance, geographic location, budget justification, other funding sources available to the applicant, cost-effectiveness of proposed projects, and the availability of funds. DCJS may amend budgets based on a review of unallowable and/or unreasonable costs, and the availability of funds.

The components of the grant will each be reviewed and make up the following percentages of the overall score:

- Needs Statement (30%)
- Project Description (30%)
- Statement of Coordination (30%)
- Budget Narrative (5%)
- Itemized Budget (5%)

The Executive Committee of the Criminal Justice Services Board (CJSB) will review grant applications the scores and make recommendations for funding. DCJS will issue

grant awards packages based on the final approval of the Executive Committee. 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 Coronavirus Emergency Supplemental Funding grant application.

Mark Fero: Mark.Fero@dcjs.virginia.gov or (804) 225-2782

Albert Stokes: Albert.Stokes@dcjs.virginia.gov or (804) 786-4011