



# **Peer-Supported Critical Incident Stress Management Grant Solicitation**

Guidelines and Application Procedures

*Application Due Date  
May 31, 2019*

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

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# Peer-Supported Critical Incident Stress Management Grant Solicitation Guidelines and Application Procedures

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## I. Introduction

The Virginia Department of Criminal Justice Services (DCJS) is soliciting applications from nonprofit organizations to provide post-critical incident seminars and peer-supported critical incident stress management programs to law enforcement agencies and their staffs.

Law enforcement professionals are exposed to considerable daily stress and frequent critical incidents that can result in significant health issues. Critical incidents are events that are outside the normal human experience and may include shootings, severe injury, child deaths, suicides, civil unrest, and others. Post-traumatic stress in law enforcement officers who respond to such incidents may often be a by-product of these events.

Law enforcement Peer Support is recognized as an effective approach to provide assistance to officers to help them address the stress and challenges of their profession. Peer Support can provide more awareness training to officers, improve access to and increase the effectiveness of existing resources, and help officers overcome their reluctance to seek help. To be effective, Peer Support should make participants feel that they are free to share their experiences and struggles among an accepting and supportive audience.

## II. Eligibility

Applicants **must** be 501(3)(c) non-profit organizations registered with the U.S. Internal Revenue Service. Applicants must have well established partnerships with the variety of law enforcement agencies in Virginia and have demonstrated experience in providing Peer-Supported Critical Incident Management training, seminars, programs, and technical assistance. Peer Support providers must ensure the confidentiality of communications with law enforcement officers.

Critical Incident Stress Management (CISM) is a method of helping first responders and others who have been involved in critical incidents that leave them emotionally and/or physically affected by those incidents. CISM is a process that enables peers to help their peers understand problems that might occur after an event. This process also helps people prepare to continue to perform their services or in some cases return to a normal lifestyle.

Peer Support providers must ensure the confidentiality of communications with law enforcement officers or advise them of limits to confidentiality and/or instances when confidentiality cannot be maintained.

Applicants should demonstrate experience in developing post-critical incident stress management seminars and peer-supported critical incident stress management programs to law enforcement agencies and their staff.

Applicants should address how they will provide geographically diverse support to law enforcement officers. The expected number of seminars and the estimated number of officers who will be supported through these programs should also be included. Applicants should provide resumes and qualifications of expected trainers for the post critical incident stress management seminars.

### III. Grant Application Deadline

Applications must be received by DCJS **no later than 5:00 p.m. on May 31, 2019. Late applications will not be considered.** E-mail application packet (saved as one PDF versus multiple separate documents) to:

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

### IV. Amount Available

DCJS will award a total of \$25,000 of state funds. Grants awarded under this solicitation will be for a single, 12-month period. No matching funds will be required. The grant cannot be extended and will not be eligible for continuation unless additional state funds are appropriated. 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.

### V. Grant Period

Grants will be awarded on a competitive basis for one (1) twelve-month period beginning July 1, 2019 to June 30, 2020.

### VI. Match Requirement

There is no match requirement

### VII. 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;

### VIII. Availability of Continuation Funding

The grant cannot be extended and will not be eligible for continuation unless additional state funds are made available.

### IX. Application Forms and Instructions

**Grant Application Form:** The first page of your application is the [Grant Application Form](#) (link), a one-page form. Please do not alter this form. It is extremely important that you provide fax numbers, e-mail addresses and telephone numbers for each person listed. Use the table below to assist you in completing the Grant Application Form.

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

**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, and Budget Narrative.

- **Need Statement:**  
In the Need Statement section of your Project Narrative, provide a description of your agency and the constituents you serve; a description of the unmet need or problem that the grant project will address.
- **Project Description:**  
In the Project Description section, clearly explain how your proposal will address the identified need and the problem you propose to address. This should include a thorough discussion of how the critical incident seminars and peer supported stress management programs will be implemented.
- **Budget Narrative:**  
In addition to completing the Project Narrative, you must also provide a Budget Narrative that explains the reason for each requested budget item and provides the basis for its cost. All items requested in the Budget Narrative must be thoroughly justified and clearly related to the proposed project. 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.

**Project Goals and Objectives Form**

List and describe your program’s Goals and Objectives and complete the 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: S (Specific) M (Measurable) A (Attainable) (Related to Goal) (Time Bound).

**X. Reporting Requirements**

Grant recipients must submit quarterly financial and progress reports online to DCJS. 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.

## **XI. How and Where to Submit Application**

The completed DCJS Grant Application packet must be *received by 5:00 p.m. on May 31, 2019*. Applications received after the deadline will not be considered. The application packet (one PDF versus numerous attachments, must be e-mailed to:

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

Please put the name of your locality in the subject line of the email. To receive a confirmation email, CC the grant monitor assigned to this grant. Early submissions are appreciated.

All parts of the application should a) be complete, b) comply with any page limitations, c) use the forms provided, and d) be submitted as one PDF with the name of your locality as the title of the PDF document. (i.e., “Richmond NEW”). Please submit the application packet (one PDF versus numerous attachments, please) in the following order:

## **XII. Grant Application Checklist**

Grant Application Face Sheet: [DOC](#) (DCJS online form)

Itemized Budget Form: [XLS](#) (DCJS online form)

Project Narrative: Needs Assessment, Project Description and Budget Narrative

Project Goal and Objectives Form: [DOC](#) (DCJS online form)

Links to grant preparation instructions:

- Grant Application Instructions: [DOC](#)
- Itemized Budget Instructions: [DOC](#)

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.

Faxed applications will *not* be accepted.

Number all pages and please submit the application as one PDF document.

## **XIII. Technical Assistance**

Please contact the following DCJS staff for questions regarding your Peer-Supported Critical Incident Management grant application.

Jessica Rothenberg: email [jessica.rothenberg@dcjs.virginia.gov](mailto:jessica.rothenberg@dcjs.virginia.gov) or telephone (804) 225-1847

Patrick Harris: email [patrick.harris@dcjs.virginia.gov](mailto:patrick.harris@dcjs.virginia.gov) or telephone (804)786-5367