



# **Coronavirus Emergency Supplemental Funding Grant (CESF)**

**Grant Period: January 1, 2022 to December 31, 2022**

Guidelines and Application Procedures

***Application Due Date***  
***October 22, 2021, 5:00 PM***

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

Issued August 31, 2021

## **I. Introduction**

The Virginia Department of Criminal Justice Services (DCJS) is pleased to announce that federal funds awarded through the Coronavirus Emergency Supplemental Funding Grant (CESF) Program are available to assist eligible applicants in preventing, preparing for, and responding to the coronavirus. This is a competitive solicitation, which will provide additional funding to assist agencies with meeting their safety and other organizational needs as they continue to deal with the effects of the pandemic.

## **II. Eligibility**

The following entities are eligible to apply:

- Local law enforcement agencies
- Local criminal justice agencies
- Commonwealth’s Attorney Offices
- Local and regional correctional facilities and/or jails
- Regional detention facilities
- Regional criminal justice training academies
- General district courts, circuit courts, and juvenile and domestic relations courts
- Non-profit organizations providing criminal justice services, emphasizing those serving historically marginalized communities impacted by the pandemic

Applicants who received funding from the FY 2020 CESF grant program are eligible to apply. Priority will be given to local and regional correctional facilities, as well as localities experiencing the highest rates of COVID-19 cases per the Virginia Department of Health statistics at the time of review.

## **III. Amount Available**

DCJS is making the remaining balance of an initial federal award of \$10,832,775 available to assist eligible applicants in preventing, preparing for, and responding to the novel coronavirus. Approximately \$4,000,000 will be available for this funding opportunity. 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.

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. Localities are encouraged to consider utilizing funding to assist entities that serve historically underserved communities that may be disproportionately affected by the

coronavirus. Acceptable funding areas must have a direct nexus to the coronavirus pandemic. Some examples are below.

**Controlling Access, Cleaning Equipment, and PPE:** Controlling access to buildings and rooms, cleaning supplies, dividers, and a wide range of other tools may be purchased by agencies to limit the spread of the coronavirus.

**Courthouse Modification and Case Management Improvements:** Funding is available to retrofit courthouses to mitigate coronavirus risks. Additionally, agencies may consider developing or improving court case management system access.

**Enhanced Jail Operations:** This may consist of mitigation efforts and addressing the medical needs of inmates related to the pandemic in local or regional detention centers.

**Vaccination Efforts:** Entities are encouraged to provide COVID-19 vaccines for their communities. Priority will be given to agencies focusing on marginalized populations and communities with vaccination rates less than 70%.

**Telework:** To assist agencies with taking steps to reduce physical interaction between individuals and encourage social distancing, funds are available to purchase a variety of IT tools that allow for teleworking.

**Overtime:** Funding is available to provide overtime pay to personnel that may need to work extended hours due to colleagues who may have been exposed to the coronavirus and are required to quarantine. Additionally, overtime may be paid to individuals who work extended hours to provide services that will help prevent, prepare for, and/or respond to the coronavirus.

## V. Grant Guidelines

**Grant Period:** Grants will be awarded on a competitive basis for a (12) month period beginning January 1, 2022 to December 31, 2022.

**Match Requirement:** There is no match requirement for this grant program.

**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 Grants Financial Guide effective edition.

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

- Hiring additional personnel;
- Overtime;
- Equipment, including law enforcement, medical personal protective equipment, room dividers, and equipment to control access to spaces;

- Supplies, such as gloves, masks, sanitizer, laptop computers, information technology infrastructure;
- Training;
- Travel expenses, particularly for distribution of resources and vaccines to impacted areas;
- Technology to retrofit courthouses;
- Developing or improving court case management system access; and
- Supporting enhanced jail operations.

**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;
- Hazard pay, honoraria or 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:** Grants funds cannot be used to supplant state or local funds that would otherwise be available for the same purposes. CESF grant funding 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 the Cash Management Improvement Act of 1990 (Public Law No. 101-453).

## VI. How and Where to Submit an Application

**Applications must be submitted in the DCJS Online Grants Management System (OGMS) no later than 10/22/2021 by 5:00 PM.** The system will not allow applications to be submitted after the deadline, therefore, late applications will not be considered. Plan accordingly for any possible technical difficulties you may experience since the application will not be accepted after the deadline. Each application form in OGMS must be marked as complete before you can submit the application. If you receive an alert, you will need to review the form for any missing required information.

## VII. Application Forms and Instructions

Each application for Coronavirus Emergency Supplemental Funding grant funding **must be submitted using the DCJS Online Grant Management System (OGMS)**. Emailed files or paper applications will not be accepted. All required fields must be completed in order to submit your application. Do not include any items not requested such as letters of support, annual reports, publicity articles, etc.

**General Information:** The Application Creation Wizard will assist you in completing the application's General Information form. Step 1 of the Wizard requires an application title and a primary contact. The application title should include the agency's name and the grant program (e.g. Town of ABC Coronavirus Emergency Supplemental Funding CY22).

The primary contact is the individual in your agency who will be designated as the primary person responsible for the application and grant from your locality. This individual will receive automated email notifications when attention is needed on the application or grant. It is recommended that the Project Director (definition under Face Sheet) be listed as the primary contact. You will be able to add other persons to give them access to edit the application or associate them later if the grant is awarded. No information can be released to an individual not associated with the grant in OGMS.

After General Information has been finished, you have the ability to complete the application in any order or save to return at another time.

### **Face Sheet: Required**

- *Congressional District:* Select the Congressional District(s) that will benefit from the program. To select more than one, hold down the Ctrl key.
- *Best Practice:* This **does not apply** to the Coronavirus Emergency Supplemental Funding grant program (it is only required of JJDP programs).
- *Jurisdiction(s) Served:* Select all jurisdiction(s) served.
- *Program Title:* Provide a program title that includes the agency's name and the grant program (e.g. Town of ABC Coronavirus Emergency Supplemental Funding CY22).
- *Certified Crime Prevention Community:* Click the hyperlink on the form to see if your locality is certified.
- *Type of Application:* For this funding opportunity, you will choose "New."

- *Community Setting*: Check the box(es) that best describes the applicant service area.
- *Brief Project Overview*: Provide a short description of the proposed project (maximum of 750 characters).
- *Project Director*: List the person who will have the day-to-day responsibility for managing the project, and provide all required contact information.
- *Project Administrator*: Name and contact information for the person who has the authority to formally commit the organization, locality, or state agency to complying with all the terms of the grant application, including the provision of the required match. This must be the president of the Board of Directors of a nonprofit organization; the county administrator; the city, county or town manager; the chief elected officer of the locality, such as the Mayor or Chairman of the Board of Supervisors; or, in the case of a state agency, the agency head. If someone other than one of these officials has been delegated the authority to sign, and signs the grant application, provide a copy of the letter, memorandum or other document by which the signing authority was delegated.
- *Finance Officer*: List the person who will be responsible for the fiscal management of the funds and provide all required contact information.

**Project Narrative:** All questions in this section are **required**.

- *Demonstration of Need*: Provide a description of your agency and a description of the unmet need or problem that the grant project will address. Describe your existing resources and services that are available to address the identified problems, and state why those resources and services are not adequate to address the unmet needs (maximum of 5000 characters).
- *Project Description*: Provide a detailed description of the project design and planned implementation activities. Describe how the project will reach the stated goals and the capabilities of your organization to implement and manage the project (maximum of 5000 characters).
- *Service Area Demographic/Target Population*: Provide a brief description of the target population to be served by your organization (maximum of 5000 characters).
- *Sustainment Plan*: Provide a brief description of how your organization will continue to provide the proposed services after grant funding ends (maximum of 5000 characters).

**Implementation Steps: Required**

- Provide a thorough, specific list of activities and tasks to be undertaken per quarter. These should mirror the “Project Description” section.
- Include details such as when/where an activity will occur; who will conduct it; who and how many will participate in the activity; and what resources and materials will be used in activity. Important dates and milestones should be identified.

**Budget: Required**

- Click “Edit Grid” and enter your requested federal amount under the “Federal” column.

**Personnel and Employee Fringe Benefits: A new row is required for each position requested under the grant.** If a position is being requested, you should answer, “Yes” when asked, “Is Personnel being requested?”

Personnel: To request funding for staff, click “Add Row”

- *Employee Name:* Enter the name of the grant funded person. If the position is not currently filled, enter “To Be Determined” or “TBD.” If there are more than one TBD, then distinguish the names by adding a number (e.g. TBD-1 and TBD-2).
- *Position Title:* Enter title of the proposed grant funded position.
- *Position:* Indicate if the position is full-time or part-time.
- *Total Hours Per Week:* Include the number of hours dedicated to the grant project per week.
- *Total Hours Per Year:* Include the number of hours dedicated to the grant project per year.
- *Total Annual Salary:* Enter the total annual salary for the position to include grant-funded and other funding sources. This figure should **not** include fringe benefits.
- *Percent being requested:* Enter the percentage of the total annual salary you are requesting the grant to cover.
- *Number of Grant-Funded Hours:* This figure will auto calculate after you save the row and is based on the information you entered in “Total Hours Per Year” and “Percent being requested.”
- *Grant-Funded Full Time Equivalent:* This figure will auto calculate after you save the row and is determined by dividing the “Number of Grant-Funded Hours” by 2080 hours.
- *Total Salary Amount Requested from Grant:* This figure will auto calculate after you save the row and is based on information you entered in “Total Annual Salary” and “Percent being requested.”
- *New Position:* Indicate if this is a new position.
- *Personnel Funding:* Break down the “Total Salary Amount Requested from Grant” into Federal Funds. The “Personnel Total” will auto calculate when you save the row.
- *Employee Fringe Benefits:* To request fringe benefits, click “Add Row”.
- *Employee Name:* Choose the name of the employee from the drop down box.
- *Enter the amounts of each benefit requested:* If you enter “Other”, you will need to describe and break down the costs of the benefits in the text box labeled. If “Other”, please describe.”
- *Requested Employee Fringe Benefits Total:* This figure will auto calculate after you save the row.
- *Fringe Benefits Funding:* Break down the “Requested Employee Fringe Benefits Total” into Federal Funds. The “Employee Fringe Benefits Total” will auto

calculate when you save the row.

- *Position and Justification:* This section is **required, if a position is requested.** Click “Add Row” to enter the information.
- *Employee Name:* Choose the name of the employee from the drop down box.
- *Description of Position:* The position description should briefly describe grant-related duties performed by the person in the position.
- *Justification for Position:* The justification should explain how the position is essential to the project.

**Consultants:**

- Indicate if consultants or consultant subsistence and travel costs are included in your budget: yes or no. If “yes” under “Consultant” and “Consultant Subsistence (lodging + meals) & Travel,” enter the information required and the amounts for the funding source(s) as appropriate.
- Under the “Description and Justification,” select the name of the consultant and enter in the description of the consultant's role (maximum of 500 characters) and justification for use of the consultant (maximum of 500 characters) for each item.
- Enter a description of each service contracted for and the name of the service provider.
- The rate of compensation for individual consultants must be reasonable and consistent with that paid for similar services in the marketplace. The rate may not exceed \$650.00 per day (\$81.25 per hour, exclusive of travel), and may not exceed the consultant’s usual and customary fee.

**Travel:**

- Indicate if travel (mileage) costs are included in your budget: yes or no. If “yes” under “Local Mileage” or “Non-local mileage,” enter the number of miles and the mileage rate. Under the Description and Justification, select the mileage being requested and enter in the description of mileage (maximum of 500 characters) and justification for mileage (maximum of 500 characters) for each item.

**Subsistence:**

- Indicate if subsistence and other travel costs are included in your budget: yes or no. If “yes” under “Subsistence” enter the event title, under “Lodging” enter the number of rooms required, number of nights and rate cost and under “Meals” enter the number of people, number of days, and the per diem rate. Under the “Description and Justification,” select the event item being requested and enter in the description of cost (maximum of 500 characters) and justification for cost (maximum of 500 characters) for each item.
- Under “Other Travel Costs,” enter the event title, number of people attending, number of trips with airfare, the rate and other travel costs. Under the “Description and Justification,” select the event item being requested and enter in the description of costs (maximum of 500 characters) and justification for cost (maximum of 500 characters) for each item.



**Equipment:**

- Indicate if equipment is included in your budget: yes or no. If “yes,” enter the item requested, the cost per item or monthly rate, and the total number of items or months for each item. Under the Description and Justification, select the equipment item being requested and enter in the description (maximum of 500 characters) and justification (maximum of 500 characters) for each item.
- **Additional Documentation:** Provides the option for applicants to attach supporting documentation for the equipment items and costs. Click “Add New Attachment” and upload the file. In the description box, indicate the equipment item and explain what information the file is providing.

**Supplies and Other:**

- Indicate if supplies and other included in your budget: yes or no. If “yes,” enter the item requested, the cost per item or monthly rate, and the total number of items or months for each item. Under the Description and Justification, select the supply or item being requested and enter in the description (maximum of 500 characters) and justification (maximum of 500 characters) for each item.
- “Supplies and Other Operating Expenses” include, but are not limited to, rent, utilities, cell/land/fax/internet services, postage, and office supplies.

**Indirect Costs:**

- This program does not allow indirect charges. Indicate if indirect costs are being requested: yes or no. Click “No.”

**Attachments:**

- Please upload any additional attachments required by this funding opportunity here.

**Non-Supplantation:**

- The section is required under this grant program. The Project Administrator, or the individual who has been delegated or designated as the signing authority, must certify that the grant funds requested under this grant program will be used to supplement existing funds and will not replace (supplant) funds appropriated for the same purposes.

**Authority Certification:**

- This section is required under this grant program. If the person completing the application is not the Project Administrator, as previously defined, information regarding the signing authority, or the delegation of such authority, should be available upon request.

## VIII. Reporting Requirements

**Reporting Requirements:** Grant recipients must submit quarterly financial and status 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 grants funds and/or termination of the grant. DCJS will provide the grant reporting requirements at the time of grant award.

## IX. Grant Application Review Process

All applications will be reviewed as part of a competitive review process. External/non-DCJS staff and DCJS staff will rate each application based on information provided, adherence to these Grant Guidelines, and the clarity, substance, and strength of the request made for funding. Reviewers may consider demonstrated need, geographic location, budget justification, cost-effectiveness of proposed projects, and the availability of competitive funds. DCJS reserves the right to change program budgets based on allowable costs, justification of items, and available funding.

Each application can earn a weighted score of 60 points. The primary grant program elements are evaluated based on ratings of Excellent, Acceptable, Marginal, and Unacceptable. The weighted rating points that can be awarded for each primary grant program element are:

Project Narrative: 0–30 points (50%)

Implementation Steps: 0-12 (20%)

Budget: 0–15 points (25%)

Technical Compliance: 0–3 points (5%)

Priority will be given to local and regional correctional facilities, as well as localities experiencing the highest rates of COVID-19 cases per the Virginia Department of Health statistics at the time of review.

<https://www.vdh.virginia.gov/coronavirus/covid-19-in-virginia/>

The Grants Committee of the Criminal Justice Services Board (CJSB) will review grant application scores and the summaries of staff evaluations of applications. The Grants Committee will then make funding recommendations to the full CJSB. The CJSB will make final grant award decisions at its meeting in December 2021. Funding decisions made by the CJSB are final and may not be appealed.

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

## X. Technical Assistance

To aid applicants with their grant application preparation, DCJS will be facilitating a webinar training. Information on the date and time of the webinar along with the recording will be posted to the DCJS website. Please also subscribe to DCJS updates through the DCJS website to ensure notification of upcoming training/webinars on grants, trainings and future funding opportunities.

[https://www.dcjs.virginia.gov/vadcjs\\_user/login](https://www.dcjs.virginia.gov/vadcjs_user/login)

Please contact the following DCJS staff for questions regarding your Coronavirus Emergency Supplemental Funding program application:

Chris Boucher: [christopher.boucher@dcjs.virginia.gov](mailto:christopher.boucher@dcjs.virginia.gov), (804) 584-0510

Tracy Matthews: [tracy.matthews@dcjs.virginia.gov](mailto:tracy.matthews@dcjs.virginia.gov), (804) 371-0635

For questions and technical assistance relating to the OGMS system, contact [ogmssupport@dcjs.virginia.gov](mailto:ogmssupport@dcjs.virginia.gov). Please include your grant program area in the subject line.