



Fall 2018 Invitation for Law Enforcement Grant Applications

Justice Assistance Grant Notice

*Application Due Date
November 9, 2018*

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

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Fall 2018-2019 Justice Assistance Grant Program

I. Introduction

The Virginia Department of Criminal Justice Services (DCJS) is making \$800,000 in federal Justice Assistance Grant (JAG) funds available for program, training and equipment grants to improve the functioning of local, state and campus law enforcement agencies. One half of the grant funding (\$400,000) will be set aside for law enforcement agencies with 50 or less sworn staff, as reported in *2017 Crime in Virginia* published by the Department of State Police.

Grants funded under this solicitation are one-time, nine-month duration grants with no matching funds required. The grant funding period is January 1, 2019 and ending September 30, 2019. These grants cannot be extended and will not be eligible for continuation. This is a competitive solicitation, where each applicant will be competing against other grant applicants. Each submitted grant will be rated on the quality of the application and adherence to the grant submission guidelines.

- Applicants may submit only one grant application. Applications must not be for less than \$5,000 and must not exceed \$50,000.
- There is no match requirement.
- Grant applications are due to DCJS by email as a single PDF file on or before Friday, 5:00 PM, November 9, 2018. Applications received after that time and date will not be considered.

II. Targeted Funding Areas

1. Law Equipment and Technology

Law Enforcement Equipment

Due to budget constraints faced by localities throughout the Commonwealth, many law enforcement agencies lack the resources to purchase the equipment necessary to confront their ever-changing needs. Applications are invited to fund the purchase of law enforcement related 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.

Crime Analysis Technology and Equipment

The effective response to crime and disorder problems by law enforcement relies on the collection, analysis and distribution of actionable information. Applications are invited to fund the purchase or development of proven analysis technology and supporting equipment to address violent crime, drug abuse, violent extremism and domestic terrorism. Other possible projects funded in this category could include, but are not limited to: enhanced

surveillance equipment, crime scene investigation and forensic examination software, software upgrades that enhance opioid incident reporting and mapping and other related technology and equipment.

2. Law Enforcement Training

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

3. Law Enforcement Staff

Officer Wellness

To address the growing challenges of law enforcement officer wellness, applications are invited to fund the development and delivery of services to assist law enforcement staff to effectively address crisis situations and the stressors of the law enforcement profession.

Law Enforcement Staff Recruitment and Retention

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

4. Other Law Enforcement Programs, Activities and Services

All localities throughout Virginia face many similar public safety and service issues, but in some instances cases there are service demands that may be unique to a particular locality or organization or to a particular region of the state. Applications are invited to fund programs or services that address: public safety in public and section-8 housing; traffic safety; workplace violence; animal abuse and cruelty; drug abuse; gangs; terrorism or other relevant community safety and service issues.

III. Application Guidelines and Forms

1. Grant Period

Grants will be awarded on a competitive basis for a nine (9) month period beginning January 1, 2019 and ending September 30, 2019. Continuation funding and grant period extensions will not be allowed. Be advised that if your grant is accepted and awarded, the process to approve and accept the grant by your locality or organization can take up to one month. The grant period will begin January 1, 2019 and not the date the grant accepted by your locality or organization.

2. Grant Match

There is no match requirement for this solicitation.

3. Eligibility

Local, state and campus law enforcement agencies only.

4. 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 Section 5, Unallowable Costs.

5. 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.

6. Restrictions and Limitations

- Application budgets that fall below the \$5,000 lower budget limit or exceed the \$50,000 upper budget limit will not be considered for review.
- Grant funds may not be used to supplant federal, state, or local funds that otherwise would be available for the same purposes. Budgeted funds for an existing project and its activities in a locality or organization applying for a grant may not be replaced by federal or state grants funds to allow the grant applicant to reallocate those funds for other organizational expenses.
- Changes to the grant budget after an award has been made 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.

7. Project Narrative

Each application must include a Project Narrative that 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 law enforcement agency and community to be served; a description of the unmet need or

problem that the grant project will address; a full description of how the project will reach the goals stated in the grant application.

- **Project Description:**

In the Project Description section, clearly explain the how the program, training or equipment will address the unmet need or problem identified in the need statement.

- **Budget Narrative:**

The application must include a Budget Narrative that explains and justifies each requested budget item and provides the basis for its cost. All items requested in the Budget must be related to the proposed project. Each item to be purchased must be separately listed with its per unit cost.

8. **Goal and Objectives and Timeline Form:**

Applicants must complete and submit a Goal and Objectives and Timeline Form with their application. It is recommended that applicants choose one goal and no more than three objectives. Each objective should be **S**pecific, **M**easurable, **A**chievable, **R**elated to the project goal, and **T**ime-bound (SMART). A separate form must be submitted for each objective. The applicant must use the Timeline on the form to identify when specific activities in support of the grant are expected to take place.

IV. **How to Submit an Application**

Grant applications must be submitted using the format and forms that are linked in these guidelines (see below). Please do not alter the forms. **The completed DCJS Grant Application must have an email time stamp of no later than 5:00 PM Friday, November 9, 2018.** Applications received after the deadline will not be considered. Applications submitted by fax will not be accepted.

Applications must be *emailed* as a single PDF file to: grantsmgmt@dcjs.virginia.gov

When submitting the application, please place the name of your locality in the subject line of the email. Submissions prior to the deadline are appreciated.

The following online grant forms are required to complete a grant application:

- Grant Application Face Sheet: [DOC](#)
- Itemized Budget: [XLS](#)
- Project Goal & Objectives Form: [DOC](#)
- General Grant Conditions & Assurances: [PDF](#)
- Signed Certifications Regarding Lobbying; Debarment; Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements: [PDF](#)

Links to grant preparation instructions:

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

Please number all pages. Please organize and submit the application in the following order and submit it by email as one combined PDF file:

1. Grant Application form face sheet (instructions); Itemized Budget (instructions); Project Goals and Objectives form. The Project Administrator (or designee with signatory authorization on file with DCJS) must be listed on the grant application face sheet.
2. Project Narrative to include the Budget Narrative, all not to exceed five (5) pages. The budget narrative should correspond with the Itemized Budget.
3. Signature page of the Certifications Regarding Lobbying; Debarment; Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements, signed by the city, county or town manager, state agency director, regional criminal justice academy director, etc.
4. Signature page of the General Grant Conditions and Assurances, signed by the city, county or town manager, state agency director, regional criminal justice academy director, etc.

V. Grant Submission Advisory

Please read all grant guidance carefully. The following technical errors in grant preparation and/or submission will result in your grant not being considered for funding.

- Failure to provide all requested grant components.
- Signatures from the required locality or organization executive not provided.
- Applications not within the \$5,000 to \$50,000 budget limits.
- Submitting your grant application after the posted grant application deadline.

VI. Grant Review and Approval Process

Grant applications are reviewed by DCJS staff using a standardized rating form. Each application can earn a maximum weighted score of 65 points. The primary grant program elements are evaluated based on staff ratings of Excellent, Acceptable, Marginal, or Unacceptable. The weighted rating points that can be awarded for each primary grant program element are:

- Itemized Budget 0-6 points;
- Budget Narrative 0-9 points;
- Needs Justification 0-12 points;
- Project Description 0-12 points;
- Goals and Objectives 0-9 points;
- Implementation Steps 0-9 points; and
- Technical Compliance Elements 0-3 points.

In addition, applications from Certified Crime Prevention Communities receive 5 bonus points.

After DCJS staff have reviewed and rated each application, funding recommendations are forwarded to the Grants Sub Committee of the Criminal Justice Services Board that will, in turn, make recommendations to the full Board. Final approval is at the discretion of the Criminal Justice Services Board.

VII. Technical Assistance

For questions regarding your grant proposal, please contact one of the following staff persons:

Patrick Harris; (804) 786-5367; patrick.harris@dcjs.virginia.gov

Albert Stokes; (804) 786.4011; albert.stokes@dcjs.virginia.gov