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**Virginia Department of Criminal Justice Services**

**BYRNE/JUSTICE ASSISTANCE   
GRANT SOLICITATION**

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Virginia Department of Criminal Justice Services

**BYRNE/JUSTICE ASSISTANCE GRANT SOLICITATIONS**

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# Implementation of Data-Driven and Evidence-based Practices and Programs

Localities and state agencies are invited to apply for funds to implement data-driven and evidence-based criminal justice programs or practices. Applicants may submit proposals for programs/practices targeting any aspect of the criminal justice system, including proposals for multi-jurisdictional heroin/prescription drug/opioid abuse or prevention initiatives, community policing initiatives, and juvenile delinquency prevention programming. Applicants are encouraged to seek funding to implement programs or practices identified through a local or statewide strategic planning process, and should briefly describe the planning process, report recommendations or other data or evidence that supports the proposed project. Applicants will need to ensure that the practices and/or programs are appropriate for the target population and that the proposed project can be implemented with fidelity. Proposals for training staff to implement evidence-based strategies and/or programs will be required to provide program performance data on the implementation of such strategies/programs for one year after staff training is completed.

Grant applications must include data relevant to the proposed project and must cite data sources. For proposed projects that seek to replicate an existing model program applicants should describe the program, its fit to the target population, and the national database or other source. Examples of nationally recognized program databases include Crime Solutions [www.crimesolutions.gov](http://www.crimesolutions.gov), the What Works in Reentry Clearinghouse of the Education Institute of Sciences <https://whatworks.csgjusticecenter.org>, and the Blueprints for Healthy Youth Development website [www.blueprintsprograms.com](http://www.blueprintsprograms.com). Only programs proven effective or having the strongest research support will be considered for funding. Programs/practices must have been rated at least “Promising” at Crime Solutions, have been found to have at least “Modest Beneficial Evidence” of effectiveness at the Clearinghouse, or have been rated at least “Promising” at Blueprints for Violence Prevention.

**Application Guidelines and Forms**

**Grant Period:**

Grants will be awarded on a competitive basis for one (1) twelve-month period beginning October 1, 2016 and ending September 30, 2017. Continuation funding may be available for up to three additional years and will depend on the availability of federal JAG funds, project performance and demonstrated continued need.

**Grant Match Requirement:**

Grant recipients must provide the local matching cash funds from non-federal sources. In-kind contributions may not be used to meet the required local cash match. During the first year, federal funds may be used to pay no more than 90% of the cost of a proposed project. The remaining 10% of the project costs must be paid by the grant recipient with cash from non-federal sources. For example, if a project’s budget totals $5,000.00; federal JAG funds may be used to pay $4,500.00 of that amount. The grant recipient must provide the remaining $500.00 in cash from non-federal sources. In-kind contributions may not be used to satisfy the match requirement. Applicants who wish to demonstrate that they are contributing more than the required match may make reference to any additional support they are providing in the project narrative.

Projects approved for continuation funding will be matched by local funds based on the following schedule:

Year 1: 10% of total grant award

Year 2: 15% of total grant award

Year 3: 25% of total grant award

Year 4: 35% of total grant award

For example, in year 2 of the grant, the cost assumption calculation is provided:

* The total award in year one was $5,000.
* $5,000 x 15% = $750 local cost assumption.
* $5,000 - $750 = $4,250.
* $4,250 is the total federal funds amount allowable for year 2.
* The total grant request would be: $4,250 in federal funds; $750 in local match for a total of $5000.

**Unallowable Costs:**

Grant funds, including cash match, may not be used for: standard firearms, weapons, ammunition and related equipment normally and routinely provided by the locality to others in the same roles; standard clothing and uniforms normally and routinely provided by the locality to others in the same roles; basic training; 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.

**Restrictions and Limitations:**

The following restrictions and limitations apply to the Grant program unless otherwise approved by the Virginia Department of Criminal Justice Services (DCJS):

* Grants are limited to $50,000 combined federal and match funds;
* Reimbursement will be based on paid invoices for ***approved*** expenditures;
* Changes to grant budget after award must be approved by DCJS and made prior to expending funds;
* Transactions occurring outside of the grant period will not be eligible for reimbursement;
* Grant funds may not be used to supplant federal, state, or local funds that otherwise would be available for the same purposes.

**Project Narrative:**

Each application must include a Project Narrative which may not exceed ten (10) 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 community; a description of the unmet need or problem that the grant project will address; fully describing how the project will reach the stated goals of the funded project.

**Project Description:**

In the Project Description section, clearly explain how your proposal will address the identified need and impact the problem you propose to address. This should include a thorough discussion of the how the evidence-based practice or program was chosen and how it will address the unmet need or problem identified in the need statement. The project description must include a discussion of how the selected evidence-based practice or program will be replicated to ensure fidelity to the original model or is being used on a population for which national data demonstrates results.

**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 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.

**Performance Measures:**

Successful applicants will receive instructions on submitting performance measurement reports in compliance with federal grant requirements. Federal performance measures for Byrne/JAG are a tool used nationally to help determine the success of funded projects, and are also used to determine the success of the Byrne/JAG program overall. This is especially important to demonstrate the impact and importance of Byrne/JAG funds to the criminal justice system. Performance measures for the Byrne/JAG program are pre-determined and divided into grant purpose areas. Each project will need to meet performance measures based on the purpose area assigned to the project. DCJS staff will assist in determining the correct Byrne/JAG purpose area and the associated performance measures for successful grantees.

**How to Submit an Application:**

Applications must be submitted using the format and forms that are linked in these guidelines. Please do not alter the forms. The complete DCJS Grant Application must have an email time stamp of no later than 11:59pm ***Friday, July 29, 2016.*** Applications received after the deadline **will not be considered**. Applications submitted by fax will not be accepted. **Applications 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. You will receive an automated reply once you email your grant. Submissions prior to the deadline are appreciated.

The Project Administrator (or designee with signatory authorization on file with DCJS) must be listed on the grant application face sheet. Please number all pages.

Please submit the application in the following order:

1. [Grant Application](http://www.dcjs.virginia.gov/forms/grants/grantApp.doc) form ([instructions](http://www.dcjs.virginia.gov/forms/grants/grantApplicationInstructions.doc)); [Itemized Budget](http://www.dcjs.virginia.gov/forms/grants/grantbudg.xls) ([instructions](http://www.dcjs.virginia.gov/forms/grants/itemizedBudgetInstructions.doc)); [Project Goals and Objectives](http://www.dcjs.virginia.gov/forms/grants/GoalsObjectivesForm.doc) form;
2. Budget Narrative to correspond with the Itemized Budget;
3. Signature page of the [Certifications Regarding Lobbying; Debarment; Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](http://www.dcjs.virginia.gov/forms/grants/usdoj.doc), 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](http://www.dcjs.virginia.gov/forms/grants/attachmentA.doc), signed by the city, county or town manager, state agency director, regional criminal justice academy director, etc.;
5. Project Narrative not to exceed 10 pages.

**Review Process**

DCJS staff will review grant applications and forward its recommendations to the Grants Committee of the Criminal Justice Services Board which will, in turn, make recommendations to the full Board. Final approval is at the discretion of the Criminal Justice Services Board.

**DCJS Staff Contact:**

Albert Stokes: 804-225-2091; [albert.stokes@dcjs.virginia.gov](mailto:albert.stokes@dcjs.virginia.gov)

Law Enforcement projects

Heather Smolka: 804-371-0635; [heather.smolka@dcjs.virginia.gov](mailto:heather.smolka@dcjs.virginia.gov)

Law Enforcement projects

Joe Marshall: 804-786-1577; [joe.marshall@dcjs.virginia.gov](mailto:joe.marshall@dcjs.virginia.gov)

Non-Law Enforcement projects

Laurel Marks: 804-786-3462; [laurel.marks@dcjs.virginia.gov](mailto:laurel.marks@dcjs.virginia.gov)

Community Corrections/Pre-Trial/Juvenile programming

# Research and Evaluation Projects

The Virginia Department of Criminal Justice Services (DCJS) is seeking grant proposals from Virginia state, legislative, or judicial agencies, local units of government or institutions of higher education to fund research on current or emerging issues affecting the criminal justice system. Multi-jurisdictional evaluations or studies are encouraged. Studies that demonstrate the utility of evidence-based practices are encouraged. Successful applicants must demonstrate that proposed projects are research-based and data-driven. Successful proposals will result in findings that will inform policy and practice throughout the state. Examples of issues that could be examined include, but are not limited to those listed below; alternatives to incarceration and detention, offender recidivism, the intersection of behavioral health and justice, the impact of heroin and opioid abuse; topics or issues that resulted from recent legislation; topics identified through strategic planning sessions of local collaborative bodies, felony larceny and exculpatory evidence, etc.

Proposals submitted must:

* include a clear statement of the issue or topic to be examined and its relevance to Virginia’s criminal justice system;
* if the proposal is meeting a need identified as a recommendation in a plan or report, or as a result of new legislation, applicants should reference the recommendation or law and attach a copy of the plan, report or Code Section;
* contain a statement of the capabilities of the applicant and the position(s), either existing or new who are assigned to carry out the proposed project;
* include a timeline that specifies milestones;
* identify collaborators and sources and provide letters of support indicating access to data if necessary to the success of the project;
* include a final report describing the research conducted, findings and recommendations.

**Application Guidelines and Forms**

**Grant Period:**

Grants will be awarded on a competitive basis for one (1) twelve-month period beginning October 1, 2016 and ending September 30, 2017. Continuation funding may be available for up to one (1) additional year and will depend on the availability of federal JAG funds, project performance and demonstrated continued need.

The maximum grant award including local match is $100,000. We anticipate making four (4) awards in the Research/Evaluation section of the solicitation.

**Grant Match Requirement:**

Grant recipients must provide cash matching funds from non-federal sources. In-kind contributions may not be used to meet the required cash match. During the first year, federal funds may be used to pay no more than 90% of the cost of a proposed project. The remaining 10% of the project costs must be paid by the grant recipient with cash from non-federal sources. For example, if a project’s budget totals $50,000.00; federal JAG funds may be used to pay $45,000.00 of that amount. The grant recipient must provide the remaining $5000.00 in cash from non-federal sources. In-kind contributions may not be used to satisfy the match requirement. Applicants who wish to demonstrate that they are contributing more than the required match may make reference to any additional support they are providing in the project narrative.

Projects approved for continuation funding will be matched by funds based on the following schedule:

Year 1: 10% of total grant award

Year 2: 10% of total grant award

For example, in year 2 of the grant, the cost assumption calculation is provided:

* The total award in year one was $50,000.
* $50,000 x 10% = $5,000 cost assumption.
* $50,000 - $5,000 = $45,000.
* $45,000 is the total federal funds amount allowable for year 2.
* The total grant request would be: $45,000 in federal funds; $5,000 in cash match for a total of $50,000.

**Unallowable Costs:**

Grant funds, including cash match, may not be used for: standard firearms, weapons, ammunition and related equipment normally and routinely provided by the locality to others in the same roles; standard clothing and uniforms normally and routinely provided by the locality to others in the same roles; basic training; 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.

**Restrictions and Limitations:**

The following restrictions and limitations apply to the Grant program unless otherwise approved by DCJS:

* applications are limited to $100,000 in grant and match funds;
* reimbursement will be based on paid invoices for ***approved*** expenditures;
* changes to grant budget after award must be approved by DCJS and made prior to expending funds;
* transactions occurring outside of the grant period will not be eligible for reimbursement;
* grant funds may not be used to supplant federal, state, or local funds that otherwise would be available for the same purposes.

**Project Narrative:**

Each application must include a Project Narrative which may not exceed ten (10) 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 departmental or agency and community; a description of the unmet need or deficiency that the grant funding will address; fully describing how the project will reach the stated goals of the funded project.

**Project Description:**

In the Project Description section, thoroughly and clearly explain how your request will address the identified need and impact the community problem or situation you are trying to address.

**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 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.

**Performance Measures:**

Successful applicants will receive instructions on submitting performance measurement reports in compliance with federal grant requirements.

**How to Submit an Application:**

Applications must be submitted using the format and forms that are linked in these guidelines. Please do not alter the forms. The complete DCJS Grant Application must have an email time stamp of no later than 11:59pm ***Friday, July 29, 2016.*** Applications received after the deadline **will not be considered**. Applications submitted by fax will not be accepted. **Applications 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. You will receive an automated reply once you email your grant. Submissions prior to the deadline are appreciated.

The Project Administrator (or designee with signatory authorization on file with DCJS) must be listed on the grant application face sheet. Please number all pages.

Please submit the application in the following order:

1. [Grant Application](http://www.dcjs.virginia.gov/forms/grants/grantApp.doc) form ([instructions](http://www.dcjs.virginia.gov/forms/grants/grantApplicationInstructions.doc)); [Itemized Budget](http://www.dcjs.virginia.gov/forms/grants/grantbudg.xls) ([instructions](http://www.dcjs.virginia.gov/forms/grants/itemizedBudgetInstructions.doc)); [Project Goals and Objectives](http://www.dcjs.virginia.gov/forms/grants/GoalsObjectivesForm.doc) form;
2. Budget Narrative to correspond with the Itemized Budget;
3. Signature page of the [Certifications Regarding Lobbying; Debarment; Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](http://www.dcjs.virginia.gov/forms/grants/usdoj.doc), 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](http://www.dcjs.virginia.gov/forms/grants/attachmentA.doc), signed by the city, county or town manager, state agency director, regional criminal justice academy director, etc.;
5. Project Narrative not to exceed 10 pages.

**Review Process:**

DCJS staff will review grant applications and forward its recommendations to the Grants Committee of the Criminal Justice Services Board which will, in turn, make recommendations to the full Board. Final approval is at the discretion of the Criminal Justice Services Board.

**DCJS Staff Contact:**

Janice Waddy: 804-786-4011; [janice.waddy@dcjs.virginia.gov](mailto:janice.waddy@dcjs.virginia.gov)

John Colligan: 804-786-4961; john.colligan@dcjs.virginia.gov

# Naloxone for Law Enforcement Agencies

The Virginia Department of Criminal Justice Services (DCJS) announces availability of grant funds to purchase **Naloxone** to combat the rise in overdose of opioids and reduce the number of prescription drug/opioid overdose-related deaths. Grants under this program are intended to provide law enforcement with the knowledge and the tools to reverse overdoses in the field and can reduce the time between when an overdose victim is discovered and when they receive lifesaving assistance. When administered, Naloxone (marketed in the past under the trade name Narcan) restores respiration within two to five minutes, and may prevent brain injury and death. Naloxone works on overdoses caused by opioids, which include prescription painkillers and street drugs such as heroin. Naloxone has no potential for abuse. ([www.bjatraining.org/tools/naloxone/Naloxone-Background](https://www.bjatraining.org/tools/naloxone/Naloxone-Background))

Naloxone is a prescription medication, but it is not a controlled substance. This means authorization is not needed to allow possession and administration of the drug by first responders. Law enforcement officers as defined in [§ 9.1-101](http://law.lis.virginia.gov/vacode/9.1-101/) and firefighters who have completed a training program may also possess and administer naloxone in accordance with protocols developed by the Board of Pharmacy in consultation with the Board of Medicine and the Department of Health.

Naloxone-AcquisitionGrant Awards will not exceed $5000.00 per locality. Applicants requesting more than this amount will not be considered.

Approved projects must be completed within a twelve month period beginning October 1, 2017 and end September 30, 2017. Grant recipients will be required to submit financial, program, and performance measure reports. A second year of funding may be available depending on available funds, grant performance, and demonstrated need.

Priority will be given to localities with limited first responder resources and medical facilities.

Using the DCJS forms linked in these guidelines, applicants should submit; an application cover form; a brief project narrative not to exceed three (3) pages; a budget narrative form; and the signature pages of two federal forms.

Applicants are encouraged to visit the following links for information concerning Naloxone.

* Bureau of Justice (BJA) National Training and Technical Assistance center website on Naloxone. Law Enforcement Naloxone Tool kit: [www.bjatraining.org/tools/naloxone/Naloxone-Background](https://www.bjatraining.org/tools/naloxone/Naloxone-Background)
* Law Enforcement and Naloxone Utilization in the United States: [www.bjatraining.org/naloxone/law-enforcement-and-naloxone-utilization-united-states](https://www.bjatraining.org/naloxone/law-enforcement-and-naloxone-utilization-united-states)

Applicants must include in their proposals:

* a statement of the localities commitment to receiving training on the administration of Naloxone, or evidence that the training has already been provided to the agency;
* the applicable policy/protocol governing the use of the drug, or a commitment to develop a policy prior to deploying/using the drug;
* funding for acquiring the drug that is commensurate with the documented severity of the jurisdiction’s overdose problem, as reflected in overdose-related calls for service and deaths due to overdoses; and
* competitive applicants will include the following information in order to demonstrate need, to include:
  + response time to calls for service for the law enforcement agency and emergency management services;
  + evidence of a current policy governing the use and storage of naloxone or a commitment to develop a policy;
  + number of law enforcement officers on duty during a 24 hour period.

**Protocol for Dispensing to Law Enforcement Officers:**

Alternatively, a pharmacy, wholesale distributor, third party logistics provider, or manufacturer may distribute naloxone via invoice to designated law enforcement officers who have successfully completed a training program developed by the Department of Behavioral Health and Developmental Services (DBHDS). Training shall be conducted in accordance with policies and procedures of the law enforcement agency. For more information please go to: [www.dbhds.virginia.gov/individuals-and-families/substance-abuse/revive](http://www.dbhds.virginia.gov/individuals-and-families/substance-abuse/revive) *(scroll down to Training Resources)*. Questions regarding DBHDS training may be directed to Diane Oehl,   
(804) 371-4616, [diane.oehl@dbhds.virginia.gov](mailto:Diane.Oehl@dbhds.virginia.gov).

These funds may not be used to supplant federal, state, or local funds which are otherwise available for the same purposes. Please utilize the following links to access additional resources on Naloxone.

1. Bureau of Justice National Training and Technical Assistance Center website. Law Enforcement Naloxone Tool kit:   
   [www.bjatraining.org/tools/naloxone/Naloxone-Background](https://www.bjatraining.org/tools/naloxone/Naloxone-Background)
2. Law Enforcement and Naloxone Utilization in the United States: [www.bjatraining.org/naloxone/law-enforcement-and-naloxone-utilization-united-states](https://www.bjatraining.org/naloxone/law-enforcement-and-naloxone-utilization-united-states)
3. To purchase Naloxone from a state agent:  
   Adapt Pharma[http://adaptpharma.com](http://adaptpharma.com/)
4. Narcan Nasal Spray direct purchase:  
   [www.narcannasalspray.com](http://www.narcannasalspray.com/)
5. Hospitalization Rates, Overdose Death Rates, and DFS Submission Rates:  
   [www.dcjs.virginia.gov/research/documents/OpioidandHeroinOverdoseData.pdf](http://www.dcjs.virginia.gov/research/documents/OpioidandHeroinOverdoseData.pdf)

**Eligibility:**

This grant announcement is restricted to state and local law enforcement agencies employing certified law enforcement officers. **Grants will be prioritized based on officer response time and the overdose rate within individual region.** To review your locality’s overdose and hospitalization overdose death rate see: [www.dcjs.virginia.gov/research/documents/OpioidandHeroinOverdoseData.pdf](http://www.dcjs.virginia.gov/research/documents/OpioidandHeroinOverdoseData.pdf)

**Grant Period:**

Grants will be awarded on a competitive basis for one (1) twelve-month period beginning October 1, 2016 and ending September 30, 2017. Continuation funding may be available for an additional one (1) year and will depend on the availability of federal JAG funds, project performance and continued need.

**Applications must include:**

* clear documentation of the need for naloxone;
* grantees commitment and plan for sustainability;
* applicants policy and plan for administering Naloxone.

**Amount Available:**

The maximum amount that may be requested by a locality is $5,000.00. Applications requesting more than this amount will not be considered. Naloxone should be purchased in nasal form from the Adapt Pharmacy ([http://adaptpharma.com](http://adaptpharma.com/)). These grants are made on a reimbursement only basis.

**Grant Match Requirement:**

There is no match requirement for the naloxone purchase grant.

**Grant Period:**

Grants will be awarded on a competitive basis for one (1) twelve-month period beginning October 1, 2016 and ending September 30, 2017. Continuation funding may be available for an additional one (1) year and will depend on the availability of federal JAG funds, project performance and demonstrated need.

**Unallowable Costs:**

Naloxone-Acquisition Grant funds, including cash match, may **not** be used for: personnel salary or benefits; standard firearms, weapons, ammunition and related equipment normally and routinely provided by the locality to others in the same roles; standard clothing and uniforms normally and routinely provided by the locality to others in the same roles; basic training; 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.

**Restrictions and Limitations:**

The following restrictions and limitations apply to the Grant program unless otherwise approved by DCJS:

* reimbursement will be based on paid invoices for ***approved*** expenditures;
* changes to awarded grant budget must be approved by DCJS and prior to expending funds;
* transactions occurring outside of the grant period will not be allowed;
* grant funds may not be used to supplant federal, state, or local funds that otherwise would be available for the same purposes;
* an application totaling more than the $5000.00 will not be considered;
* reimbursement will not be processed without certification of training completion.

**Project Narrative:**

Each application must include a Project Narrative which may not exceed three (3) 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 departmental or agency; a description of the unmet need or deficiency that the grant funding will address; fully describing how the project will reach the stated goals of the funded project to reduce the number of deaths related to opioid overdose.

**Project Description:**

In the Project Description section, thoroughly and clearly explain how your request will address the identified need and impact the community problem or situation you are trying to address.

**Budget Narrative:**

In addition to completing the Project Narrative, you must also provide a Budget Narrative that explains the reason for the requested item and provides the basis for its cost. All purchases requested in the Budget Narrative must be for the acquisition of naloxone to be used the by the local law enforcement agency or department. The requested purchase should be listed on a unit cost basis. The ***budget narrative*** must thoroughly explain the relevance and importance of the purchase to the project.

**Performance Measures:**

Successful applicants will receive instructions and technical assistance from DCJS staff on submitting performance measurement reports in compliance with federal Byrne/JAG grant requirements.

Additional performance measures will include:

* response time to calls for service for the law enforcement agency and emergency management services;
* number of applications of Naloxone administered within the quarter;
* number of deaths occurring during grant period.

**How to Submit an Application:**

Applications must be submitted using the format and forms that are linked in these guidelines. Please do not alter the forms. The complete DCJS Grant Application must have an email time stamp of no later than 11:59pm ***Friday, July 29, 2016.*** Applications received after the deadline **will not be considered**.

**Applications 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. You will receive an automated reply once you email your grant. Submissions prior to the deadline 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 with the name of your locality as the title of the document (i.e., “Richmond Naloxone-Acquisition”.)

The Project Administrator (or designee with signatory authorization on file with DCJS) must be listed on the grant application face sheet. Please number all pages.

Please submit the application in the following order:

1. [Grant Application](http://www.dcjs.virginia.gov/forms/grants/grantApp.doc) form ([instructions](http://www.dcjs.virginia.gov/forms/grants/grantApplicationInstructions.doc)); [Itemized Budget](http://www.dcjs.virginia.gov/forms/grants/grantbudg.xls) ([instructions](http://www.dcjs.virginia.gov/forms/grants/itemizedBudgetInstructions.doc)); [Project Goals and Objectives](http://www.dcjs.virginia.gov/forms/grants/GoalsObjectivesForm.doc) form;
2. Budget Narrative to correspond with the Itemized Budget;
3. Signature page of the [Certifications Regarding Lobbying; Debarment; Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](http://www.dcjs.virginia.gov/forms/grants/usdoj.doc), 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](http://www.dcjs.virginia.gov/forms/grants/attachmentA.doc), signed by the city, county or town manager, state agency director, regional criminal justice academy director, etc.;
5. Project Narrative (not to exceed 3 pages), including applicant’s policy governing the use of naloxone, training by administrator if current policy is available and intent to procure training prior to administration/issuance of nasal spray.

**Review Process:**

DCJS staff will review grant applications and make recommendations to the Grant Committee of the Criminal Justice Services Board (CJSB). The Grant Committee will present grants recommended for funding to the CJSB for approval.

**DCJS Staff Contacts:**

Heather Smolka: (804) 371-0635; [heather.smolka@dcjs.virginia.gov](mailto:Heather.smolka@dcjs.virginia.gov)

Albert Stokes: (804) 225-2091; [albert.stokes@dcjs.virginia.gov](mailto:Albert.stokes@dcjs.virginia.gov)

# Body Worn Cameras for Law Enforcement Agencies

The Virginia Department of Criminal Justice Services (DCJS) is making federal funds available for the purchase of Body-Worn Camera systems to improve law enforcement interactions with the public. Body-Worn Cameras can provide a visual and audio record of interactions between law enforcement officers and the public. Some preliminary evidence indicates that the presence of Body-Worn Cameras helps strengthen accountability and transparency, and can assist in   
de-escalating conflicts, resulting in more constructive encounters between law enforcement agencies in Virginia and members of the community. Funds for these grants come from money allocated to Virginia through the Edward Byrne Memorial Justice Assistance Grant Program (JAG). Approved grants will be reimbursement-based awards.

Body-Worn Camera Grant awards will not exceed $15,000, comprised of federal funds and required local cash matching funds. Applications requesting more than this amount will **not** be considered. Recipients must provide cash matching funds from non-federal sources.

Eligible projects will be ranked based on need and the measurable impact of the purchase in addressing the need identified by the applicant. Data storage should be considered a secondary expense, should it be included in an application.

Using the DCJS forms linked in these guidelines, applicants should submit: an application cover form; a project narrative not to exceed three pages; a budget narrative form; and the signature pages of two federal forms.

**Applicants are encouraged to visit the BJA website (**[**www.bja.gov/bwc**](https://www.bja.gov/bwc/)**) for additional information on the use of body-worn cameras.**

These funds may not be used to supplant federal, state, or local funds which are otherwise available for the same purposes.

This competitive solicitation is for law enforcement agencies seeking to establish or enhanceBody-Worn Camera Programs. Body-Worn Camera deployment is often a complex balance between overarching public safety goals and the technological, logistical, and policy challenges. Leading police membership organizations like the Police Executive Research Forum (PERF) and the International Association of Chiefs of Police (IACP), and federal agencies such as DOJ’s Office of Community Oriented Policing Services (COPS) and OJP’s Diagnostic Center, BJA, and National Institute of Justice (NIJ) have produced helpful guidance related to the complex privacy, officer safety, and policy issues involved in implementing this rapidly evolving technology.

Please utilize the following links to access these resources:

1. COPS/PERF Resource: [www.justice.gov/iso/opa/resources/472014912134715246869.pdf](http://www.justice.gov/iso/opa/resources/472014912134715246869.pdf);

2. IACP Resources: [www.theiacp.org](http://www.theiacp.org); Search “Body Worn Camera”;

3. OJP Diagnostics Center Resource: [https://ojpdiagnosticcenter.org/sites/default/files/spotlight/download/Police%20Officer%2 0Body-Worn%20Cameras.pdf](https://ojpdiagnosticcenter.org/sites/default/files/spotlight/download/Police%20Officer%252%200Body-Worn%20Cameras.pdf);

4. BJA Assistance Resource: [www.smartpolicinginitiative.com/tta/body-worn-cameras](http://www.smartpolicinginitiative.com/tta/body-worn-cameras);

5. National Institute of Justice Resource:   
[www.nij.gov/topics/law-enforcement/technology/Pages/body-worn-cameras.aspx](http://www.nij.gov/topics/law-enforcement/technology/Pages/body-worn-cameras.aspx).

**Eligibility:**

This grant announcement is restricted to state and local law enforcement agencies employing certified law enforcement officers. **Grant awards will be prioritized for localities making their first body-worn camera purchase and those that do not currently have a Body-Worn Camera program.** Localities with a Body-Worn Camera program are eligible to apply for Body-Worn Cameras if the need is sufficiently documented and funding is available. Data storage should be considered a secondary expense, should it be included in an application. Twenty-Four (24) months is the maximum length of time that grant funds will be awarded to support a Body-Worn Camera program in a locality.

**Applicants must include:**

* clear documented evidence of the need for the camera equipment;
* the applicant’s policy governing the use of the body-worn cameras and storage of the data they produce;
* plan for data storage and retention;
* plan for equipment maintenance and replacement.

**\*\*\* The Virginia Department of Criminal Justice Services Model Policy is available at** [**www.dcjs.virginia.gov/cple/sampleDirectives/index.cfm**](http://www.dcjs.virginia.gov/cple/sampleDirectives/index.cfm) **\*\*\***

**Amount Available:**

The maximum amount that may be requested, including federal funds and the required local cash match, is $15,000. Applications requesting more than this amount will not be considered.

**Match Requirement:**

Grant recipients must provide the local matching cash funds from non-federal sources. In-kind contributions may not be used to meet the required local cash match. During the first year, federal funds may be used to pay no more than 90% of the cost of a proposed project. The remaining 10% of the project costs must be paid by the grant recipient with cash from non-federal sources. For example, if a project’s budget totals $15,000.00; federal JAG funds may be used to pay $13,500 of that amount. The grant recipient must provide the remaining $1,500 in cash from non-federal sources. In-kind contributions may not be used to satisfy the match requirement. Applicants who wish to demonstrate that they are contributing more than the required match may make reference to any additional support they are providing in the project narrative.

To assist localities with Body-Worn Camera program implementation and transition to local funding, please refer to the graduated match percentage for each participation year.

Projects approved for continuation funding will be matched by local funds based on the following schedule:

Year 1: 10% of total grant award

Year 2: 15% of total grant award

For example, in year 2 of the grant, the cost assumption calculation is provided:

* The total award in year one was $15,000.
* $15,000 x 15% = $ 2,250 local cost assumption.
* $15,000 - $ 2,250 = $12,750.
* $12,750 is the total amount allowable for year 2.
* So your total grant request would be: $12,750 in federal funds; $2,250 in Local Match for a total of $15,000.

**Grant Period:**

Grants will be awarded on a competitive basis for one (1) twelve-month period beginning October 1, 2016 and ending September 30, 2017. Continuation funding may be available for an additional one (1) year and will depend on the availability of federal JAG funds, project performance and demonstrated need.

**Unallowable Costs:**

Body-Worn Camera program funds, including cash match, may not be used for: personnel salary or benefits; standard firearms, weapons, ammunition and related equipment normally and routinely provided by the locality to others in the same roles; standard clothing and uniforms normally and routinely provided by the locality to others in the same roles; basic training; 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.

**Restrictions and Limitations:**

The following restrictions and limitations apply to the Grant program unless otherwise approved by DCJS:

* Reimbursement will be based on paid invoices for *approved* expenditures.
* Changes to awarded grant budget must be approved by DCJS and made before expending funds. Transactions occurring outside of the grant period may not be eligible for   
  re-imbursement.
* Data storage should be considered a secondary expense, should it be included in an application. Applications requesting only data storage will not be considered.
* Grant funds may not be used to supplant federal, state, or local funds that otherwise would be available for the same purposes.
* An application totaling more than $15,000, including match, will not be considered.

**Project Narrative:**

Each application must include a Project Narrative which may not exceed three (3) 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 and Project Description.

**Need Statement:**

In the Need Statement section of your Project Narrative, provide: a brief description of your department or agency and your community; a brief description of the unmet need or problem the project will address, documented with data to support the need. Data used to support the need could include; documented complaints from the community, information requests from the Commonwealths’ Attorney, or requests for information through the Virginia Freedom of Information Act.

**Project Description:**

In the Project Description section, thoroughly and clearly explain how your project will address the identified need and the impact that will have on the functioning and services of your department/agency and community. The Project Description must include the implementation of a policy governing the use of the body-worn cameras and storage of the data they produce, the applicant’s plan for data storage and retention, and the applicant’s plan for equipment maintenance and replacement.

**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 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.

**HOW to SUBMIT an APPLICATION**

Applications must be submitted using the format and forms that are associated with these guidelines. Please do not alter the forms. Applications must be emailed to DCJS and received by 11:59pm **as documented by the email timestamp no later than *Friday July* 29*, 2016.*** Applications received after the deadline **will not be considered.**

**Applications 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. You will receive an automated reply once you email your 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.

The Project Administrator (or designee with signatory authorization on file with DCJS) must be listed on the grant application face sheet. Please number all pages.

Please submit the application in the following order:

1. [Grant Application](http://www.dcjs.virginia.gov/forms/grants/grantApp.doc) form ([instructions](http://www.dcjs.virginia.gov/forms/grants/grantApplicationInstructions.doc)); [Itemized Budget](http://www.dcjs.virginia.gov/forms/grants/grantbudg.xls) ([instructions](http://www.dcjs.virginia.gov/forms/grants/itemizedBudgetInstructions.doc)); [Project Goals and Objectives](http://www.dcjs.virginia.gov/forms/grants/GoalsObjectivesForm.doc) form;

2. Budget Narrative to correspond with the Itemized Budget;

3. Signature page of the [Certifications Regarding Lobbying; Debarment; Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](http://www.dcjs.virginia.gov/forms/grants/usdoj.doc), 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](http://www.dcjs.virginia.gov/forms/grants/attachmentA.doc), signed by the city, county or town manager, state agency director, regional criminal justice academy director, etc.;

5. Project Narrative (not to exceed 3 pages), including applicant’s policy governing the use of the body-worn cameras and storage of the data they produce, the applicant’s plan for data storage and retention, and the applicant’s plan for equipment maintenance and replacement.

**Review Process**

DCJS staff will review grant applications and make recommendations to the Grants Committee, of the Criminal Justice Services Board (CJSB). The Grants Committee will recommend grants to the CJSB for approval.

**DCJS Staff Contacts:**

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