

**VIRGINIA DEPARTMENT OF CRIMINAL JUSTICE SERVICES
Byrne Justice Assistance Grant (JAG) Program**

**Guidelines for Submitting Concept Papers
for Projects Starting July 1, 2015**

**CONCEPT PAPERS
Due electronically by 5:00 PM**

March 16, 2015



**Virginia Department of Criminal Justice Services
1100 Bank Street
Richmond, VA 23219**

TABLE OF CONTENTS

I. Introduction

II. Purpose Areas

A. Law Enforcement Programs

B. Prevention and Education Programs

III. Phase I: Request for Concept Papers

IV. Attachment: Phase I DCJS JAG Concept Paper Form

I. INTRODUCTION

The Department of Criminal Justice Services (DCJS) is making available federal funds for grants to support new projects that implement evidence based practices in these areas:

- 1) Law Enforcement Programs;
- 2) Prevention and Education Programs.

Funds for these grants come from money allocated to Virginia by the U.S. Department of Justice, Bureau of Justice Assistance, through the Edward Byrne Memorial Justice Assistance Grant (JAG) Program.

Grants will be awarded through a two-phase process: a Concept Paper phase (Phase I) and an Invited Applicant phase (Phase II). The process is described in detail below.

Eligibility:

Virginia local units of government, state agencies, non-profit organizations, regional criminal justice training academies, and public colleges and universities are eligible to receive JAG funds and may submit Concept Papers for consideration. Non-profit organizations invited to submit full grant applications will be required to provide letters of support from the local unit(s) of government of the jurisdiction(s) they will serve and a copy of a recent audit.

Proposals for multi-jurisdiction projects will be considered, provided that one locality serves as the applicant. Full grant applications for these projects must include written consent to participate from the executive/administrative officer for each affected locality.

Only one Concept Paper per agency, organization, regional criminal justice training academy, or public college or university may be submitted. Local units of government may submit multiple Concept Papers provided that the primary agencies responsible for each of the projects are different. For example, a locality may submit one Concept Paper for a project in the police department and another for a project in the local drug abuse prevention agency.

Priority for Small/Rural Localities:

DCJS intends to give priority consideration to proposals submitted by the localities listed in attachment A. They were selected based on their populations and rural character as determined by the Rural Assistance Center in the U.S. Department of Health and Human Services, in combination with fiscal stress rankings compiled by the Commission on Local Government in the Virginia Department of Housing and Community Development.

Grant Period:

The grant period for projects awarded under this solicitation will be from July 1, 2015 through June 30, 2016. Continuation funding may be available for up to three additional years and is dependent upon the availability of federal JAG funds, as well as project performance and demonstration of continued need. Applicants should plan to assume the costs of successful projects when grant funds are no longer available.

Evidence Based Practices

Consideration will **only** be given to proposals requesting funds to implement evidence based practices, defined as a practice, intervention, or combination thereof, that is proven effective through research to obtain a desired outcome. These guidelines contain links to information about specific evidence based programs/practices which can serve as models for applicants' proposals.

Proposals Must Be For New Projects

Consideration will **only** be given to proposals for projects that have not previously been implemented by the applicant.

Grant Amount:

The maximum amount that may be requested for a project, including the required cash match, is \$150,000.

Match Requirement:

The grant recipient must pay at least 10% of the proposed project cost with cash from non-federal sources; federal funds may be used to pay no more than 90%. For example, if a project's total budget is \$150,000, federal JAG funds may be used to pay \$135,000 of that amount; the grant recipient must provide the remaining \$15,000 in cash from non-federal sources.

Unallowable Costs:

Grant funds, including cash match, may not be used for: firearms, ammunition and related equipment; equipment normally and routinely provided by the locality to others in the same roles; clothing and uniforms normally and routinely provided by the locality to others in the same roles; construction or renovation; land acquisition; lobbying and political contributions; honoraria; bonuses; personal entertainment such as tickets to sporting events; personal calls; alcohol; food/beverages unless an integral component of an approved program; or patrol or luxury vehicles.

Restrictions:

Grant funds must not be used to supplant federal, state or local funds that otherwise would be available for the same purposes. Other restrictions specified in the federal guidelines governing this program may apply; these will be included in the special conditions attached to grants awarded.

Grant funds will not be awarded for projects for which other funding may be available.

Equipment:

The purchase of equipment will only be allowed when the equipment is necessary and integral to the conduct of the project/program to be funded by the JAG grant. Equipment costs must be reasonable, thoroughly justified, and directly related to the grant project outcomes.

Two-Phase Solicitation Process:

DCJS will use a two-phase process to solicit applications and award JAG grants. In the Concept Paper phase (Phase I), those interested in applying for JAG funding submit a Concept Paper in accordance with the instructions contained in these guidelines.

DCJS will review all Concept Papers submitted in accordance with the specifications and instructions provided. Based on the strength of the Concept Paper, DCJS will issue invitations for participation in the Invited Applicants phase (Phase II). Invitations to submit grant applications will be issued by April 17, 2015. Only invited grant applications will be considered, and invited applications must be for the same projects described in the Concept Papers.

Concept Paper applicants should be mindful of the full application requirements which must be met if they are invited to participate in Phase II. Invited applicants will be required to complete and provide the following by the designated due date:

- Hard copy original application and required copies which meet all specific requirements including required forms, signatures, page limitations;
- Itemized budget;
- Budget narrative explaining and justifying the need for all funds requested and stating the basis/calculations for the amounts requested;
- A narrative which educates the reviewer about the applicant's community and organization; describes the severity of crime or criminal justice system issues and their impact on the community; provides statistics that support the existence and extent of the problem; clearly justifies the need for the grant; and describes existing resources and services currently available to address the problem, including any other funding, and an explanation as to why the resources are inadequate;
- Detailed description of the proposed project or practice; the evidence that supports its effectiveness in addressing the stated problems; and the planned implementation activities and their relevance to the stated goals and objectives;
- Goals with specific, measurable objectives with projected start/end dates and a thorough, specific list of activities and tasks that will be undertaken each quarter to accomplish each objective;
- Performance measures for each objective, including those established and required by the U.S. Department of Justice, Bureau of Justice Assistance as applicable to the project;
- A plan for continuation of the program after these federal funds are no longer available; and
- For non-profit organizations, letter(s) of support from the local government(s) in which services will be provided, and a copy of the organization's most recent audit.

Application forms and instructions will be provided when invitations are issued.

Note: JAG funding is limited. This is a competitive grant process. Neither the invitation to submit an application for JAG funds nor the provision of technical assistance to applicants by DCJS implies that an applicant will receive a grant award.

II. PURPOSE AREAS

DCJS is making JAG funds available to support the implementation of evidence based programs/practices in these areas:

- A. Law Enforcement Programs;
- B. Prevention and Education Programs;

Concept Papers must specify the purpose area under which the project is proposed and must be developed in accordance with any specific direction provided for the purpose area in the following pages.

A. LAW ENFORCEMENT PROGRAMS

Purpose:

DCJS will consider proposals to implement evidence based programs/practices that focus on community policing strategies to address a specific crime issue unique to the applicants' jurisdictions. For example, a community might use the community policing strategy to address:

- Violent crime reduction
- Gang related homicides
- Property crimes
- Prevention and intervention
- Focused deterrence

Applicants are encouraged to create partnerships, leverage resources and develop community approaches to crime and systemic enablers of crime. To support the need for their proposed projects, applicants should include crime and arrest data, drug arrest data, jail release data, poverty rates, teen pregnancy rates and graduation rates.

Applicants are encouraged to follow the Evidence Based Policing Matrix established by the Center for Evidenced Based Crime Policy (<http://cebcp.org/evidence-based-policing/the-matrix/>). It should be noted that while the matrix was not designed specifically for community policing efforts, the programs examined have the community policing model at the core of their success. The **Realms of Effectiveness** briefly discusses the merits of the community policing approach and the promise the model shows.

Applicants can find additional specific examples of evidence based community policing programs at <https://www.crimesolutions.gov/default.aspx> . Several models referenced on the crimesolution.gov website that have community policing as their foundation are:

Program Name	Description	Topic Category
High Point Drug Market Intervention	A problem oriented policing program that aims to eliminate overt drug markets and the problems associated with them through a deterrence-based, pulling-levers framework.	<ul style="list-style-type: none"> • Crime & Crime Prevention • Drugs & Substance Abuse • Law Enforcement • Technology & Forensics
Hotspots Policing	Used by many police departments, hot spots policing strategies focus on small geographic areas or places, usually in urban settings, where crime is concentrated.	<ul style="list-style-type: none"> • Crime & Crime Prevention • Law Enforcement • Technology & Forensics

Chicago Alternative Policing Strategy (CAPS)	The CAPS program brings police, local government agencies, and the community together to prioritize problems and prevention efforts.	<ul style="list-style-type: none"> • Crime & Crime Prevention • Law Enforcement
Richmond (CA) Comprehensive Homicide Initiative	A problem-oriented policing program composed of a broad collection of enforcement and non-enforcement strategies designed to reduce homicide.	<ul style="list-style-type: none"> • Crime & Crime Prevention • Juveniles

Additional information on the Community Policing concept can be found at:

<http://cops.usdoj.gov/files/RIC/Publications/e08071596.pdf>

<http://www.cops.usdoj.gov/Publications/e030917193-CP-Defined.pdf>

Contact/Assistance:

For information or assistance, contact Albert Stokes at 804/225-2091, or

Albert.Stokes@dcjs.virginia.gov.

B. YOUTH PREVENTION AND EDUCATION

Purpose:

DCJS will award JAG funds to support the implementation of new evidence-based prevention and/or education strategies for delinquency prevention and education.

Discussion:

Proposals may be submitted for implementing new prevention or education strategies or programs that have been proven through research to be effective and are listed as such on national registries such as www.crimesolutions.gov or the What Works Clearinghouse of the Education Institute of Sciences Strategies and/or programs are to target at-risk youth, including children who have been exposed to violence, or those working with these youth. Strategies and programs involving other family members, especially parents, are also encouraged.

Applicants will need to ensure that the strategies and/or programs are appropriate for the target population and can be delivered with fidelity.

Proposals for training staff to implement evidence based strategies and/or programs, with the actual implementation to occur following the grant period, must include a plan for the implementation of the strategies and/or programs once the staff has been trained. The applicant will also be required to provide data on the implementation of such strategies/programs for up to one year after the training of staff and conclusion of the grant.

Grant applications must include quantifiable and relevant data and must cite all data sources. For those projects proposing to deliver an evidence-based education or training program, applicants should describe the chosen program, its fit to the target population, the national database where it is listed (for example, www.crimesolutions.gov or the What Works Clearinghouse of the Education Institute of Sciences, and its rating. Only programs proven effective or having the strongest research support will be considered for funding.

Priority consideration will be given to projects implementing one or more of the following programs which are considered “effective.” Additional details for each program can be found on www.crimesolutions.gov .

Program Name	Ages	Description	Topic Category
Families and Schools Together	4-9	A multifamily group intervention program designed to build protective factors for children, to empower parents to be the primary prevention agents for their own children, and to build supportive parent-to-parent groups.	<ul style="list-style-type: none">• Delinquency prevention• Children exposed to violence
First Step to Success	5-8	An early intervention program designed to identify children with antisocial behavior and introduce	<ul style="list-style-type: none">• Delinquency prevention

		adaptive behavioral strategies to prevent antisocial behavior in school. The program has both school and home components.	
Guiding Good Choices	9-14	A multimedia family competency training program that promotes healthy, protective parent–child interactions and addresses children’s risk for early substance use.	<ul style="list-style-type: none"> • Delinquency prevention
LifeSkills Training	11-18	A classroom-based tobacco-, alcohol-, and drug abuse–prevention program for upper elementary and junior high school students.	<ul style="list-style-type: none"> • Delinquency prevention
Positive Family Support	11-17	Formerly known as Adolescent Transitions Program (ATP), PFS is a multilevel, family-centered intervention targeting children at risk for problem behaviors or substance use and their families.	<ul style="list-style-type: none"> • Delinquency prevention
Promoting Alternative THinking Strategies	3-12	A prevention program that promotes emotional and social competencies and reduces aggression and behavior problems in elementary school–aged children.	<ul style="list-style-type: none"> • Delinquency prevention • Children exposed to violence
Safe Dates	11-17	A school-based prevention program for middle and high school students designed to stop or prevent the initiation of dating violence victimization and perpetration.	<ul style="list-style-type: none"> • Delinquency prevention • Children exposed to violence
Second Step: A Violence Prevention Curriculum	5-12	A universal prevention program designed to reduce impulsive and aggressive behavior in children and adolescents by increasing their social competency skills.	<ul style="list-style-type: none"> • Delinquency prevention • Children exposed to violence
Strengthening Families Program: For Parents and Youth 10-14	10-14	An adaptation of the Strengthening Families Program that aims to reduce substance use and behavior problems during adolescence through improved skills in nurturing and child management by parents and improved interpersonal and	<ul style="list-style-type: none"> • Delinquency prevention

		personal competencies among youths.	
Strong African American Families	11-14	A 7-week alcohol-, drug use-, and early sexual activity–reduction program concentrating on rural African American youths (ages 10–14) that improves parenting practices and family communication and teaches the youths resistance skills.	<ul style="list-style-type: none"> • Delinquency prevention
Trauma-Focused Cognitive Behavioral Therapy	3-14	A treatment intervention designed to help children and their parents overcome the negative effects and emotional distress of traumatic life events such as child sexual or physical abuse.	<ul style="list-style-type: none"> • Children exposed to violence
The Incredible Years	2-8	A parent training, teacher training, and child social skills training approach to reducing challenging behaviors in children and increasing their social and self-control skills.	<ul style="list-style-type: none"> • Delinquency prevention • children exposed to violence

Contact/Assistance:

For information or assistance on projects, please contact Mr. Ed Holmes at 804.786.4576 or Ed.Holmes@dcjs.virginia.gov.

III. PHASE I: REQUEST FOR CONCEPT PAPERS

Those interested in applying for 2015 JAG funding must submit a Concept Paper on a DCJS JAG Concept Paper Form (see Attachment 1) in accordance with the instructions contained in this section. The proposed project must be eligible under one of the Purpose Areas described in Section II of these guidelines.

Concept Paper Deadline:

Concept Papers **must** be submitted electronically to JAGproposal@dcjs.virginia.gov and received by DCJS no later than **5:00 PM on Tuesday March 16, 2015**. Please include the name of the applicant locality, state agency, non-profit organization, or college/university in the e-mail subject line. Concept Papers submitted after this deadline, or not submitted electronically, will **not** be considered.

Technical Assistance for Concept Papers:

For technical assistance or questions related to these guidelines, please contact the appropriate staff person listed in the JAG Purpose Area for which you are submitting a Concept Paper.

How to Submit a Concept Paper:

Eligible applicants must complete and electronically submit a DCJS 2015 JAG Concept Paper Form (see Attachment 1) in accordance with the instructions contained in this section. Concept Papers must be:

- Submitted on the DCJS JAG Concept Paper Form;
- Limited to three (3) pages, double spaced;
- For projects consistent with the JAG Purpose Areas and allowable projects described in Section II of this guide;
- For projects costing no more than \$150,000, including cash match;
- Submitted by an eligible applicant and limited to one per agency or organization;
- Comply with all instructions;
- Submitted as an attachment to an e-mail addressed to JAGproposal@dcjs.virginia.gov with name of the applicant locality, state agency, non-profit organization, or college/university in the subject line;
- Submitted individually (only one Concept Paper per e-mail);
- Received by DCJS no later than 5:00 PM on Tuesday March 16, 2015.

E-mail Confirmation:

Electronic submission of a Concept Paper will elicit an automatic e-mail reply to the sender, confirming DCJS' receipt of the proposal. It is the sender's responsibility to ensure that DCJS receives a complete Concept Paper by the stated deadline. If the sender does not receive an automatic e-mail confirmation, please contact Ms. Candace Miles at 804.371.6507 or Candace.Miles@dcjs.virginia.gov immediately.

Concept Paper Review Process:

Concept Papers will be reviewed by DCJS staff and outside reviewers. By April 17, 2015 DCJS will notify by e-mail applicants whose Concept Papers have been approved and invite them to submit complete grant applications for their proposed projects. Only applications from invited applicants will be accepted and reviewed by DCJS.

Concept Paper Form Instructions: Applicants must use the DCJS JAG Concept Paper Form to submit their proposals for consideration (See Attachment B; the form may be downloaded from the DCJS website at www.dcjs.virginia.gov).

- Do not alter the form.
- Do not submit additional materials.
- Do not use font smaller than Times New Roman 11-point font, double spaced.
- The entire Concept Paper must be 3 pages or less.
- Respond to all form elements:

1. Applicant

Provide the name of the locality, organization, state agency, or Virginia public college or university submitting the Concept Paper. If the applicant is a local unit of government, also provide the name of the agency that will be responsible for the project.

2. Jurisdiction(s) Served

List all localities to be served by the proposed project. If the project is a statewide project, simply put "statewide".

3. JAG Purpose Area

Identify the JAG Purpose Area selected – list only 1.

4. Contact

Provide the name, title, daytime telephone number and email address of the person who can answer questions about the proposed project.

5. Brief Project Summary

Provide a complete and concise summary of your project proposal (1 paragraph). Your summary will be used verbatim for a compilation list of Concept Papers for review team members.

6. Problem & Need Statement

This counts for 40% of the review score. Thoroughly describe the problem and need the proposed project will address. Explain why the project is needed. Provide statistics, objective data, and/or anecdotal evidence that document and support the need for the project. (Refer to the JAG Purpose Areas in Section II for possible additional instruction that may relate to the project.)

7. Project Description & Planned Outcomes

This counts for 35% of the review score. Identify the evidence based program/practice the proposal will implement. Describe in detail how it will be implemented and how it will address the needs identified in #6. Provide a timeline for July 1, 2015-June 30, 2016. State the project's planned outcomes. Explain who will benefit directly from the project. (Refer to the JAG Purpose Areas in Section II for possible additional instructions that may relate to the project.)

8. Organizational Capacity & Project Partners

This counts for 10% of the review score. Describe your organization and its capacity to carry out the proposed project successfully. Include any information that is relevant to the planning of the project. Questions you may wish to answer include: "Who do we need as partners for this project?", "How do we organize all partners to work effectively together?" and "By whom and how will this project be managed?"

9. Funding Needs

This counts for 15% of the review score. Briefly discuss the funding needs for the project, other resources supporting the project, and an estimate of the total grant funds needed. Grant funds will not be awarded for projects for which other funding may be available.

10. Non-supplanting Statement

By submitting the Concept Paper, the applicant certifies that the funds, if awarded, will not supplant other funds that otherwise would be available for the same purpose. (Do not enter anything in this block.)

11. Authorizing Name/Title

Provide the name of the city/county/town manager, organization director, chief executive, or other person authorized to accept a grant if awarded. By completing this, the applicant certifies that the named individual has approved submission of the Concept Paper.

12. Date

Provide the date that the Concept Paper was approved by the individual named in #11.