



# **ARPA**

## **Higher Education Equipment Grant Program**

Guidelines and Application Procedures

*Application Due Date*  
*March 24, 2023, 5:00pm*

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

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# ARPA Higher Education Equipment Grant Program

## Guidelines and Application Procedures

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## I. Introduction

The Virginia Department of Criminal Justice Services (DCJS) is pleased to announce the availability of federal American Rescue Plan Act (“ARPA”) funds for law enforcement efforts.

“Treasury recognizes the importance of comprehensive approaches to challenges like violence. The final rule includes an enumerated eligible use for community violence intervention programs in all communities, not just the disproportionately impacted communities eligible under the interim final rule. Given the increased rate of violence during the pandemic, Treasury has determined that this enumerated eligible use is responsive to the impacts of the pandemic in all communities. The final rule incorporates guidance issued after the interim final rule on specifically types of services eligible, including:

- Evidence-based practices like focused deterrence, street outreach, violence interrupters, and hospital-based violence intervention models, complete with wraparound services such as behavioral therapy, trauma recovery, job training, education, housing and relocation services, and financial assistance; and
- Capacity-building efforts at community violence intervention programs like funding more intervention workers, increasing their pay, providing training and professional development for intervention workers, and hiring and training workers to administer the programs.”<sup>1</sup>

The Virginia State Budget allocated \$75,000,000 in ARPA funds in the first year to the Virginia Department of Criminal Justice Services “to make one-time grants to state and local law enforcement agencies located in the Commonwealth, including colleges and universities, local and regional jails for the purpose of training and purchasing equipment and supplies to support law enforcement related activities, excluding equipment for which one-time equipment grants were appropriated from the general fund in Item 406, Chapter 552, 2021 Acts of Assembly (Body Worn Camera Grant Program). Of the amount provided, no less than \$60,000,000 shall be provided for the support of local law enforcement agencies. Of the amount provided, the Director, Department of Criminal Justice Services, is authorized to recover reasonable, one-time costs related to administering this grant program. Any distribution made to a local law enforcement agency shall not require a local match. The Department shall report on the distributions made to the Governor, the Chairs of the House Appropriations and the Senate Finance and Appropriations Committees, and the Secretary of Finance by November 1, 2023.”

Approved applications for this non-competitive funding opportunity will be awarded upon approval of the Criminal Justice Services Board on **May 11, 2023**, and any pending approvals necessary from the Department of Accounts.

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<sup>1</sup> <https://www.federalregister.gov/documents/2022/01/27/2022-00292/coronavirus-state-and-local-fiscal-recovery-funds>

## II. Focused Funding Areas

DCJS has identified the following project/program area as a priority for funding through this solicitation.

**Law Enforcement Equipment:** Applicants are invited to purchase equipment that improves or enhances the delivery of daily law enforcement services to the community and/or ensures the safety of citizens and officers. Equipment purchased and projects should seek to decrease violent crime within their communities.

Applicants are also invited to request funding for equipment that will improve and reduce violent crime within their locality. Funding may be used to invest in technology and equipment to allow law enforcement to more efficiently and effectively respond to the rise in gun violence resulting from the pandemic, for example technology to assist in the identification of guns whose serial numbers have been damaged. Along with being responsive to harm, equipment must be cost reasonable.

An example of items that can be purchased through this funding include, but are not limited to, the following:

- Virtual simulation equipment
- Crime mapping
- Real time crime center platforms
- Forensic equipment
- Video equipment
- Artificial intelligent cameras
- Tactical equipment to include armor, electronics, etc.
- Ballistics Technology
- Investigative platforms
- Bikes and Vehicles to assist with crime reduction
- License plate recognition system
- Regular vehicles up to \$70,000 (i.e. standard law enforcement vehicles)\*

\*Within ‘Section II: Focused Funding Areas’ of the ARPA Law Enforcement Equipment Grant Program Guidelines and Application Procedures a list of example items is provided that can be purchased through this funding opportunity. This list, which includes, “regular vehicles up to \$70,000 (i.e., standard law enforcement vehicles),” serves as an example of an eligible purchase and does not explicitly prohibit the purchase of large-scale vehicles greater than \$70,000. Instead, requests to purchase vehicles that cost more than \$70,000 will be reviewed on a case-by-case basis. Please be advised that bear cats, armored vehicles, and body worn cameras will remain as unallowable purchases under this funding opportunity.

### Unallowable Purchases

Be advised that bear cats, armored vehicles, multi-use evidence vehicles and body worn cameras will not be allowable under this funding opportunity.

### III. Eligibility

This grant announcement is open to higher education law enforcement entities. Entities may only submit one application in response to this solicitation. This grant program is a formula-based grant opportunity.

### IV. Grant Application Deadline

**Applications must be submitted in the DCJS Online Grants Management System (OGMS) no later than 5:00 p.m. on March 24, 2023.** The system will not allow applications to be submitted after the deadline, therefore, late applications will not be considered. Allow time for any possible technical difficulties you may experience since the application will not be accepted after the deadline. Instructions on how to register in OGMS are available in this document. If you have not already done so, it is recommended that you register for OGMS as soon as possible as the registration process can take several days.

### V. Amount Available

Each agency is eligible for funding and is receiving an award based on a formula previously mentioned. Refer to the attached spreadsheet to determine the amount allocated to your agency and use this amount when developing your budget throughout your application.

Final funding amounts may be impacted or limited due to pending changes in the state budget. Applications will be accepted within the current stated limits but subject to change after the May 11<sup>th</sup> meeting of the Criminal Justice Services Board. Grantees will be notified by DCJS of any changes to the amount of their grant in their award letter.

### VI. Grant Period

Grants will be awarded for a two (2) year period July 1, 2022, through June 30, 2024. The Grant funding period is retroactive to July 1, 2022. Localities will be able to apply for previously purchased items that meet the funding focused areas, but any previous purchases will need to be approved through your application prior to any reimbursement claims being submitted and processed.

### VII. Match Requirement

There is no match requirement with this grant program.

### VIII. Restrictions

- Grant funds cannot be used to supplant state or local funds that would otherwise be available for the same purposes.
- **Reimbursement will be based on paid invoices for approved expenditures or through requested advance drawdowns with expected expenditures.**

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- Changes to the grant budget after award must be approved by DCJS prior to expending funds based on the changes.
- Transactions occurring outside of the grant period will not be eligible for reimbursement.

### IX. Availability of Continuation Funding

ARPA funds are currently set to expire by June 30, 2024. There will not be a continuation of funds after the grant program ends.

### X. Application Forms and Instructions

Each application for Law Enforcement Equipment and Technology Grant Program funding **must be submitted using the DCJS Online Grant Management System (OGMS)**. Email files or paper applications will not be accepted. All required fields must be completed 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:** The Wizard requires an application title and a primary contact. The application title should include the grant program and the agency's name (e.g., ARPA ABC City).

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.

**Step 2:** Under this step, an Application ID will be assigned, and Program Area, Funding Opportunity, Application Stage, and Application Status will be auto populated. Select the organization for whom you will be submitting this application. Click "Save Form Information" to start Step 3.

**Step 3:** Under "Additional Applicants," select any additional contacts within your organization that will also manage the grant and work on the application, to include the Project Administrator and Finance Officer (definitions under Face Sheet). No information can be released to an individual not associated with the grant in OGMS. Once you click "Save Form Information" on Step 3, you will have completed the General Information component of the application.

After General Information has been finished, you can 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 ARPA Grant Program (it is only required of JJDP programs).

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- *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., ARPA ABC City).
- *Certified Crime Prevention Community*: Click the hyperlink on the form to see if your locality is certified.
- *VLEPSC or CALEA Accredited*: Yes or No
- *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 County Administrator or City Manager (Administrative and Fiscal Agent) who has the authority to formally commit the organization/locality to complying with all the terms of the grant application, including the provision of the required match, if applicable.
- *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 how violent crime has increased in your locality since the beginning of the pandemic. 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).

### **Budget:** **Required**

- *Budget*: Click "Edit Grid" and enter your requested state amount under the "Federal" column.

### **Equipment:**

*\*Uniform Administrative Requirements (2CFR 200.1) defines equipment as tangible property having a useful life of more than one year and a per-unit cost of \$5,000 or more. If an item is less than \$5,000 then it should be listed under the Supplies and Other component in the grant application.*

- 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 and justification for each item. Justification should

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illustrate and demonstrate the need for the equipment for the law enforcement agency. All costs should be reasonable. **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 and justification for each item. Justification should illustrate and demonstrate the need for the equipment for the law enforcement agency. All costs should be reasonable.

### Attachments:

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

### General Conditions and Assurances:

- This 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 give assurances and certifies that the grant will follow federal conditions.

### Lobbying Disbarment:

- This 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 grantee will follow the certification requirements under 28 CFR Part 69, “New Restrictions on Lobbying” and 28 CFR Part 67, “Government-wide Debarment and Suspension (Non-procurement) and Government-wide Requirements for Drug-free Workplace”.

### 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 submitted under Attachments.

## XI. Reporting Requirements

Grant recipients must submit quarterly financial and status reports online to DCJS until such time that the funds are spent, and the grant is closed. Failure to comply in a timely manner may result in DCJS requesting repayment of grant funds and/or termination of the grant. DCJS will provide the grant reporting requirements at the time of grant award.

In addition to quarterly reporting, grant recipients may be required to provide data on an automated schedule to the Office of Data Governance and Analytics (“ODGA”) for the Operation Bold Blue Line dashboard. These types of data include but are not limited to violent crime counts (to include homicide, rape, robbery, aggravated assault, with and without a firearm) as well as Law Enforcement Officer count data. ODGA will work with recipients to



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facilitate data collection and entry to simplify these efforts.

Grantees will also need to provide data necessary for DCJS' centralized Law Enforcement recruiting platform, including but not limited to vacancy information, open position postings, and salary and benefit information.

## XII. How and Where to Submit Application

**Applications must be submitted in the DCJS Online Grants Management System (OGMS) no later than 5:00 p.m. on March 24, 2023.** 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.

## XIII. Grant Application Review Process

All applications will be reviewed as part of a 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 funds. DCJS reserves the right to change program budgets based on allowable costs, justification of items, and available funding.

The Grants Committee of the Criminal Justice Services Board (CJSB) will review 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 the meeting on May 11, 2023.** Funding decisions made by the CJSB are final and may not be appealed.

DCJS Office of Grants Management in the Division of Finance and 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.

Please contact the DCJS ARPA staff for questions regarding your ARPA Grant Program application:

[rr-learpagrants@dcjs.virginia.gov](mailto:rr-learpagrants@dcjs.virginia.gov)

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.

**A remote training will be made available to all eligible applicants on the following dates:**

- Monday, March 6, 2023 - 3:00 pm –5:00 pm
- Tuesday March 7, 2023 - 9:00am –11:00 am.

**A link to the remote training will be sent out and posted on the DCJS website.**