



2024 Virginia Juvenile Justice and Delinquency Prevention (JJDP) Title II Grant Guidelines

Program Guidelines and Application Procedures

July 1, 2024–June 30, 2026

Application Due Date

April 22, 2024

Late applications will not be accepted

Virginia Department of Criminal Justice Services
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www.dcjs.virginia.gov

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I. Introduction

The Virginia Department of Criminal Justice Services (DCJS) is making approximately \$500,000 in federal funds available to local units of government and state agencies. This announcement provides guidance to aid applicants in determining eligibility, developing a program narrative, developing the itemized budget and budget narrative, and completing other related forms. Using the guidance presented in this document, applicants should be able to prepare complete applications efficiently and effectively in the On-line Grant Management System (OGMS).

Purpose

The purpose of the Title II grant program is to “support a continuum of evidence-based or promising programs that are trauma informed, reflect the science of adolescent development, and are designed to meet the needs of youth.” The applicant must present a clear plan for sustainability. Applicants seeking to expand or replicate an existing project must be able to demonstrate progress and success in what has been done through the life of the project.

This funding announcement is posted in [OGMS](#) at <https://ogms.dcjs.virginia.gov/awards.do> and on the [DCJS](#) webpage at www.dcjs.virginia.gov.

Priority Areas

DCJS will give priority to applications that address alternative interventions for status offenders which assist with diverting them from detention and formal justice system involvement.

Projects eligible for funding must fall within the priorities established by the Virginia Advisory Committee on Juvenile Justice and Prevention (ACJJP):

- Reducing disproportionality in the juvenile justice system;
- Compliance monitoring;
- Addressing behavioral health needs of youth and those involved in the juvenile justice system;
- Serving youth and system-involved youth in their home communities; or
- Increasing family engagement and community involvement for youth.

The following is a non-exclusive list of potential areas for funding:

- Community and home-based alternatives to incarceration, which may include: competency building initiatives designed to reduce criminogenic risk factors; respite care for youth who need temporary placement such as crisis intervention or shelter care; prosocial skill activities; and healing centered and family engagement programming.

- Community based programs designed to include parents, family members and natural supports to strengthen families and to help youth accused of or convicted of delinquent offenses during a period of confinement and with the transition back into the local community. These programs focus on preparing youth for release and providing a continuum of follow-up, post-placement services to promote successful and safe reintegration into the community.
- Reentry programming, which may include: one-to-one mentoring services; workforce development; educational assistance; transportation services; and family strengthening and reunification services and programs, and may include services for parents with limited English-speaking ability.
- The implementation of a cognitive behavioral therapy (CBT) program within a secure or non-secure juvenile facility, for example, dialectical behavioral therapy (DBT).
- Programs that divert youth from entering the juvenile justice system, including restorative justice programs, youth or teen courts, mediation, prosocial skill activities, and developing alternative interventions for status offenders.
- School-based programs that provide educational supports, e.g., truancy prevention programs aimed at reducing or eliminating the risk of court involvement.
- Public relations/media strategies, for example, promoting prevention services through media campaigns directed at a specific target audience; specialized product development by youth.

Evidence Based Programs Resources

- [Reliable Research. Real Results. | Crime Solutions, National Institute of Justice \(ojp.gov\)](#)
- [Model Programs Guide | Home | Office of Juvenile Justice and Delinquency Prevention \(ojp.gov\)](#)
- [Washington State Institute for Public Policy- Washington State Institute for Public Policy](#)

II. Eligible Applicants

Eligible applicants under this solicitation are Virginia local units of government as defined in the *Code of Virginia* at <https://law.lis.virginia.gov/constitutionexpand/article7/> and state agencies. Non-profit, faith-based, community organizations, non-governmental organizations, and local agencies (such as Community Services Boards and school districts) are not eligible direct applicants. Please contact DCJS with questions about eligibility of specific potential applicants.

By applying for these grant funds, the applicant asserts that they have read, understand, and will comply with the following federal requirements and policies:

- [Civil Rights](#)
- [Nondiscrimination](#)
- [Limited English Proficiency Individuals](#)
- [Equal Opportunity Plans](#)
- [Department of Justice Financial Guide](#)

III. Grant Application Deadline

Applications must be submitted through OGMS no later than 5:00 p.m. on Monday April 22, 2024. Registration in OGMS is required. Registration for and information about OGMS can be found at: [OGMS Training & Resources | Virginia Department of Criminal Justice Services](#)

IV. Amount Available and Grant Period

DCJS has identified approximately \$500,000 for this initiative., Awards are subject to the availability of Federal Title II Formula Funding Program funds. Funds will be awarded for the 24-month period July 1, 2024, through June 20, 2026. Future funding for continuation of these projects is not guaranteed but may be considered, contingent upon the availability of adequate funding, program performance, and compliance with grant requirements. **This is a competitive solicitation. Grants may be funded in full or in part, based on the number of qualifying applications, available funding, and geographical representation. Each submitted grant application will be reviewed on its quality and adherence to these guidelines.**

No matching funds are required.

V. Restrictions

Funds may not be used to supplant existing funds available for project purposes. For purposes of this application, supplanting means to replace existing funds used for a specific purpose with these grant funds. For example, a program that already employs a full-time director may not use these funds to help support that position unless the applicant can demonstrate the position would be reduced without these funds.

Grant funds may not be used for: firearms, ammunition, and related equipment; clothing/uniforms; construction or renovation; land acquisition; lobbying and political contributions; honoraria; bonuses; personal entertainment such as tickets to sporting events (unless related to the delivery of a particular evidence-based program); personal calls; alcohol; or vehicles. Grant funds may not be used for food and beverages, unless related to the delivery of a particular evidence-based program for youth. For more information on the prohibition of using funds for food and beverages, please refer to Food

and Beverages Policy for Grants and Cooperative Agreements from the Office of Justice Programs: <https://ojp.gov/financialguide/DOJ/pdfs/foodandbeverage.pdf>.

VI. Application Forms and Instructions

A. Submission Instructions

Applications must be submitted through OGMS at: <https://ogms.dejs.virginia.gov/index.do>. All applicants must select Start New Application in OGMS and select OJJDP Title II Juvenile Justice Grant Program FY24–25 in the Funding Opportunities tab.

The following components are required to be completed in OGMS by selecting Funding Opportunities and the Application tab:

- General Information
- Face Sheet
- Budget
- Budget Narrative
- Project Narrative
- Goals and Objectives
- Consultants
- Travel Subsistence/Other Travel Costs
- Equipment
- Supplies and Other Expenses
- Indirect Costs
- Attachments Non-Supplantation
- Civil Rights Certification of Compliance
- Authority Certification

OGMS has an internal checklist to ensure completion of each application component before final submission. See OGMS and the guidelines below for instructions on completing the components applicable to your project.

B. Funding Opportunities Component

1. Face Sheet

Complete the Face Sheet Component by entering the following information in OGMS:

- Congressional Districts: Choose all that apply. Hold the “Ctrl” key to enter multiple districts.
- Best Practice: Insert the evidence-based program or practice.

- Jurisdiction(s) Served: Select all jurisdiction(s) to be served; select “STATEWIDE” if applicable.
- Program Title: List the name of your program.
- Certified Crime Prevention Community (CCPC): Select Yes only if your locality is a CCPC.
- Type of Application: Select New.
- Grant Number: Not applicable.
- Community Setting: Check the box(es) that best describes the applicant service area.
- Brief Project Overview: Provide a short description of the project. The description must include an overview of the project and the intent.

OGMS provides fields to enter the email addresses, phone numbers, and mailing addresses (including Zip +4) for the following:

- Project Director: The person who will have day-to-day responsibility for managing the project.
- Project Administrator: The person who has authority to formally commit the locality or state agency to complying with all the terms of the grant application. This must be the city, county, or town manager; the chief elected officer of the locality, such as the Mayor or Chairman of the Board of Supervisors; or, in the case of a state agency, the agency head. If someone other than one of these officials has been delegated the authority to sign, and signs the grant application, provide a copy of the letter, memorandum or other document by which the signing authority was delegated as an attachment.
- Finance Officer: List the person who will be responsible for fiscal management of the funds.

2. Budget

An itemized budget and budget narrative must be completed using templates provided in OGMS. Applicants must explain the reasons for each requested budget item and how requested amounts were determined. Itemize all budget amounts and place them in the appropriate category for each line item. The cells will automatically round amounts to the nearest dollar.

See the Budget Narrative section for detailed descriptions of each budget category.

3. Budget Narrative (located in the Budget tab)

Complete the Budget Narrative Tab(s) in OGMS for each specific category applicable to your request for funding. The budget narrative should detail anticipated expenses. Applicants must explain the reasons for each requested budget item.

Fill the auto-generated fields required in OGMS for the following budget categories. List the requested amount in the federal fund category only.

a. Personnel Budget Category

List each position by title. Show the annual salary rate for the employee and the hours of time to be devoted to the project by the employee. Typically, full-time employees work 2,080 hours annually.

Justify the position requested for funding with the grant. Describe the duties, responsibilities, and qualifications of each grant funded position.

The position description should detail the grant-related duties that will be performed. Indicate in the position description whether this position is a current and filled position, a current yet unfilled position, or a new, proposed position. Indicate each type of benefit included and the total cost to employees assigned to the project.

Applicants must justify all requested salaries. Justification may include documentation demonstrating that requested salaries are consistent with salaries paid to other positions with similar responsibilities within the program or at other organizations in the service area. All requested amounts must be reasonable given the complexity of work and consistent with the applicant's staff compensation plan. Applicants should consider recruitment and hiring time lines when calculating the expenditures for new personnel.

b. Fringe Benefits Budget Category

Under Requested Total, enter the total request of fringe benefits for each employee listed. If the applicant is not seeking fringe benefits for one of the listed positions, enter 0.

Under Description of Fringe Benefits/Basis of Computation, provide the basis of computation and the total amount of each fringe benefit in each respective space. If the applicant is not seeking fringe benefits for one of the listed positions, enter 0

c. Consultant Budget Category

For individuals to be reimbursed for personal services on a fee basis: List each type of consultant or service (with numbers in each category and names of major consultants when available), the proposed daily fee rate, and the amount of time to be devoted to such services. The rate of compensation for individual consultants must be reasonable and consistent with that paid for similar services in the marketplace. The rate may not exceed \$650.00 per day, or \$81.25 per hour, and may not exceed the consultant's usual and customary fee.

For organizations, including professional associations and educational institutions, performing professional services: Indicate type of services being performed and estimated contract price.

Consultant travel and subsistence: Estimate actual cost. The cost must be reasonable and adhere to the applicant's travel policy. If the applicant does not have an established local travel policy, then the applicant must adhere to federal/state travel policy. If local travel policy differs from the federal/state travel policy, please provide or describe the policy in the justification.

d. Travel & Subsistence for Project Personnel Budget Category

Itemize total travel expenses of project personnel by local mileage, non-local mileage, and subsistence (food and lodging). If the applicant does not have an established local travel policy, then the applicant must adhere to federal/state travel policy. If local travel policy differs from the federal/state travel policy, please provide or describe the policy in the justification. Refer to the following U.S. General Services Administration (GSA) and Virginia Department of Accounts (DOA) websites for the most current travel rates and policies.

[Per Diem Rates | GSA \(www.gsa.gov/travel/plan-book/per-diem-rates\)](http://www.gsa.gov/travel/plan-book/per-diem-rates)
[VDOA \(www.gsa.gov/travel/plan-book/per-diem-rates\)](http://www.gsa.gov/travel/plan-book/per-diem-rates)

Local mileage is considered travel within the immediate service area (satellite offices, court, meetings, etc.). Non-local mileage is outside of the immediate service area (trainings, conferences, meetings, etc.).

DCJS will strongly scrutinize requests to support attendance, subsistence, or travel for out of state trainings or conferences. Training/conference registration fees should be detailed in the "Supplies and Other Expenses" category only.

e. Equipment (items \$5,000 per unit and greater)

Equipment is defined in the federal DOJ Grants Financial Guide as "tangible personal property (including information technology systems) having a useful life of more than 1 year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes, or \$5,000."

Each major item to be purchased must be listed separately with unit cost. List each item to be leased or rented with the cost associated with the lease or rental agreement. Provide the basis of computation for the requested amount. Include a written estimate of cost and local contract guidelines, if applicable. Justify equipment expenses by documenting that items will enhance direct services. Document the necessity and cost effectiveness of requested expenditures.

If equipment is requested to replace outdated or “old” equipment, briefly describe why replacement is necessary and when the “old” equipment was acquired.

Grant funds cannot support the entire cost of an item that is not used exclusively for the project related activities; however, grant funds can support a prorated share of such an item. Prorating calculations must be documented.

f. Supplies and Other Expenses (items under \$5,000 per unit)

Supplies are described in the DOJ Grants Financial Guide as “all other items of tangible personal property that are not equipment. This includes computing devices that cost less than \$5,000 per unit (or the organization’s capitalization threshold, if that is less than \$5,000).”

All costs must be itemized within this category by major types (i.e., office supplies, equipment use fees when supported by usage logs, printing, photocopying, postage, brochures, and telephone). If the item includes more than one component, identify subcomponents. For example, “Office Supplies: copy paper, pens, and folders.” Additionally, show the basis for computation (i.e., “x” dollars per month per three staff people for office supplies).

Explain how the item is essential to the goals of the project. Explain the rationale used to determine the basis for each computation (i.e., “the photocopying cost estimate is based on the cost spent in 2023 for similar services”). Applicants should document actual expenses for each line item requested when possible (i.e., “Last year we spent \$400 on postage. For FY 2024– 2025, we anticipate spending \$950, due to stamp rate increase.”). If a supply is requested to replace an outdated or “old” item, describe why replacement is necessary and when the “old” item was acquired.

g. Indirect Costs

Indirect costs are costs of an organization that are not readily assignable to a particular project but are necessary to the operation of the organization and the performance of the project. Indirect costs are those that benefit more than one activity and are common or joint purpose costs. For example, costs of an office manager/receptionist position that answers general phone calls, greets clients, etc. are considered indirect costs. Most costs can and should be assigned to a project, thereby reducing indirect costs.

Applicants requesting Indirect Costs must indicate the expense in OGMS. Directions for calculating indirect cost are on the OGMS Indirect Cost form. The salaries of administrative and clerical staff should generally be treated as indirect costs.

Salaries of administrative/clerical staff may be appropriate to include as direct costs ONLY if ALL of the following conditions are met:

- Administrative or clerical services are integral to a project or activity;
- Individuals involved can be specifically identified with the project or activity;
- Such costs are explicitly included in the budget or have the prior written approval of the awarding agency; AND
- The costs are not also recovered as indirect costs.

To calculate indirect costs, applicants must first determine the Modified Total Direct Costs (MTDC) amount of the project budget. Indirect costs that can be requested are not based on the entire project budget, but on the MTDC amount.

Applicants are not required to describe or itemize what is included in the indirect costs.

Applicants have two options when requesting Indirect Costs: using a formal **Indirect Cost Rate Agreement (ICRA)** or using a *de minimis rate*. These two options are outlined below.

1. Indirect Cost Rate Agreement (ICRA)

- This is a formal rate agreement that an organization has applied for and received from the federal cognizant agency (DCJS does not approve ICRA's).
- Organizations will have a letter or other documentation that lists the federally negotiated rate.
- The rate in the ICRA must be accepted, unless otherwise specified by federal awarding agency.
- Can request the percentage (as outlined in the ICRA) of the Modified Total Direct Costs (MTDC) of their budget for indirect costs.

2. De Minimis Rate

- This can be used by organizations that have never had a federally approved Indirect Cost Rate Agreement.
- Can use a rate of up to 10 percent of the Modified Total Direct Costs (MTDC) of their budget for indirect costs.

Use the “MTDC Worksheet” (Can be downloaded from the Funding Opportunity in OGMS) to calculate the MTDC amount. The Worksheet will also calculate the

amount of indirect costs that can be requested. *If Indirect Costs are requested, applicants must submit two additional documents with the grant application:*

1. MTDC Worksheet (Excel document)

AND

2. Certification of De Minimis Indirect Cost Rate form

OR

3. A copy of the applicant's Indirect Cost Rate Agreement letter/documentation

Additional Indirect Costs Reporting Requirements: For organizations that request and receive Indirect Costs, the MTDC Worksheet must be completed each quarter, based on actual expenses.

The actual MTDC amount will determine the amount of **Indirect Costs** to be reimbursed for that quarter. In other words, the amount of **Indirect Costs** reimbursed will likely vary from quarter to quarter. The amount of **Indirect Costs** requested for reimbursement each quarter cannot simply be the total for the year divided by four; the amount must be based on actual MTDC amounts.

To add Indirect Costs to your grant in OGMS, click on the **Indirect Costs** component in the **Application Details** list, click YES, then click on the EDIT FORM button and complete the accompanying budget grid.

Requesting indirect costs is optional.

h. Cash Funds from Sources Other Than Grant Program Supporting This Project

Applicants must use this budget category to provide a description of the sources and amounts of cash from other sources that support this project.

i. Requirement Demonstrating Non-supplanting

The DOJ Grants Financial Guide describes supplantation as follows: “to deliberately reduce State or local funds because of the existence of Federal funds.”

Applicants under this grant program must describe non-grant funds supporting their projects and must identify records that document the level of non-JJDP support to satisfy the non-supplantation requirement. Be sure to describe how the expenses requested in this grant application complement, and do not duplicate, other existing and anticipated funding sources/amounts.

4. Project Narrative [Note: this may be uploaded as an attachment not to exceed 10 pages, as long as all of the sections are covered].

a. Demonstration of Need

For this application component, provide a specific description of the need that this program will address, including the number and types of clients eligible for the proposed services and the percentage of those eligible who will be served, if applicable. Provide a clear, concise justification for the requested funding level. Demonstrate that the requested funding level is appropriate and that the program operates cost effectively. As necessary, describe plans to improve and expand existing services to match the grant purpose.

b. Project Description

For this application component, provide a specific description of the need that this program will address, including the number and types of clients eligible for the proposed services and the percentage of those eligible who will be served, if applicable. Provide a clear, concise justification for the requested funding level. Demonstrate that the requested funding level is appropriate and that the program operates cost effectively. As necessary, describe plans to improve and expand existing services to match the grant purpose.

- Clearly describe what the project will do.
- Identify the target population and how it will benefit from the project.
- If the project is for supplies or equipment, explain the existing program and how the purchase will support it.
- Provide a detailed project implementation timeline that includes the dates for planning, implementing and completing each phase of the project.
- Identify the Title II Program Area and Measures:
(<https://ojdppmt.ojp.gov/help/titleIIdocs.html>)

5. Goals and Objectives Component

Goals and Objectives: Goals and objectives should be clear, concise, measurable, and attainable. A goal is defined as the ultimate intended outcome and should state what the program or project is intended to achieve over the life of the grant. An objective is an outcome derived from the goal and states what will be accomplished within a certain time period. It is measurable. Each goal should have correlating objectives. A projected deadline should be stated for achieving each objective. Performance measures established by the U.S. Office of Juvenile Justice and Delinquency Prevention (OJJDP) may be helpful in establishing measurable objectives, and will be a required part of grant reporting. Performance measures for each purpose area, as well as core measures applicable to all purpose areas, can be found at <https://ojdppmt.ojp.gov/>.

Title II Formula Grant Program Performance Measures Definition and Questions can be found at <http://ojjdp.ojp.gov/funding/performance-measures/performance-measures-Title-II.pdf>.

C. Additional Components

Additional documentation required for this funding opportunity must be uploaded using the Attachments tab in OGMS. Upload only the documentation required. The description of the attachment should explain the information provided in the uploaded file. The following must be uploaded as attachments in OGMS:

- Proof of SAM Registration. This attachment is only required of applicants who currently have a System for Award Management (SAM) (<https://sam.gov/SAM/>) registration. If the applicant does not currently have a SAM registration, it will be required before a grant can be awarded.
****NOTE: All applicants receiving federal funding will need to provide a copy of their SAM Verification and UEI number.**

VII. Financial (Claims) and Progress (Status) Reporting

Grant recipients must submit quarterly reports through the DCJS Online Grants Management System (OGMS). Failure to comply in a timely manner may result in DCJS withholding disbursement of grant funds and/or termination of the grant. DCJS will provide grant reporting requirements at the time of grant award.

In addition to quarterly reporting, an annual Federal data report (DCTAT) is required; in some cases it will be after the grant is ended.

A. Disbursement of Funds

Disbursement of funds will only occur on a cost reimbursement basis for actual funds expended. Actual expenditures should be reported quarterly and invoiced pursuant to approved line-item budget categories in the grant award package. Grantees will only be reimbursed for costs that have been incurred within the grant period. Grant funds may only be expended and/or obligated during the grant period. All obligations must be fulfilled no later than 45 days after the end of the grant period. Requests for reimbursement shall be submitted as Claims through OGMS.

B. Match

There is no match requirement.

VIII. Grant Application Review Process

This is a competitive grant application process. Applications will be reviewed, evaluated, and scored based on information provided and its adherence to these Grant Guidelines, and the clarity, substance, and strength of the request made for funding. Reviewers may consider past performance, demonstrated need, geographic location, budget justification, program design and services provided, sustainability, cost effectiveness of proposed projects, and the availability of funds.

Each application can earn a weighted total maximum score of 50 points. The primary grant program elements are evaluated based on ratings of Excellent, Acceptable, Marginal, or Unacceptable. The weighted rating points that can be awarded for each primary grant program element are:

- Itemized Budget (10%) 0–5 points
- Budget Narrative (20%) 0–10 points
- Needs Justification (30%) 0–15 points
- Project Description (30%) 0–15 points
- Goals and Objectives (10%) 0–5 points

DCJS reserves the right to amend program budgets based on a review of unallowable and/or unreasonable costs, justification of costs, and the availability of funds. DCJS has the discretion to make awards for greater or lesser amounts than requested and to negotiate the scope of work and budget with applicants prior to making an award.

After DCJS staff have reviewed each application, the Advisory Committee on Juvenile Justice and Prevention (ACJJP) will review and make recommendations for funding to the Criminal Justice Services Board (CJSB). It is expected that the CJSB will make final grant award decisions at its meeting June 13, 2024. Funding decisions made by the CJSB are final and may not be appealed.

DCJS 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.

IX. Grant Application Training and Technical Assistance

All applicants should participate in the self-guided training of the recorded webinars for application submission in OGMS.

To access the On-line Grant Management System (OGMS) click here:
<https://ogms.dcjs.virginia.gov/>.

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If applicants have questions about OGMS after watching the training webinar *OGMS Submitting Applications*, please email questions to **ogmssupport@dcjs.virginia.gov**. Please include the grant program area in the email subject line.

In addition to the self-guided training on OGMS, DCJS staff will also host one webinar on the specifics of this JJDP Title II Grant opportunity.

