



**FY2024 Project Safe Neighborhoods  
Grant Program for  
the Eastern District of Virginia  
PREVENTING and REDUCING  
VIOLENT CRIME**

Guidelines and Application Procedures

*Application Due Date  
May 29, 2024, 12:00pm*



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

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## I. Introduction

The United States Attorney for the Eastern District of Virginia, in partnership with the Virginia Department of Criminal Justice Services (DCJS), is pleased to announce the availability of approximately \$500,000 in federal funds through the Bureau of Justice Assistance (BJA) Project Safe Neighborhoods (PSN) Grant Program. The PSN program awards federal funds to provide comprehensive, collaborative, and community-based approaches to reducing violent crime using a full range of appropriate violent crime reduction strategies. As the State Administrative Agency (SAA), DCJS has the responsibility of managing the coordination and distribution of PSN funds in a manner that supports and improves the overall criminal justice system of the Commonwealth of Virginia.

The BJA PSN Grant Program funds allow organizations within the Eastern District of Virginia to support a broad range of activities to reduce gun and gang violence. Programs should address group violence intervention initiatives, the implementation of evidence-based programs and proven enforcement strategies to prevent and reduce gun and gang crimes, and/or the prosecution of significant firearm, controlled substance, and violent crime offenses. Additional information on PSN can be obtained by visiting the official program website at [www.justice.gov/psn](http://www.justice.gov/psn).

## II. Focused Funding Areas

The overall goal for this initiative is to reduce violent crime and promote safe communities across the Eastern District of Virginia through the reduction of gun violence and gang activity, with special focus on areas with increased rates of violent crime/gang activity. Toward that goal, the program seeks to fund projects that will enhance progress toward the below priorities. However, innovative, evidence-based projects outside of these priorities, which are aimed at reducing firearm and gang violence, will also be considered.

- A. **Group Violence Intervention (GVI):** Strategies and programs that promote prevention and intervention by forming partnerships between law enforcement, local government, and the community. GVI includes community members with moral authority connecting with group members or individuals susceptible to violence to deliver a credible moral message against violence. Law enforcement puts groups on prior notice about the consequences of further group-involved violence for the group, and support and outreach providers make a genuine offer of help for those who want it.
- B. **Gun and Gang Crime Investigation/Suppression:** Programs (or task forces) to focus on perpetrators of gun and gang-related crimes. This can include the illegal possession of firearms, the illegal sale of guns, or other crimes committed to benefit a “gang.” Multiagency cooperation should be demonstrated (*e.g.*, both state and federal involvement).
- C. **Firearms Analysis:** Programs that should enhance and provide support for state and local law enforcement agencies that analyze firearms and ballistic evidence (including NIBIN analysis and tracing of firearms).
- D. **Prevention and Reentry Programs:** Programs dedicated to violent crime prevention and the identification of persons at high risk of offending (*e.g.*, educational, faith-based, community-oriented, outreach, etc.). Additionally, programs dedicated to the successful reentry of offenders with housing, educational, and vocational partnerships.

## III. Eligibility

This grant announcement is open to local and state law enforcement agencies, local and state governmental entities, educational institutions, and 501(c)(3) non-profit organizations located in, or serving the Eastern District of Virginia. Three regions impacted most by violent crime will receive a funding preference—Richmond, Newport News, and Norfolk—but other cities across the Eastern District with high violent crime rates will also be considered.

Applications from multi-jurisdictional partnerships will be considered, provided that one locality or organization serves as the primary applicant. Each locality or organization must certify its consent to participate via a letter of support, which should be included in the grant application.

In addition, the following points should be noted regarding eligible applicants:

1. Police Departments, Sheriffs' Offices, and Public Defenders' offices are not eligible to apply directly but would be the implementing agency for the grant. A city or county would be the legal applicant/recipient and manage grant funds on behalf of the implementing department or agency.
2. A Commonwealth Attorney's Office, for grant purposes, is funded as an office within a lead county or city. The lead county or city must meet the following requirements:
  - a. Maintain the financial records for the grant;
  - b. Include the Commonwealth Attorney's Office in its payroll records; and
  - c. Include the financial records of the grants to the Commonwealth Attorney's Office in its organization-wide audit.
3. Information for the following individuals will be required on the grant application:
  - a. Project Director – Implementing Agency/Department Head or person involved in the daily operations of the project;
  - b. Financial Officer – City or County Finance Director or state agency Chief Financial Officer; and
  - c. Official Authorized to Sign – Mayor, City or County Administrator, or state agency director.

Entities may only submit one application in response to this solicitation.

#### **IV. Grant Application Deadline**

**Applications must be submitted in the DCJS Online Grants Management System (OGMS) no later than 12:00 p.m. on May 29, 2024.** 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. Instructions on how to register in OGMS are available as an attachment. 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**

The amount of funding available for this solicitation of the Project Safe Neighborhoods Grant Program is approximately \$500,000. Applicants submitting a grant may apply for funds between \$25,000 and \$200,000. However, the selection committee, to the extent practicable, will attempt to ensure that the awarded funds will be used to support all four of the above-listed PSN design features.

#### **VI. Grant Period**

Grants will be awarded for a 12-month period, once the grant program is approved by BJA; however, a 24-month period may be considered depending on the need specified in the application. Note: second or subsequent year funding is not guaranteed. New and continuation projects will compete equally each year. In such a competitive environment, "need" and the use of effective data-driven strategies will be key factors for funding selections, in addition to evaluating performance results. Grant projects that are programmatic in nature may be considered for multi-year awards.

## VII. Match Requirement

There is no match requirement with this grant program.

## VIII. Restrictions

- This is a reimbursement grant program.
- 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.
- 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 grant funds.

### 1. Allowable Expenses

- a. Personnel, training as a component of an overall program, equipment, and supplies are allowable expenses. All expenditures must be related to the implementation of an actual program. This program must be defined in the program narrative sections of the application.
- b. All grant-funded personnel must have a majority of their time dedicated to grant activities. (See non-supplanting provisions in the Grant Terms and Conditions.)

### 2. Unallowable Expenses:

- a. Any expenditure that is not a part of an approved program or project is unallowable.
- b. Grant funds may not be used to supplant existing state or local criminal justice funds. Any grant expenditures must increase the existing amount of funds available for eligible activities.
- c. “Buy money” used in drug enforcement is an unallowable expense.
- d. Funds may not be expended to purchase, lease, rent, or acquire ammunition, association fees, vehicle insurance, or maintenance.

In addition to the unallowable costs identified in the DOJ Grants Financial Guide, award funds may not be used for the following:

- Prizes, rewards, entertainment, trinkets (or any type of monetary incentive)
- Client stipends
- Gift cards
- Food and beverage

## IX. Availability of Continuation Funding

Unless otherwise specified, grant awards through this funding opportunity are for a one (1) year period. Grant projects that are programmatic in nature may be considered for multi-year awards.

## X. Suspension or Termination of Funding

The fiscal agent may suspend (in whole or in part) or terminate funding for, or impose another sanction on a subgrantee for any of the following behavior:

- a. Failure to adhere to the standard terms and conditions or special conditions.
- b. Implementing substantial program changes to the extent that, if submitted originally, the application would not have been approved for funding.
- c. Failure to submit reports (programmatic and/or financial) in a timely manner.
- d. Filing a false certification in this application or other report or document.

## XI. Application Forms and Instructions

Each application for the PSN 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 of the Wizard requires an application title and a primary contact. The application title should include the agency's name and the grant program (e.g., PSN-East Grant Program FY24 Organization ABC).

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. No information can be released to an individual not associated with the grant in OGMS.

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 PSN Grant Program (it is only required of JJDP programs).
- *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., PSN Grant Program FY22 PS Programs Town ABC).
- *Certified Crime Prevention Community:* Click the hyperlink on the form to see if your locality is certified.
- *Virginia Law Enforcement Professional Standards (VLEPSC) or Commission on Accreditation for Law Enforcement Agencies (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.

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- *Project Administrator:* Name and contact information for the Board President or Director (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 the unmet need or problem that the grant project will address. 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 5,000 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. The project description should tie implementation activities to project goals and objectives (maximum of 5,000 characters).
- *Service Area Demographic/Target Population:* Provide a brief description of the target population to be served by your organization (maximum of 5,000 characters).
- *Sustainment Plan:* Provide a brief description of how your organization will continue to provide the proposed services after grant funding ends (maximum of 5,000 characters).

**Goals and Objectives:** This section is **required** under this grant program. You should answer, “Yes” when asked, “Are Goals and Objectives required by the funding opportunity?”

- *Goal Number:* You can have more than one goal and they should be numbered. This allows you to enter multiple objectives under one goal without having to type it out multiple times.
- *Goals:* This is the outcome of your project and should be broad and general.
- *Objectives:* These directly support the larger goal. They should be narrow, precise, **measurable**, realistic, and capable of being completed within the grant period. The objective and goal should be in **S.M.A.R.T.** format (Specific, Measurable, Achievable, Related to the project, and Time-Based). A new row should be completed for each objective under a goal.
- *Activities:* This is a list of **measurable** tasks to be undertaken to accomplish the objective. You can have multiple activities per objective.
- *Month:* Mark the month in which implementation steps will start.

**Budget: Required**

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

**Personnel and Employee Fringe Benefits: A new row is required for each position requested under the grant.** If a position is being requested, you should answer, “Yes” when asked, “Is Personnel being requested?”

Personnel: To request funding for staff, click “Add Row”



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- *Employee Name:* Enter the name of the grant funded person. If the position is not currently filled, enter “To Be Determined” or “TBD.” If there are more than one TBD, then distinguish the names by adding a number (e.g., TBD-1 and TBD-2).
- *Position Title:* Enter title of the proposed grant funded position.
- *Position:* Indicate if the position is full-time or part-time.
- *Total Hours Per Week:* Include the number of hours dedicated to the grant project per week.
- *Total Hours Per Year:* Include the number of hours dedicated to the grant project per year.
- *Total Annual Salary:* Enter the total annual salary for the position to include grant-funded and other funding sources. This figure should **not** include fringe benefits.
- *Percent being requested:* Enter the percentage of the total annual salary you are requesting the grant to cover.
- *Number of Grant-Funded Hours:* This figure will auto calculate after you save the row and is based on the information you entered in “Total Hours Per Year” and “Percent being requested.”
- *Grant-Funded Full Time Equivalent:* This figure will auto calculate after you save the row and is determined by dividing the “Number of Grant-Funded Hours” by 2080 hours.
- *Total Salary Amount Requested from Grant:* This figure will auto calculate after you save the row and is based on information you entered in “Total Annual Salary” and “Percent being requested.”
- *New Position:* Indicate if this is a new position.
- *Personnel Funding:* Break down the “Total Salary Amount Requested from Grant” into Federal Funds and, if applicable, the appropriate local match field. The “Personnel Total” will auto calculate when you save the row.
- *Employee Fringe Benefits:* To request fringe benefits, click “Add Row”.
- *Employee Name:* Choose the name of the employee from the drop down box.
- *Enter the amounts of each benefit requested:* If you enter “Other”, you will need to describe and break down the costs of the benefits in the text box labeled. If “Other”, please describe.”
- *Requested Employee Fringe Benefits Total:* This figure will auto calculate after you save the row.
- *Fringe Benefits Funding:* Break down the “Requested Employee Fringe Benefits Total” into Federal Funds and, if applicable, the appropriate local match field. The “Employee Fringe Benefits Total” will auto calculate when you save the row.
- *Position and Justification:* This section is **required if a position is requested**. Click “Add Row” to enter the information.
- *Employee Name:* Choose the name of the employee from the drop down box.
- *Description of Position:* The position description should briefly describe grant-related duties performed by the person in the position.
- *Justification for Position:* The justification should explain how the position is essential to the project.

**Consultants:**

- Indicate if consultants or consultant subsistence and travel costs are included in your budget: yes or no. If “yes” under “Consultant” and “Consultant Subsistence (lodging + meals) & Travel,” enter the information required and the amounts for the funding source(s) as appropriate. Under the



“Description and Justification,” select the name of the consultant and enter in the description of consultant’s role (maximum of 500 characters) and justification for use of consultant (maximum of 500 characters) for each item.

- Enter a description of each service contracted for and the name of the service provider.

Please note: 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 (\$81.25 per hour, exclusive of travel), and may not exceed the consultant’s usual and customary fee.

#### **Travel:**

- Indicate if travel (mileage) costs are included in your budget: yes or no. If “yes” under “Local Mileage” or “Non-local mileage,” enter the number of miles and the mileage rate. Under the Description and Justification, select the mileage being requested and enter in the description of mileage (maximum of 500 characters) and justification for mileage (maximum of 500 characters) for each item.

#### **Subsistence:**

- Indicate if subsistence and other travel costs are included in your budget: yes or no. If “yes” under “Subsistence” enter the event title, under “Lodging” enter the number of rooms required, number of nights and rate cost and under “Meals” enter the number of people, number of days, and the per diem rate. Under the “Description and Justification,” select the event item being requested and enter in the description of cost (maximum of 500 characters) and justification for cost (maximum of 500 characters) for each item.
- Under “Other Travel Costs,” enter the event title, number of people attending, number of trips with airfare, the rate and other travel costs. Under the “Description and Justification,” select the event item being requested and enter in the description of costs (maximum of 500 characters) and justification for cost (maximum of 500 characters) for each item.

#### **Equipment:**

- 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 (maximum of 500 characters) and justification (maximum of 500 characters) for each item.
- **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 (maximum of 500 characters) and justification (maximum of 500 characters) for each item.
- “Supplies and Other Operating Expenses” include, but are not limited to, rent, utilities, cell/land/fax/internet services, postage, and office supplies.

#### **Indirect Costs:**

- Add any indirect costs, only if: a) the applicant has a current, federally approved indirect cost rate; or b) the applicant is eligible to use and elects to use the “de minimis” indirect cost rate described in 2 C.F.R. 200.414(f)

**Procurement Contracts:**

- Provide a description of the product or service to be procured by contract and an estimate of the cost. A separate justification must be provided for sole source procurements more than the Simplified Acquisition Threshold set in accordance with 41 U.S.C. 1908

**Attachments:**

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

**Non-Supplantation:**

- The 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 requested under this grant program will be used to supplement existing funds and will not replace (supplant) funds appropriated for the same purpose.

**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 be in compliance with 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 available upon request.

## **XII. Reporting Requirements**

Grant recipients will need to submit quarterly financial and status reports online to DCJS. 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, DCJS may request other data for use in annual reporting to the General Assembly on the use of these funds.

### XIII. How and Where to Submit Application

**Applications must be submitted in the DCJS Online Grants Management System (OGMS) no later than 12:00 p.m. on May 29, 2024. 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. 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.**

### XIV. Grant Application Review Process

The Selection Committee of USAO for the Eastern District of Virginia, with support from DCJS, will review submitted applications and make funding recommendations. The committee will take into consideration the information provided, adherence to these grant guidelines, and the clarity, substance, and strength of the request made for the proposed project. Reviewers may consider demonstrated need, geographic location, budget justification, cost-effectiveness of proposed projects, and the availability of funds. The committee reserves the right to request changes to the programs' budget based on allowable costs, justification of items, and available funding.

All PSN awards require BJA approval before funds can be obligated and/or subawards can be made. Applicants recommended for funding by the selection committee, will be notified by DCJS to submit an application summary to be presented to BJA for final award approval.

The funding recommendations will be presented to BJA's Grants Sub-Committee of the Criminal Justice Services Board (CJSB) and the full CJSB, for agency accountability purposes only. **The CJSB will review the grant award decisions at the meeting on October 10, 2024.** Funding decisions made by the Eastern District Committee 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 following DCJS staff for questions regarding your PSN Grant Program application:

Natasha Winfree: email [natasha.winfree@dcjs.virginia.gov](mailto:natasha.winfree@dcjs.virginia.gov) or telephone (804) 659-7593, or

Tracy Matthews: email [tracy.matthews@dcjs.virginia.gov](mailto:tracy.matthews@dcjs.virginia.gov) or telephone (804) 371-0635

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.