



2023 Juvenile Justice and Delinquency Prevention (JJDP) Title II One-Time Funding Initiative Grant Guidelines

Application Due Date
Monday, October 24, 2022, 5:00pm

Virginia Department of Criminal Justice Services
1100 Bank Street, Richmond, VA 23219
www.dcjs.virginia.gov

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I. Introduction

The Virginia Department of Criminal Justice Services (DCJS) is making federal funds through the Juvenile Justice and Delinquency Prevention (JJDP) Act Title II Formula Grants Program available to local units of government, state agencies, juvenile detention centers for one-time requests. The goal of this funding initiative is to provide applicants with an opportunity to request funds to enhance existing juvenile justice programs or projects, including initiatives to reduce youth gun violence, as they relate to the JJDP Act priority areas.

Funds awarded for this initiative may only be utilized for **Consultants, Travel, Subsistence, Equipment, and/or Supplies and Other Expenses**. Awards will be considered on a competitive basis, and applicants must address all the key components outlined in these grant guidelines to be eligible for consideration.

Funds must be expended by September 30, 2023 and should be used for limited-focus, time-limited expenditures or training. Examples of allowable purchases include software to enhance a direct service program, computers or other equipment, equipment or supplies in secure facilities to enhance compliance with the JJDP Act, assessment or evaluation services, consultant fees, training in evidence-based strategies or programs, or certification for staff as it relates to service delivery of evidence-based programs. The project period for this initiative is April 1, 2023 through September 30, 2023. Applicants seeking to support an existing project must be able to demonstrate what has been accomplished through the life of the grant and how these funds will enhance its effectiveness.

Projects eligible for funding must fall within the priorities established by the Virginia Advisory Committee on Juvenile Justice and Prevention (ACJJP). Priorities established by the ACJJP which tie to the current initiative include:

- 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;
- Increasing family engagement and community involvement for youth; or
- Alternative interventions for status offenders

II. Eligible Applicants

Eligible applicants under this solicitation are Virginia local units of government as defined in the [Code of Virginia](#), state agencies, and local and regionally operated detention centers. Non-profit, faith-based, and community organizations, and local agencies and authorities are not eligible applicants, but may implement programs on behalf of the applicant at the discretion of the applicant. An applicant must cite the Virginia law that establishes that the applicant is included in one of these categories. 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 October 24, 2022. Registration in OGMS is required. Registration for and information about OGMS can be found at: <https://www.dcjs.virginia.gov/grants/ogms-trainingre>. DCJS must accept and acknowledge registration before the application may be accessed. Register in OGMS by 5:00 p.m. on October 12, 2022 in order to ensure sufficient time.

IV. Amount Available

Awards are subject to the availability of federal Title II Formula Funding Program funds. **This is a competitive solicitation in which each applicant will be competing against other applicants. 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 rated on its quality and adherence to these guidelines.**

V. Grant Period

The award period for this project is April 1, 2023 through September 30, 2023.

VI. 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 luxury 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>.

VII. Application Forms and Instructions

A. Submission Instructions

Applications must be submitted through OGMS. All applicants must select Start New Application in OGMS by selecting OJJDP Title II Juvenile Justice Grant Program FY23–24 in the Funding Opportunities tab.

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

- | | |
|---|---|
| <input type="checkbox"/> General Information | <input type="checkbox"/> Equipment |
| <input type="checkbox"/> Face Sheet | <input type="checkbox"/> Supplies and Other Expenses |
| <input type="checkbox"/> Budget | <input type="checkbox"/> Indirect Costs |
| <input type="checkbox"/> Budget Narrative | <input type="checkbox"/> Attachments Non-Supplantation |
| <input type="checkbox"/> Project Narrative | <input type="checkbox"/> Civil Rights Certification of Compliance |
| <input type="checkbox"/> Goals and Objectives | <input type="checkbox"/> Authority Certification |
| <input type="checkbox"/> Consultants | |
| <input type="checkbox"/> Travel Subsistence/Other
Travel Costs | |

OGMS also 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; or 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, the population served and the need that will be addressed. This description will be provided to the advisory committees considering your application.

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 organization, 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.

Budget Categories (Complete the tabs applicable to your program needs). 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

Not available under this solicitation

b. Fringe Benefits Budget Category

Not available under this solicitation

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 travel, and subsistence (lodging and meals).

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.

www.gsa.gov/travel/plan-book/per-diem-rates,
[https://www.doa.virginia.gov/reference/CAPP/CAPP_Topics_Cardinal/20335 - 2019July.pdf](https://www.doa.virginia.gov/reference/CAPP/CAPP_Topics_Cardinal/20335-2019July.pdf).

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 2017 DOJ Grants Financial Guide as “tangible personal property (including information technology systems) having 1) a useful life of more than one year and 2) a per-unit acquisition cost of \$5,000 or greater (or the organization’s capitalization policy, if it is less than \$5,000). If the organization does not have a capitalization policy in place, the Federal amount of \$5,000 must be followed.”

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 defined in the 2017 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 2021 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 2022– 2023, 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

Not available under this solicitation

h. Requirement Demonstrating Non-supplanting

The 2017 DOJ Grants Financial Guide describes supplantation as follows: “Federal funds must be used to supplement existing state and local funds for program activities and must not supplant (replace) those funds that have been appropriated for the same purpose.”

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 and satisfy the non-supplantation requirement. Be sure to describe whether the expenses requested in this grant application complement, and do not duplicate, other existing and anticipated funding sources/amounts.

4. Project Narrative

a. Demonstration of Need

For this application component, provide a specific description of the need that this program will address. 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

The project description section is where the proposed project is explained in detail. It should be clear to the reader what will occur and it should clearly tie to the problem described in the needs section. In this section, applicants should:

- 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.

5. Goals and Objectives Component

Briefly state in narrative form what you expect to achieve from this one-time funding.

C. Additional Components

Additional documentation required in 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, if applicable:

- **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.

Applications must be submitted in OGMS by 5:00 p.m. on Monday, October 24, 2022

VIII. Financial and Progress 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. Registration for OGMS and information can be found at:

<https://www.dcjs.virginia.gov/grants/ogmstraining-resources>

In addition to quarterly reporting, an annual Federal 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 through OGMS.

B. Match

There is no match requirement.

IX. Grant Application Training and Technical Assistance

All applicants should participate in 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/>

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.

The webinar will be held on:

Date & Time	Webinar Topic	To Register
<p>October 10 2022</p> <p>1:00pm</p>	<p>Overview of the grant application guideline process</p>	<p>Click here for registration</p>

DCJS staff is available to provide technical assistance and information regarding the funding announcement and the application procedures. For guidance on preparing and submitting a grant application, please contact:

X. Grant Application Review Process

This is a competitive grant application process. At least two DCJS staff and an outside reviewer will evaluate and score each grant application 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 December 8, 2022. Funding decisions made by the CJSB are final and may not be appealed.

DCJS Office of Grants Management 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.

XI. Technical Assistance

Please contact the following DCJS staff for questions regarding your Virginia One-Time grant application:

Ed Holmes: email ed.holmes@dcjs.virginia.gov or telephone (804) 786-4576

Greg Hopkins: email gregory.hopkins@dcjs.virginia.gov or telephone (804) 692-0977

To aid applicants in their grant application preparation, DCJS will be facilitating a webinar training on October 10, 2022 at 1:00pm

Webinar registration: [2023 One-Time Solicitation Guidelines Webinar](#)

Additional programmatic and grant-related technical assistance will be made available to applicants invited to submit a full application.