



ARPA

Option 5 Out-of-State Lateral Grant Program for Independent and Regional Criminal Justice Training Academies

Guidelines and Application Procedures

Application Due Date
November 14, 2022, 5:00pm

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

Issued: October 24, 2022

ARPA Option 5 Out-of-State Lateral Grant Program for Independent and Regional Criminal Justice Training Academies

Guidelines and Application Procedures

Table of Contents

I.	Introduction.....	3
II.	Focused Funding Areas	3
III.	Eligibility	3
IV.	Grant Application Deadline	4
V.	Amount Available.....	4
VI.	Grant Period.....	4
VII.	Match Requirement.....	4
VIII.	Restrictions	4
IX.	Availability of Continuation Funding.....	5
X.	Application Forms and Instructions.....	5
XI.	Reporting Requirements	8
XII.	How and Where to Submit Application.....	8
XIII.	Grant Application Review Process	8

**DCJS ARPA Option 5 Out-of-State Lateral Grant Program for
Independent and Regional Criminal Justice Training Academies**

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 regional and independent criminal justice training academies to purchase necessary equipment and overtime and consultant pay to facilitate and instruct Option 5 Out-of-State Lateral training programs. Training academies continue to play a key role in equipping law enforcement officers – new recruits as well as veteran officers – with the knowledge and skills they need to meet the increasingly complex challenges they face as they work to keep our communities safe.

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. 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 December 8, 2022, and any pending approvals necessary from the Department of Accounts and the U.S. Department of Treasury.

II. Focused Funding Areas

Understanding the wealth of experience in law enforcement outside our state, agencies across Virginia are welcoming transferring officers to their departments. To help facilitate those transfers, funding will be offered to regional and independent law enforcement academies to create or maintain an Option 5 Out-of-State Lateral Program for former out-of-state, federal, and military law enforcement officers.

This funding opportunity can be used to fund reasonable expenses associated with operating an Option 5 Out-of-State Lateral Training Program. Applicants can use available funding for instructor related expenses and overtime pay needed to facilitate and instruct these training course and/or additional supplies and equipment for such training courses.

III. Eligibility

This grant announcement is open to only **Independent and Regional Criminal Justice Training Academies who will provide Option 5 Out-of-State Lateral Training during this grant period**. Entities may only submit one application in response to this solicitation. Each

**DCJS ARPA Option 5 Out-of-State Lateral Grant Program for
Independent and Regional Criminal Justice Training Academies**

Out-of-State Lateral Training course must have a minimum of six (6) officers to be eligible for funding.

Six months is the maximum length of time that grant funds will be awarded to support the Option 5 Out-of-State Lateral training programs, ending on June 30, 2023.

IV. Grant Application Deadline

Applications must be submitted in the DCJS Online Grants Management System (OGMS) no later than 5:00 p.m. on November 14, 2022. 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 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

Funding is available for up to \$100,000 for personnel/overtime and any needed equipment and supplies to be used to hold an Option 5 Out-of-State Lateral training programs/courses. Funding is limited to \$50,000 per school/academy. Academies can request funding to hold multiple Option 5 Out-of- State Lateral training academies.

VI. Grant Period

Grants will be awarded for a six (6) month period January 1, 2023, through June 30, 2023.

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.**
- 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

DCJS ARPA funds are currently set to expire by June 30, 2023. Therefore, funds awarded must be expended by June 30, 2023, unless extensions on the funding are authorized by the General Assembly.

X. Application Forms and Instructions

Each application for the ARPA grant program **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 academy's name (e.g., ARPA Option 5 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.

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).
- *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 Option 5 ABC academy).
- *Certified Crime Prevention Community:* Click the hyperlink on the form to see if your locality is certified.
- *VLEPSC or CALEA Accredited:* Yes or No

**DCJS ARPA Option 5 Out-of-State Lateral Grant Program for
Independent and Regional Criminal Justice Training Academies**

- *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 the unmet need or problem that the grant project will address. Describe the agency’s plan for holding an Option 5 academy and what steps have already been taken, if any (maximum of 5000 characters).
- *Project Description:* Provide a detailed description of the project design and planned implementation activities. (Maximum of 5000 characters).
- *Timeline:* Provide a timeline for the project/ planned Option 5 academy.

Budget: **Required**

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

Overtime and Employee Fringe Benefits: If overtime is being requested, you should answer, “Yes” when asked, “Is Overtime being requested?”

Overtime: To request funding for instructors, click “Add Row”

- *Total Overtime Hours-* Enter the number of hours anticipated for overtime.
- *Overtime Rate per hour-* Enter the rate per hour to determine overtime costs.
- *Total overtime request-* This figure will auto calculate.
- *Employee Fringe Benefits:* To request fringe benefits, click “Add Row”.
- *Enter the amounts of each benefit requested related to overtime:* 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.
- *Position and Justification:* This section is required if overtime is requested. Click “Add Row” to enter the information.
- *Description of Overtime:* The overtime description should describe how overtime will be used.
- *Justification for Overtime:* The justification of overtime should explain how overtime is essential and how the rate was determined.

**DCJS ARPA Option 5 Out-of-State Lateral Grant Program for
Independent and Regional Criminal Justice Training Academies**

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.

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.

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 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”.

**DCJS ARPA Option 5 Out-of-State Lateral Grant Program for
Independent and Regional Criminal Justice Training Academies**

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.

XI. Reporting Requirements

Grant recipients may 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.

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 November 14, 2022. 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 December 8, 2022.** 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.

**DCJS ARPA Option 5 Out-of-State Lateral Grant Program for
Independent and Regional Criminal Justice Training Academies**

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

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

Nicole Phelps: email nicole.phelps@dcjs.virginia.gov or telephone (804) 786-1577

For questions and technical assistance relating to the OGMS system, contact ogmssupport@dcjs.virginia.gov. Please include your grant program area in the Subject line.