ARPA
Regional Criminal Justice Training Academy Equipment Grant Program

Guidelines and Application Procedures

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

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

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I.   Introduction

The Virginia Department of Criminal Justice Services (DCJS) is pleased to announce the availability of federal American Rescue Plan Act ("ARPA") funds for certified regional criminal justice training academies to apply for technology and equipment for the purpose of law enforcement training and testing. 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 needed to meet the increasingly complex challenges faced 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.

II.   Focused Funding Areas

This solicitation is limited to the following:

1. Supplies for Online Testing
Paper testing and scantron scorecards are obsolete for today's training and certification of Virginia's law enforcement officers. With the advent of the new DCJS Learning Management System in 2023, DCJS is turning to online testing for all certified law enforcement officers. However, this will place a fiscal burden on regional law enforcement academies which lack the equipment and technology to provide online testing in basic academy classes. To this end, DCJS is using funds from the American Rescue Plan Act to provide needed laptops, tablets, charging carts, and other supporting equipment needed to access online testing offered by DCJS in 2023. Grant funds are limited to the one-time purchase of:

- Laptops (or personal computers)
- Charging carts
- Wi-Fi boosters
- Routers and extenders
- Wireless keyboards and mouse
- Monitors
- Earphones
- Other computer related equipment not listed but justified as necessary

2. **Firearm Training Scenario Simulators**

   Firearm Training Scenario Simulators offer trainees an immersive and realistic environment within which they can practice perfecting their decision-making skills and honing their responses without putting them in any real physical danger. A simulated environment can also be adapted to suit a broad range of environmental conditions and scenarios, allowing trainees to experience firearm use in various settings that they would otherwise have been unlikely to experience during their live-fire training. Officers who go through simulation training, help keep communities safe. Firearms simulators allow law enforcement officers to build the necessary skills to de-escalate themselves in "shoot, don't shoot" scenarios, enabling them to have a controlled response in any situation which may require the use of a firearm or other deadly force. They emerge from training feeling more confident about their skills and abilities and gain a realistic ability to look beyond the instant moment.

   Grant funds are limited to academies that do not currently have Firearm Training Scenario Simulators or need to replace obsolete models.

   NOTE: More funding opportunities for local law enforcement agencies to purchase needed equipment and training will be forthcoming in conjunction with a statewide needs assessment survey.

III. Eligibility

This grant announcement is open to **Regional Criminal Justice Training Academies only**. 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 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

1. **Equipment for Online Testing.** Funding is available for up to $200,000.
2. **Firearm Training Scenario Simulators.** Funding is available for up to $100,000.

VI. Grant Period

Grants will be awarded for a six (6) month period from 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.
- 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.

IX. Availability of Continuation Funding

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 Law Enforcement Grant Program funding **must be submitted using the DCJS Online Grant Management System (OGMS)**. Email files or paper applications will not be accepted. All required fields must be completed to submit your application. Do not include any items not requested such as letters of support, annual reports, publicity articles, etc.

General Information: The Application Creation Wizard will assist you in completing the application's General Information form.

Step 1: The Wizard requires an application title and a primary contact. The application title should include the grant program and the academy's name (e.g., ARPA West CJA). 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 CJA ABC).
- *Certified Crime Prevention Community*: Click the hyperlink on the form to see if your locality is certified.
- *VLEPSC or CALEA Accredited:* Yes or No
- *Type of Application*: For this funding opportunity, you will choose "New."
- *Community Setting*: Check the box(es) that best describes the applicant service area.
- *Brief Project Overview*: Provide a short description of the proposed project (maximum of 750 characters).
- *Project Director*: List the person who will have the day-to-day responsibility for managing the project and provide all required contact information.
- *Project Administrator*: Name and contact information for the County Administrator or City Manager (Administrative and Fiscal Agent) who has the authority to formally commit the organization/locality to complying with all the terms of the grant application, including the provision of the required match, if applicable.
- *Finance Officer*: List the person who will be responsible for the fiscal management of the funds and provide all required contact information.

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

Firearm Training Scenario Simulator:
- Enter the item requested, the cost per item, and the total number of items or. 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:
- 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".

Authority Certification:
- This section is **required** under this grant program. If the person completing the application is not the Project Administrator, as previously defined, information regarding the signing authority, or the delegation of such authority, should be submitted under Attachments.

XI. Reporting Requirements

Grant recipients 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 by DCJS staff. Reviewers will take into consideration the 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.

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

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

Tracy Matthews: email 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. Please include your grant program area in the Subject line.