



Substantial Risk Protective Order Grant Solicitation

Guidelines and Application Procedures

*Application Due Date
March 19, 2021*

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

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Substantial Risk Protective Order Grant Solicitation Guidelines and Application Procedures

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I. Introduction

The Virginia Department of Criminal Justice Services (DCJS) is pleased to announce the availability of \$500,000 in state general funds to assist eligible applicants with training related to enforcement on the removal of firearms based on substantial risk protective orders. DCJS is soliciting applications from Virginia law enforcement agencies, circuit courts, juvenile and domestic relations courts, and general district courts for enhanced or supplemental training for internal staff and/or external parties, focusing on one or all of the following: the enforcement of substantial risk orders, the safe removal of firearms from individuals subject to substantial risk orders, and/or the development of multi-disciplinary firearms removal teams.

During the 2020 General Assembly regular session, *Virginia Code* [§ 19.2-152.13](#) and [§ 19.2-152.14](#) were enacted, establishing the Commonwealth's Emergency Substantial Risk Order (ESRO) and Substantial Risk Order (SRO) laws. In summary:

- On petition of an attorney for the Commonwealth or a law enforcement officer, any circuit court/juvenile and domestic relations court/general district court judge or magistrate shall issue an ex parte emergency substantial risk order (“ESRO”) upon a finding of probable cause to believe that a person poses a “substantial risk” of personal injury to himself or others in the near future by such person’s possession or acquisition of a firearm.
- This order prohibits the person from purchasing, possessing or transporting a firearm for the duration of the order.
- The order shall contain a statement informing the person of the requirements and penalties under *Virginia Code* [§ 18.2-308.1:6](#):
 - It is unlawful to purchase, possess, or transport a firearm for the duration of the order;
 - The person shall surrender his concealed weapon permit; and
 - The respondent is advised to voluntarily relinquish any firearm within his custody to the law enforcement agency serving the order.

II. Eligibility

This grant announcement is restricted to the following criminal justice entities:

- Local and state law enforcement agencies within the Commonwealth of Virginia that have primary law enforcement duties within their jurisdiction, and
- Virginia circuit, general district, and juvenile and domestic relations district courts.

Applicants can submit one (1) application per locality. It is strongly encouraged that applicants collaborate with other community and criminal justice entities to ensure a multi-disciplinary response to this new legislation.

Twelve (12) months is the maximum length of time that grant funds will be awarded to support the Substantial Risk Protective Order Grant Program in a locality.

Funds available through this grant solicitation can be used to support the costs associated with enhanced or supplemental training focusing on one or all of the following: the enforcement of substantial risk orders, the safe removal of firearms from individuals subject to substantial risk orders, and/or the development of multi-disciplinary firearms removal teams.

DCJS offers training on the ESRO and SRO laws and their implementation. Please contact Dennis Proffitt at dennis.proffitt@dcjs.virginia.gov for more information.

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Applicants must include a full description of the training that will be conducted and how the training will support the locality's compliance with ESRO and SRO laws. Examples include:

- **Crisis intervention training** – an immediate and short-term emergency response training to a mental, emotional, physical or behavioral distress;
- **De-escalation training** – training to decrease the emotional, physical, and mental stress levels of a situation using verbal and non-verbal techniques;
- **Lethality assessment training** – training on a systematic assessment designed to identify an individual's potential risk for suicide or homicide; and/or
- **Community based behavioral threat assessment training** – training on a preventative system, not punitive, meant to intervene with individuals posing a risk of harm to self or others and divert them from a pathway to violence. Training should provide guidance to community members on recognizing threatening/aberrant behavior that may represent a threat to the community.

III. Grant Application Deadline

Applications must be received by DCJS **no later than 5:00 p.m. on March 19, 2021. Late applications will not be considered.** Email application packet (saved as one PDF versus multiple separate documents) to:

grantsmgmt@dcjs.virginia.gov

IV. Amount Available

The amount of funding available for the Substantial Risk Order Grant Program is determined by the state budget bill. On May 21, 2020, Governor Northam signed the 2020–2022 biennium budget bill that included \$500,000 to be used to fund the Substantial Risk Protective Order Grant Program. These funds have been made available for the FY2021 budget year. The grant cannot be extended and will not be eligible for continuation unless additional state funds are appropriated in subsequent years.

There is no match requirement for this grant program.

The maximum amount that may be requested is \$15,000. Applications requesting more than this amount may not be considered.

Grant awards are dependent upon the availability of funding. Each applicant will be competing against other applicants in this competitive solicitation. Each application will be rated on quality and adherence to these guidelines.

V. Grant Period

Grants will be awarded on a competitive basis for a twelve (12) month period beginning April 1, 2021 to March 30, 2022.

VI. Match Requirement

There is no match requirement for this grant program.

VII. 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.

VIII. Availability of Continuation Funding

The grant cannot be extended and will not be eligible for continuation unless additional state funds are made available in subsequent years.

IX. Application Forms and Instructions

The grant application packet includes:

Grant Application Form: The first page of your application is the [Grant Application Form](#), a one-page form. Please do not alter this form. It is extremely important that you provide fax numbers, email addresses, and telephone numbers for each person listed.

Itemized Budget Form: You must submit the [DCJS Itemized Budget](#), a two-page (2-page) form, to detail all proposed project expenditures.

Project Narrative: Each application must include a Project Narrative, which may not exceed five (5) pages. The Project Narrative heading should include the official name of the submitting entity and a Project Title. The Narrative must include the following sections: Need Statement, Project Description, and Budget Narrative.

- **Need Statement:**
In the Need Statement section of your Project Narrative, provide a description of your agency and the constituents you serve, as well as a description of the unmet need or problem that the grant project will address.
- **Project Description:**
In the Project Description section, clearly explain how your proposal will address the identified need and the problem you propose to address. This should include a thorough discussion of how your locality will implement the training needs associated with the Substantial Risk Protective Order law.
- **Budget Narrative:**
In addition to completing the Project Narrative, you must also provide a Budget Narrative that explains the reason for each requested budget item and provides the basis for its cost. All items requested in the Budget Narrative must be thoroughly justified and clearly related to the proposed project. Each item or service to be purchased must be separately listed with its unit cost. The budget narrative must thoroughly explain the relevance and importance of each item to the project.

Project Goals and Objectives Form: List and describe your program’s Goals and Objectives and complete the [Project Goals and Objectives Form](#). Identify the quantifiable and measurable data that you will collect and analyze to demonstrate that you have achieved your stated Goals and Objectives. The grant objectives should be SMART: S (Specific) M (Measurable) A (Attainable) R (Related to Goal) T (Time Bound).

X. Reporting Requirements

Grant recipients must submit quarterly financial and progress reports online to DCJS. 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 the grant reporting requirements at the time of grant award.

XI. How and Where to Submit Application

The completed DCJS Grant Application packet must be *received by 5:00 p.m. on March 19, 2021*. Applications received after the deadline will not be considered. The application packet (one PDF versus numerous attachments) must be emailed to:

grantsmgmt@dcjs.virginia.gov

Please put the name of your locality in the subject line of the email. To receive a confirmation email, CC one of the DCJS grant staff listed at the end of this solicitation. Early submissions are appreciated.

All parts of the application should a) be complete, b) comply with any page limitations, c) use the forms provided, and d) be submitted as one PDF with the name of your locality as the title of the PDF document. (i.e., “DCJS SRPO Grant”). Please submit the application packet (one PDF versus numerous attachments) in the order outlined in section XII – Grant Application Checklist.

XII. Grant Application Checklist

- ✓ Grant Application Face Sheet: [DOC](#) (DCJS online form)
- ✓ Itemized Budget Form: [XLS](#) (DCJS online form)
- ✓ Project Narrative: Needs Assessment, Project Description and Budget Narrative
- ✓ Project Goal and Objectives Form: [DOC](#) (DCJS online form)

Links to grant preparation instructions:

- Grant Application Instructions: [DOC](#)
- Itemized Budget Instructions: [DOC](#)

The Project Administrator (or designee with signatory authorization on file with DCJS) must be listed on the grant application face sheet and they must sign the application face sheet.

Faxed applications will *not* be accepted.

Please number all pages and submit the application as one PDF document.

XIII. Grant Application Review Process

DCJS staff uses a standardized rating form to review and rate grant applications. DCJS staff and colleagues chosen from outside the agency will review each application. An application can earn a maximum score of 72 points. The grant program elements are evaluated based on staff ratings of Excellent, Acceptable, Marginal, or Unacceptable. The rating points that can be awarded for each grant program element are: Itemized Budget 0–6 points, Budget Narrative 0–9 points, Needs Justification 0–12 points, Project Description 0–12 points, Goals and Objectives 0–9 points, Implementation Steps 0–9 points and Technical Compliance Elements 0–3 points.

Applications from communities where the law enforcement agency is currently accredited by the Virginia Law Enforcement Professional Standards Commission (VLEPSC) or the Commission on Accreditation for Law Enforcement Agencies (CALEA) will receive ten (10) bonus points. Applications from Certified Crime Prevention Communities or Certified Crime Prevention Campuses will receive two (2) bonus points. An applicant locality can claim both categories of bonus points (accreditation and crime prevention) if they have been certified by one of each of the two program categories. If an applicant has achieved either or both of these certifications, it should be noted on the application face sheet and/or within the project narrative. Courts applying for this grant opportunity must serve an accredited locality to be eligible for accreditation bonus points.

DCJS will rate the applications based on the priorities outlined above. The Grants Subcommittee of the Criminal Justice Services Board (CJSB) will review grant application scores and summaries and make funding recommendations to the full CJSB. Final grant approval is at the discretion of the CJSB.

XIV. Technical Assistance

Please contact the following DCJS staff for questions regarding your Substantial Risk Protective Order grant 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 specific questions regarding your agency's Substantial Risk Protective Order program or program policy, please contact:

Dennis Proffitt: email dennis.proffitt@dcjs.virginia.gov or telephone (804) 292-4675