



# **Virginia Gun Violence Intervention Program Grant Solicitation**

Program Guidelines and Application Procedures

*Application Due Date  
May 17, 2021*

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

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## DCJS 2021 Virginia Gun Violence Intervention Program Grant Solicitation

### I. Introduction

The Virginia Department of Criminal Justice Services (DCJS) is now accepting applications for the Virginia Gun Violence Intervention Program (GVIP). The primary purpose of this initiative is to support the implementation of strategies that will result in reduced gun violence in local communities. This is a competitive solicitation open to localities in the Commonwealth who demonstrate in their application collaboration with key stakeholders and a commitment to the implementation of evidence-based programming or promising practices that have been proven effective in reducing gun violence.

Gun violence intervention and prevention programs avert interpersonal violence by working with a range of community stakeholders to provide support and intervention to those at highest risk of being a victim and/or perpetrator of violence.

Proposals must primarily focus on interrupting cycles of violence among those individuals at highest risk for perpetrating gun violence or being victimized by gun violence.

### II. Amount Available

There is \$2.5 million available for grants to five localities to implement and/or enhance existing GVIP programs/projects. The award amount per locality will be based on need, violent gun crime rates, population, and scope of the project. Grants are contingent upon the availability and reappropriation of funds.

Localities can request funding under the following categories:

**Category 1:** Localities that are disproportionately impacted by gun violence and have a population of 50,000 or less are eligible for up to \$300,000.

**Category 2:** Localities that are disproportionately impacted by gun violence and have a population of 50,000 or more are eligible for up to \$500,000.

All projects should be focused on the implementation of a coordinated, community-based strategy for reducing gun violence. Proposals must focus on those individuals at highest risk for perpetrating gun violence or being victimized by gun violence. Applicants are required set aside at least twenty-five percent (25%) of the grant funds they receive to be awarded as sub-awards, contracts, or mini-grants up to \$15,000 to non-governmental, community-based organizations (CBOs) that are well-positioned to work with the affected communities.

### III. Eligibility

Under this solicitation, localities include eligible cities and/or counties. Either the locality itself or a department within the locality may serve as the applicant.

Applicants **may not** submit more than one proposal per locality.

Localities will be eligible to apply if they meet one of the following three criteria:

- (1) The city/county experienced 20 or more homicides per calendar year during two or more of the three calendar years immediately preceding the grant application. Based on DCJS

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data (please refer to Appendix A) these cities include:

- i. Newport News;
  - ii. Norfolk;
  - iii. Petersburg;
  - iv. Portsmouth; and
  - v. Richmond City.
- (2) The city/county experienced 10 or more homicides per calendar year during two or more of the three years prior to the grant application and had a homicide rate that was at least 50% higher than the statewide homicide rate during two or more of the three calendar years immediately preceding the grant application. Based on DCJS data (please refer to Appendix A) these cities include the cities listed above as well as:
- i. Hampton; and
  - ii. Roanoke City.
- (3) The applicant otherwise demonstrated a unique and compelling need for additional resources to address the impact of homicides, shootings, and aggravated assaults in the applicant's community.

### IV. Availability of Continuation Funding

Grant awards issued through this grant program are dependent on the availability of funding within the state budget bill and reappropriation of funds. The grant(s) cannot be extended and will not be eligible for continuation beyond the time period specified, unless additional state funds are made available in subsequent years.

### V. Grant Application Deadline

Applications must be received by DCJS **no later than 5:00 p.m. on May 17, 2021. Late applications will not be considered.** Email application packet (saved as one PDF versus multiple separate documents) to:

[grantsmgmt@dcjs.virginia.gov](mailto:grantsmgmt@dcjs.virginia.gov)

### VI. Grant Period

Grants will be awarded on a competitive basis, for twenty-five months, beginning June 1, 2021 through June 30, 2023. Funding for the entirety is contingent on availability of funds and subject to program performance.

### VII. Match Requirement

There is no matching funds requirement for 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. GVIP shall be used to supplement, not supplant, other federal, state, or local funds that would otherwise be available for the proposed gun violence reduction activities. Supplanting occurs when an entity reduces or reallocates federal, state, or local funds for a particular activity or purchase specifically because other funds are available.

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Changes to the grant budget after award must be approved by DCJS prior to expending funds based on the changes.

**Allowable Costs:** Requested funds must be utilized to prevent and reduce gun violence.

Allowable GVIP projects and purchases include, but are not limited to:

- Hiring additional personnel;
- Program evaluation;
- Overtime;
- Supplies,
- Training;
- Travel expenses;
- Food; and/or
- Stipends/incentives.

Unallowable Costs: Grant funds may not be used for:

- Weapons, ammunition and related equipment normally and routinely provided by the locality;
- Construction or renovation;
- Land acquisition;
- Lobbying and political contributions;
- Honoraria; bonuses;
- Alcohol; and/or
- Vehicles normally and routinely provided by the locality to others in the same roles.

### IX. Program Requirements

The primary goal of this initiative is to implement new strategies resulting in the reduction of gun violence in communities. GVIP funds may support strategies such as the implementation of evidence-based or promising practices aimed to reduce gun violence. In addition, funds may support the creation of a local gun violence task force that will focus efforts on jurisdiction(s) with high rates of gun violence.

GVIP grant funds must be used to plan for, implement, **and/or** enhance locally led gun violence intervention programs. Gun Violence Intervention Programs should focus on two key elements:

- **Prevention:** Solutions that keep youth and young adults from entering or reentering the cycle of violence. Prevention involves efforts to prevent escalation by assisting individuals at an increased risk of violence or exhibiting early signs (or repeated signs) of violent behavior.
- **Intervention:** Programs and policies that assist young adults, as well as their families, that have been impacted by violence reduce their risk levels of repeat exposure.

Applicants are encouraged to approach gun violence through a public health lens in order to address the root cause of violence, by examining risk factors that increase the likelihood of violence and explore protective factors that reduce the likelihood of violence.

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Community-based violence intervention and prevention programs bring together community members, social service providers, and, in some cases, law enforcement to identify and provide support for individuals at highest risk for gun violence. They also help individuals cope with the trauma that is associated with living in neighborhoods where witnessing gun violence is routine.

Successful gun violence intervention and prevention programs generally:

- Deter individuals at high risk for violence from engaging in firearm violence.
- Help individuals at high risk for violence resolve potentially violent disputes before they occur.
- Connect those at high risk for violence to education, employment, and housing services.
- Provide peer mentoring, trauma-informed services, and culturally responsive mental health support to individuals impacted by daily gun violence.
- Authentically engage community members to build trust and collaboration between stakeholders.

Funding will support projects in two program areas:

**New Program Implementation-** Applicants must demonstrate program readiness to include deliberate efforts to include community outreach, collaboration, and building partnerships with local stakeholders such as local business, non-profits, community organization, local medical and health agencies and law enforcement. Additionally applicants must establish dedicated resources and expertise or subject matter experts needed to execute and administer the project. Applicants should also fully describe program services and the ability to collect performance measures on program activities.

**Existing Program Enhancement** – Applicants must demonstrate and show current funding sources, (i.e. local or federal funding). Applicants must document initial project recommendations or current and past challenges that may have stalled or ceased program operations. Applicants must document the successes that have been captured since the initial implementation of the program. Applicants must justify the need for an enhancement.

DCJS considers programs and practices to be evidence-based when their effectiveness has been demonstrated by causal evidence (generally obtained through one or more outcome evaluations). Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence, based on the factors described above, will influence the degree to which DCJS considers a program or practice to be evidence-based. Other strategies that are deemed to show evidence of reducing gun violence are OJP's [crime solutions](#), [US AID study](#), [Giffords Healing Communities](#), [Cities United report](#); [Everytown Report](#).

Youth and Gang Violence Community Assessment (YGCA): Specified localities were appropriated funding to conduct community assessments on youth and gang violence prevention initiatives. The community assessments include the collecting of quantitative and qualitative data from community representatives such as law enforcement, school faculty, youth, parents,

community leaders, probation officers, grass roots organizations, and local government. If an applicant is awarded the GVIP grant funding, and is one of the localities selected to receive YGCA funds, the locality will be required as part of the special conditions of the grant award to explain how these two projects will be connected and inform one another.

## X. Grant Guidelines

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 for the 25-month period of the grant.

**Project Narrative:** Each application must include a Project Narrative, which may not exceed ten (10) 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. This narrative should describe the severity of crime or gun violence issues and their impact on the community; provides specific statistics that support the existence and extent of the problem as defined in the eligibility section of these guidelines.

- **Project Description:**

In the Project Description section, clearly explain how your proposal will address the identified need and the problem you propose to address. Provide a description of the proposed project or practice and some of the planned implementation activities and the activities relevance to reducing gun related violence in your community; provide information on how the program will incorporate a collaborative and multi-disciplinary approach, that includes community-based organizations. The Project Description must also capture protocols to address equity and diversity:

1. Explain how do you propose to draw upon diverse perspectives in the community or field that the proposed project will serve?
2. Does your organization's staff and governance diversity reflect the community that you serve?
3. **Community-Based Organizations (CBO):** How do you ensure that the CBO has established goals for increasing the representation of the underrepresented in decision making?
  - a. Does the CBO mission and goals reflect a commitment to racial equity?
  - b. Does the CBO staff and governance reflect the community demographics?

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- **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).

### XI. How and Where to Submit Application

The completed DCJS Grant Application packet must be *received by 5:00 p.m. on May 17, 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](mailto: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 GVIP Grant").

### XII. Financial and Progress Reporting Requirements

All grant recipients will be required to submit quarterly financial and progress reports through **OGMS**. Both quarterly reports are due within 15 days after the end of each calendar quarter. Failure to comply in a timely manner may result in DCJS withholding disbursement of grant funds and/or termination of the grant.

### XIII. Grant Application Review Process

#### **Review Process:**

DCJS is committed to ensuring a fair and open process for awarding grants. DCJS will review the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation.

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. DCJS will use internal and external peer reviewers to review the applications under this solicitation. An external peer reviewer is an expert in the subject matter of a given solicitation who is NOT a current DCJS employee. An internal reviewer is a current DCJS employee who is well versed or has expertise in the subject matter of this solicitation.



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The components of the full grant application will each be reviewed and make up the following percentages of the overall score:

- Needs Statement (30%)
- Project Description (40%)
- Budget Narrative (15%)
- Itemized Budget (5%)
- Goals and Objectives (Timeline and Work-plan) (10%)

Full grant applications that meet basic minimum requirements will be evaluated, scored, and rated by a peer review panel. Grant application peer reviewers will rate each application based on the information provided in response to these guidelines and the clarity, substance, and strength of the case made for funding. Reviewers will also consider need, violent gun crime rates, population, underserved populations, budget justification, cost-effectiveness of proposed projects, strategic priorities, availability of funds, and the ability to complete the goals of the grant based on programmatic design, applicant's financial health, and organizational capacity.

In addition to budget review by the peer reviewers, the DCJS Grants Management Unit will also review applications for potential awards to evaluate the fiscal integrity and financial capability of applicants. They will examine proposed costs to determine if the Budget Detail Worksheet and Budget Narrative accurately explain project costs, and determine whether costs are reasonable, necessary, and allowable under applicable. DCJS may amend budgets based on a review of unallowable and/or unreasonable costs, and the availability of funds.

The reviews will be presented to the Executive Committee of the Criminal Justice Services Board (CJSB) for final grant award decisions. This will occur at their meeting on June 8, 2021.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Criminal Justice Services Board.

Grant award packages will be issued by the DCJS Grants Management Unit, based on the final approval of the CJSB. Fiscal and programmatic revisions may be required as a condition of funding.

#### **XIV. Technical Assistance**

Please contact the following DCJS staff for questions regarding your Gun Violence Intervention Program (GVIP) grant application:

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

Gregory Hopkins: email [gregory.hopkins@dcjs.virginia.gov](mailto:gregory.hopkins@dcjs.virginia.gov) or telephone (804) 692-0977

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Appendix A

For 2 out of 3 calendar years 2018 through 2020,* Virginia localities with:		
Locality	20 or more homicides	10 or more homicides and a homicide rate at least 50% higher than the statewide homicide rate
Hampton		●
Newport News	●	●
Norfolk	●	●
Petersburg	●	●
Portsmouth	●	●
Richmond City	●	●
Roanoke City		●

\*2020 homicide counts and rates are preliminary.