



2024 Firearm Violence Intervention and Prevention (FVIP) Grant Program

Program Guidelines and Application Procedures

July 1, 2024-June 30, 2026

***Application Due Date:
Monday April 29, 2024
Late applications will not be accepted.***

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 now accepting applications for the Virginia Firearm Violence Intervention and Prevention Grant Program (FVIP). The purpose of this initiative is to support the implementation of strategies that will result in the reduction of violent crime within the Commonwealth of Virginia while implementing effective and sustainable intervention and prevention programming to interrupt and prevent local cycles of violence.

Through violence prevention and intervention programs, numerous states have seen a significant reduction in firearm violence. 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 perpetrator of violence.

The Firearm Violence Intervention and Prevention Fund was created by the Virginia General Assembly in Section 408 of Chapter 2 of the Acts of Assembly of the 2022 Special Session 1. This funding source “shall be used for the purpose of supporting gun violence intervention and prevention programs.” Such funds shall be made available “to agencies of local government, community-based organizations, and hospitals for the purpose of supporting implementation of evidence-informed gun violence intervention and prevention efforts, including street outreach, hospital-based violence intervention, and other violence intervention programs. Grant funds shall also support firearm suicide prevention and safe firearm removal practices from persons prohibited from possessing a firearm, including subjects of domestic violence protective orders,” persons convicted of prohibitory crimes, and persons subject to substantial risk orders.

DCJS anticipates issuing multiple solicitations each year for these funds, with the next solicitation released in the fall for a January 1, 2025, start date. Organizations that are not yet ready to apply are encouraged to contact DCJS as described at the end of this solicitation.

Purpose

The purpose of the FVIP grant solicitation is to support local community-based organizations’ efforts to address violent crime. The applicant must present a clear plan for sustainability. Applicants seeking to expand or replicate an existing project must be able to demonstrate progress and success in what has been done through the life of the existing project.

This announcement provides guidance to aid applicants in determining eligibility, developing a program narrative, developing the itemized budget and budget narrative, and completing other related forms.

Eligibility

Under this solicitation, eligible applicants include:

- Community-based non-profit organizations providing human services and/or criminal justice services, and
- Local units of government as defined in the *Code of Virginia* at <https://law.lis.virginia.gov/constitutionexpand/article7/>.
- Because other funding sources are specifically available for law enforcement and prosecutors’ offices, these are specifically excluded from this funding source.

Restrictions

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

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

- Hiring additional personnel;
- Overtime;
- Supplies,
- Training;
- Travel expenses; and
- Equipment, and other necessary items related to violence reduction.

Unallowable Costs include, but are not limited to:

- Weapons, ammunition, and related equipment;
- Construction or renovation expenses;
- Land acquisition;
- Lobbying and political contributions;
- Honoraria;
- Stipends;
- Bonuses;
- Alcohol; and
- Vehicles.

II. Program Requirements

Violence Reduction Programs should focus on at least one of the following two key elements:

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

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.
- Increase feelings of community safety and help increase positive outcomes for those most impacted by community violence.
- Promote and expand trauma informed principles and programming with a dedicated focus on working with communities with a high concentration of community violence.

For **new program implementation**, applicants must demonstrate program readiness to include deliberate efforts at community outreach, collaboration, building partnerships with local

business, other non-profits, community organizations, local medical and health agencies, and law enforcement. Applicants must dedicate resources or subject matter experts needed to execute and administer the project. Applicants should fully describe program services and their ability to collect performance measures on program activities.

The Bureau of Justice Assistance (BJA) Community Violence Intervention Implementation check list and resources may be beneficial in developing your program and determining readiness, and can be found here: [Community Based Violence Intervention and Prevention Initiative \(CVIPI\) | Implementation Checklist | Bureau of Justice Assistance \(ojp.gov\)](#).

For funding to **enhance existing programs**, applicants must identify current funding sources (i.e., local or federal funding) for the existing program. Applicants must document initial project recommendations, as well as any current and past challenges that may have caused program operations to stall or stop. Applicants must document the successes that have been captured since the initial implementation of the program and must justify the need for an enhancement.

III. Possible Programs for Replication

Applicants are encouraged to draw upon components of programs that have demonstrated success in reducing gun violence, preferably group violence intervention strategies. OJP’s [crime solutions](#) website is one resource that applicants may use to find information about promising practices and evidence-based practices.

Examples of evidence-based and evidence-informed strategies include but not limited to:

Mentoring	Behavioral Health Services
Wraparound Services	Housing and Relocation Services
Victim Services	Hospital Based Violence Intervention
Employment and Job Training	Violence Interrupters
Focused Deterrence ¹	Community Outreach
Re-entry Resources	

The listed examples are not exhaustive nor are the applicants required to implement them. Applicants may choose to incorporate components of several strategies to best fit the needs of individuals targeted for services.

Regardless of the strategy or strategies selected, applicants must be able to explain why the strategy was chosen for the target population/service delivery area and cite evidence that indicates the strategy is likely to decrease violence.

IV. Maximum Amount Available Per Grant Award

Funding may be used to support planning efforts, new prevention and intervention programs, or enhancement of existing programs. No match is required.

¹ The strategies target specific criminalized behavior committed by a small number of individuals identified as being high risk of committing or being involved in violence who are vulnerable to sanctions and punishment.

DCJS anticipates awarding up to \$5 million through this competitive solicitation. Programs must address crime intervention and prevention through community engagement.

V. Application Review Process

DCJS will base its review on the quality and thoroughness of the application. DCJS will consider each application based on content, clarity, and strength of the request made for funding. Reviewers will also consider past performance, budget justification, cost effectiveness of proposed projects, past funding, and the availability of funds.

DCJS reserves the right to change program budgets based on allowable costs, justification of items, and available funding. DCJS has the discretion to make awards for greater or lesser amounts than requested.

In addition to a program's performance, and the availability of funds, a key factor in determining eligibility for funding will be compliance with grant financial and progress reporting requirements. No current recipient of funding through this grant will be considered for funding if, as of the continuation application due date, any of the required Financial or Status Reports for the current grant are more than 30 days overdue. For good cause submitted in writing by the grant recipient, DCJS may waive this provision.

The Grants Committee of the Criminal Justice Services Board (CJSB) will review and make funding recommendations to the full CJSB. The CJSB is expected to make final grant award decisions at its meeting in June 2024. Funding decisions made by the CJSB are final and may not be appealed.

DCJS 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.

VI. Application Deadline

Applications must be submitted by **5:00 p.m. on April 29, 2024**, in [OGMS](#). Applications received after the deadline will not be considered.

VII. Submission Instructions

Grant applications must be entered in OGMS. Follow these steps to begin an application for this funding opportunity in OGMS. Registration for OGMS and information can be found at: <https://ogms.dcjs.virginia.gov/index.do>.

Log into OGMS at: <https://ogms.dcjs.virginia.gov/index.do>.

1. . If you have never registered for OGMS, select the Registration button on the OGMS home page.
2. Select *Funding Opportunities*.
3. Select ID #528909, Virginia Firearm Violence Intervention and Prevention Grant for competitive applicants.
4. Select *Start New Application*.

5. Under *Application Title*, enter the name of your Proposed Project. For example, “2024 Any Town FVIP.”
6. Under *Primary Contact*, select your name. This can be changed later in the application process if needed. Select Save Form Information. You will be taken to a new screen.
7. Under *Organization*, select your organization and then select Save Form Information. This will take you to a new screen.
8. Under *Additional Applicants*, select any of your organization members who should have access to this application and to the grant if it is awarded. You can also add or subtract people after the grant is awarded. If you do not see the name of a person who should have access to the application/grant, it could mean they are not registered in OGMS. Select Save Form Information. This will take you to a new screen.
9. Under the *Application Details* screen, complete all sections by clicking on each line. You cannot submit the application until all sections are complete. A green check mark indicates the section is complete.

The following sections are incorporated into the OGMS application system:

A. Face Sheet

Congressional Districts: List the congressional districts that will benefit from the program.

Jurisdictions Served: Select all jurisdictions served.

Certified Crime Prevention Community: Not applicable to this grant program. As this is a required field, please answer this question to the best of your knowledge.

Type of Application: Select “New.”

Brief Project Description: Provide a short description of the project. This description will be shared with the committees making funding decisions.

Project Director: List the person who will have day-to-day responsibility for managing the project.

Project Administrator: List the person who has authority to formally commit the locality or organization to complying with all the terms of the grant application. This must be the city, county, or town manager; or the president of the Board of Directors of a nonprofit organization. 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.

Finance Officer: List the individual who will be responsible for fiscal management of the funds.

Please note: there should be three separate individuals in these roles.

B. Budget

Complete an itemized budget, including description and justification for all seven budget categories: 1) Personnel/Benefits; 2) Consultants; 3) Travel; 4) Subsistence/Other Travel Costs; 5) Equipment; 6) Supplies and Other Expenses; and 7) Indirect Costs. If you are not requesting funds in a budget category, you must still complete the form by opening the form, selecting “no” indicating that you are not requesting funds in that category, and selecting “Mark as Complete.” All amounts must be rounded to the nearest dollar.

Funds from Other Sources: Enter all funds from other sources that support the agency. Please include all awards/subawards from all sources, locality contributions, and supervision fees.

1. Personnel and Employee Fringe Benefits

This applies to all employees supported by funds (state, federal, or local) associated with this project.

- Indicate if personnel costs are included in your budget. If “yes” enter the employee’s name, position title, full or part-time status, total hours worked per week, total hours worked per year, and the total annual salary. Indicate the percentage of the salary amount requested from the grant (regardless of funding source) and if this is a new position.
- Under Positions and Justification, select employee name and enter the description (maximum 500 characters) and justification (maximum 500 characters) for each position. Indicate if positions are split between FVIP and other projects.
- Under Employee Benefits, select the employee’s name and indicate each type of benefit (FICA, Retirement, Group Life, Health Insurance, Worker’s Comp, Unemployment, Disability, and other) and the total cost of each benefit for each employee assigned to the project. If this is percentage based, indicate the percentage. If you are unable to enter the fringe benefits for individual employees, create an employee named “Fringe Benefit” and enter the aggregate amounts for each fringe benefit but enter zero for the salary. If you elect this process, leave the fringe amounts for each individual employee at zero.

2. Consultants

- Indicate if consultants or consultant subsistence and travel costs are included in your budget. If “yes” under “Consultant” and “Consultant Subsistence (lodging + meals) & Travel” enter the information required and the amounts requested from the grant.
- 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.
- Include the number of individuals benefiting from each type of service and a per participant/group cost, where applicable.

- For individuals reimbursed for personal services on a fee basis: Enter each type of consultant or service (with numbers in each category and names of consultants when available), the proposed daily fee rate, and the amount of time to be devoted to such services. Costs should not exceed \$650 per day or \$81.25 per hour.
- For organizations, including professional associations and educational institutions, performing professional services: Enter the type of services performed and estimated contract prices. Requests for contracted services and consultants will be very carefully screened. Consultant and contracting fees will be approved only when it is justified that the use of outside contract agencies and consultants will significantly and permanently enhance project effectiveness.
- Consultant Travel and Subsistence: This is generally not allowable unless it is necessary, reasonable, and justified. These must be reasonable and adhere to the grantee's established travel policy. High mileage should be explained and justified.

3. Travel

- Indicate if travel (mileage) costs are included in your budget. If “yes” under “Local Mileage” or “Non-local mileage” enter the number of miles and the mileage rate amounts requested from the grant.
- Unless a local policy governs, mileage is reimbursed at the federal rate (<https://www.irs.gov/tax-professionals/standard-mileage-rates>). **Local mileage** is travel within the immediate service area (satellite offices, referral **agencies**, meetings, etc.). **Non-local Mileage** is outside of the immediate service area (trainings, conferences, meetings, etc.).
- Under the Description and Justification, select the mileage being requested and enter in the description of mileage (maximum of 500 characters) and justification for mileage (maximum of 500 characters) for each item.

4. Subsistence and Other Travel Costs

- Indicate if subsistence and other travel costs are included in your budget. If “yes” under “Subsistence” enter the event title, under “Lodging” enter the number of rooms required, number of nights and rate cost, and under “Meals” enter the number of individuals, number of days, and the per diem rate requested from the grant.
- Grantees must follow the federal/state travel policy, which utilizes the GSA approved rate (<https://www.gsa.gov/travel/plan-book/per-diem-rates>), *unless there is a written local travel policy*. Transportation costs, such as air and rail fares, are at coach rates. Subsistence is paid according to a per diem rate. Justify all travel by explaining its relevance to job duties.
- Under the Description and Justification, select the event item being requested and enter in the description of costs (maximum of 500 characters) and justification for costs (maximum of 500 characters) for each item.

5. Equipment

- Indicate if equipment is included in your budget. If “yes” enter the item requested, the cost per item or monthly rate, and the total number of items or months for each item requested from the grant. Equipment means 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 amount of \$5,000 must be followed.
- 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.

6. Supplies and Other Expenses

- Indicate if supplies and other are included in your budget. If “yes” enter the item requested, the cost per item or monthly rate, and the total number of items or months for each item requested from the grant. Supplies means all 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). Supplies and Other Operating Expenses include, but are not limited to, rent, utilities, cell/land/fax/internet services, educational information, postage, and office supplies.
- 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.

7. Indirect Costs

Indirect costs are costs of an organization that are not readily assignable to a particular project but are necessary to the operation of the organization and the performance of the project. Indirect costs are those that benefit more than one activity and are common or joint purpose costs. For example, costs of an office manager/receptionist position that answers general phone calls, greets clients, etc. are considered indirect costs. Most costs can and should be assigned to a project, thereby reducing indirect costs.

Applicants requesting Indirect Costs must indicate the expense in OGMS. Directions for calculating indirect cost are on the OGMS Indirect Cost form. The salaries of administrative and clerical staff should generally be treated as indirect costs.

Salaries of administrative/clerical staff may be appropriate to include as direct costs ONLY if ALL of the following conditions are met:

- Administrative or clerical services are integral to a project or activity;
- Individuals involved can be specifically identified with the project or activity;
- Such costs are explicitly included in the budget or have the prior written approval of the awarding agency; AND

- The costs are not recovered as indirect costs.

To calculate indirect costs, applicants must first determine the Modified Total Direct Costs (MTDC) amount of the project budget. Indirect costs that can be requested are not based on the entire project budget, but on the MTDC amount.

Applicants are not required to describe or itemize what is included in the indirect costs.

Applicants have two options when requesting Indirect Costs: using a formal **Indirect Cost Rate Agreement (ICRA)** or using a *de minimis* rate. These two options are outlined below.

1. Indirect Cost Rate Agreement (ICRA)

- This is a formal rate agreement that an organization has applied for and received from the federal cognizant agency (DCJS does not approve ICRA's)
- Organizations will have a letter or other documentation that lists the federally negotiated rate
- The rate in the ICRA must be accepted, unless otherwise specified by federal awarding agency
- Can request the percentage (as outlined in the ICRA) of the Modified Total Direct Costs (MTDC) of their budget for indirect costs

2. De Minimis Rate

- This can be used by organizations that have never had a federally approved Indirect Cost Rate Agreement
- Can use a rate of up to 10 percent of the Modified Total Direct Costs (MTDC) of their budget for indirect costs

Use the “**MTDC Worksheet**” (Can be downloaded from the Funding Opportunity in OGMS) to calculate the MTDC amount. The Worksheet will also calculate the amount of indirect costs that can be requested. *If Indirect Costs are requested, applicants must submit two additional documents with the grant application:*

1. MTDC Worksheet (Excel document)
 - a. **AND**
2. Certification of De Minimis Indirect Cost Rate form
 - b. **OR**
3. A copy of the applicant’s Indirect Cost Rate Agreement letter/documentation

Additional Indirect Costs Reporting Requirements: For organizations that request and receive Indirect Costs, the MTDC Worksheet must be completed each quarter, based on actual expenses.

The actual MTDC amount will determine the amount of **Indirect Costs** to be

reimbursed for that quarter. In other words, the amount of **Indirect Costs** reimbursed will likely vary from quarter to quarter. The amount of **Indirect Costs** requested for reimbursement each quarter cannot simply be the total for the year divided by four; the amount must be based on actual MTDC amounts.

To add Indirect Costs to your grant in OGMS, click on the **Indirect Costs** component in the **Application Details** list, click YES, then click on the EDIT FORM button and complete the accompanying budget grid.

Requesting indirect costs is optional.

C. Project Narrative [Note: this may be uploaded as an attachment not to exceed 10 pages, as long as all of the sections are covered]:

The project narrative educates the reviewer about the applicant’s community and organization; describes the severity of violent crime or gun violence issues and their impact on the community; provides statistics that support the existence and extent of the problem; clearly justifies the need for the grant; and describes existing resources and services currently available to address the problem, including any other funding, and an explanation as to why the resources are inadequate This narrative should include the following sections:

- **Organization Background.** Please provide a brief overview of your organization, when you were founded, what your organization does, and the individuals or communities you serve.
- **Needs Statement.** Describe the needs of the community served, including the severity of crime or firearms violence issues and the impact of violence on the community. Provide specific statistics that support the existence and extent of the problem as defined in the eligibility section of these guidelines. Identify if a strategic comprehensive assessment has been completed, and if so, what the assessment shows.
- **Population Served.** Describe the intended population served by the project. Be specific about the *localities, neighborhoods, communities, or types of individuals* that will be served by the program.
- **Community Background.** Please describe how firearms violence and violent crime has impacted your community, and what efforts your organization has already made – or strategies you would like to implement – to address that problem.
- **Community Plan.** Please describe how the proposed project ties to community plans to address violence.
- **Project Description.** Provide a description of the proposed project or practice and some of the planned implementation activities and the activities’ relevance to reducing firearms related violence in your community. Provide information on how your project intend to reduce violent crime based on your outlined activities.
- **Promising Practice.** Describe the components of the promising practice that will address the stated problems.
- **Capabilities:** Provide a description of the organization and the capabilities of the organization to implement the proposed project. Describe any prior experience working collaboratively with the locality.

- **Timeline.** Describe the planned implementation activities and their relevance to the stated goals and objectives.

D. Project Goals and Objectives Form: List and describe your program’s goals. Each goal must have objectives. Each objective must be measurable and directly related to one or more items requested in the grant proposal budget.

E. Additional Components

1. References Section (Non-profit organizations only).

Please provide contact information for three references from stakeholders (e.g., patrons, oversight organizations, current or previous contract holders, etc.) that are familiar with your organization and its work via attachment. If your program is dependent on a source for referrals, please include a reference from that referral source who contents to partner with your organization. **These references may be contacted during the review process to verify information provided in your request.** Organizational members or family members should not be used as a reference. By adding a person’s contact information, you are verifying that they consent to be contacted.

2. Non-profit Verification (Non-profit organizations only). Please provide the link to your organization’s nonprofit notation in [GuideStar.org](https://www.guidestar.org), [IRS Tax Exempt Organization Search](https://www.irs.gov/charities-nonprofits) or another similar nonprofit data source engine to confirm said status. If that notation is not available, please leave this field blank and upload a copy of the organization’s tax-exempt letter as an attachment.

3. Non-Supplantation. Funds may not be used to supplant state, local, or other funds which would otherwise be available for the same purpose. All applicants must complete this certification.

4. Authority Certification. All applicants must complete this certification. The Authority Certification is to be signed by the Project Administrator or designee, not the Project Director, program staff or any other individual without submitted documentation.

5. Letter of Support from Local Government. Attach a letter of support from the city manager or county administrator, or the local criminal justice planner, if the locality has one designated, describing how this program will fit within the local violence reduction plan. This letter must be uploaded using the Attachments tab in OGMS.

Applications must be submitted in OGMS by 5:00 p.m. on Monday, April 29, 2024.

VIII. Financial (Claims) and Progress (Status) 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.

IX. Grant Application Training and Technical Assistance

All applicants should participate in self-guided training of the recorded webinars for application submission in OGMS.

Access the On-line Grant Management System (OGMS) at: <https://ogms.dcjs.virginia.gov/>

The webinar for this grant solicitation will be held on:

Date & Time	Webinar Topic	To Register
March 25, 2024 At 10:00am	FVIP Grant Guidelines	Register here: https://us02web.zoom.us/meeting/register/tZltd-Cqrj0uGN2WFZH68nD7b3UY0U8HsS0w

Please contact the following DCJS staff for questions regarding your Virginia Firearm Violence Intervention and Prevention Grant Funding application:

Greg Hopkins, FVIP Grant Coordinator
email: gregory.hopkins@dcjs.virginia.gov
phone: (804) 692-0977

Jennifer Quitiquit, FVIP Grant Monitor
email: jennifer.quitiquit@dcjs.virginia.gov
phone: (804) 363-6027

Technical assistance to ensure readiness:

The Office of Safer Communities at DCJS is committed to the successful implementation of grant programs and supporting organizations that wish to help strengthen their communities. To assess readiness and prepare for potential grant funding, including registering for grant writing and planning workshops this summer, please contact:

Chad Felts, DCJS Capacity Builder and Sustainability Coordinator
email: chad.felts@dcjs.virginia.gov
phone: (804) 965-4427