



# **2024 Operation Ceasefire Grant Program (OCGP)**

## **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  
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[www.dcjs.virginia.gov](http://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 Operation Ceasefire Grant Program (OCGP). The purpose of this initiative is to support the implementation of strategies that will result in reducing violent crime within the Commonwealth while implementing effective and sustainable solutions to intercept and eliminate local cycles of violence.

The Operation Ceasefire Fund was created by the Virginia General Assembly in Chapter 2 of the Acts of Assembly of the 2023, Special Session 1. This funding source “shall be used solely for the purposes of implementing violent crime reduction strategies, providing training for law-enforcement officers and prosecutors, providing equipment for law enforcement agencies, and awarding grants to organizations such as state and local law enforcement agencies, local attorneys for the Commonwealth, localities, social services providers, and nonprofit organizations that are engaged in group violence intervention efforts. For the purposes of [this effort], ‘group violence intervention’ means comprehensive law enforcement, prosecutorial, and community-based initiatives, substantially similar to Operation Ceasefire as implemented in Boston, Massachusetts and the Gang Reduction Programs implemented in Richmond and Los Angeles, California, which are documented by the Department of Justice and are carried out between members of law enforcement, members of the community, and social services providers.”

### Purpose

The purpose of this OCGP grant solicitation is to support local law enforcement and 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. Using the guidance presented in this document, applicants can efficiently and effectively prepare complete applications in the On-line Grant Management System ([OGMS](#)).

For this solicitation, the focus is to address local *prevention, intervention, and enforcement* efforts. The following is a non-exclusive list of potential areas for funding.

<p><b><i>Crime Investigations</i></b></p> <ul style="list-style-type: none"> <li>• Personnel to support violent crime investigations and crime analysis.</li> <li>• Non or sworn personnel to staff local Real Time Crime Centers.</li> </ul>	<p><b><i>Equipment and Supplies</i></b></p> <ul style="list-style-type: none"> <li>• Technology/resources to aid and support local law enforcement efforts in reducing violent crime.</li> <li>• Crime scene supports/resources.</li> </ul>
<p><b><i>Training and Community Engagement</i></b></p> <ul style="list-style-type: none"> <li>• Law Enforcement training to advance officer wellness, violent crime reduction strategies, crime analysis, and advance tactical supports.</li> <li>• Training to support to street outreach for local community-based organizations and local government agencies.</li> </ul>	

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.

## Eligibility

Under this solicitation, eligible applicants include:

- Local law enforcement agencies
- Local units of government
- Non-profit organizations

## Restrictions

**Allowable and Unallowable Costs:** Requested funds must be utilized to prevent and reduce violent crime.

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

- Hiring additional personnel;
- Overtime;
- Supplies;
- Training;
- Travel expenses; and
- Equipment or other items necessary for violence reduction.

Unallowable costs include, but are not limited to:

- Construction or renovation;
- Land acquisition;
- Lobbying and political contributions;
- Honoraria;
- Bonuses;
- Weapons;
- Alcohol.

## II. Program Requirements

For **new program implementation**, 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.

For funding to **enhance, expand, or continue existing programs**, applicants must describe current funding sources (i.e. local, state or federal funding) for the existing program and explain why these funds will no longer be available or are insufficient for the project. 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. Applicants must justify the need for an enhancement.

### III. Grant Period and Maximum Amount Available Per Grant Award

The grant period under this solicitation is July 1, 2024, through June 30, 2026. DCJS anticipates awarding up to \$3,700,000 through this competitive solicitation. No match is required.

<b>Total Available \$3,700,000</b>	<b>Maximum Per Individual Award</b>
Crime Investigative Supports	up to \$200,000
Equipment/Supplies Supports	up to \$80,000
Training and Community Engagement Supports	up to \$50,000

### IV. 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.

## V. Application Deadline

Applications must be submitted in OGMS at: <https://ogms.dcjs.virginia.gov/index.do> by **5:00 p.m. on Monday April 29, 2024**. Applications received after the deadline will not be considered.

## VI. Submission Instructions

Grant applications must be entered in OGMS at: <https://ogms.dcjs.virginia.gov/index.do>. 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>.

1. Log into OGMS at: <https://ogms.dcjs.virginia.gov/index.do>. If you have never registered for OGMS, select the Registration button on the OGMS home page.
2. Select *Funding Opportunities*.
3. Select ID #519206, Virginia Operation Ceasefire
4. Select *Start New Application*.
5. Under *Application Title*, enter the name of your Proposed Project. For example, “2024 Any Town Operation Ceasefire.”
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 organization to complying with all the terms of the grant application. This must be the leader of the agency/organization, or the president of the Board of Directors of a nonprofit organization. For a locality, this must be the city, county, or town manager; or the chief elected officer of the locality, such as the Mayor or Chair of the Board of Supervisors. 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.

## 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.

### a. 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 OCGP 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.

**b. 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.

**c. 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 or mileage (maximum of 500 characters) for each item.

**d. 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.

**e. 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.

**f. 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.

**g. 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, if all the sections are covered]:**

The project narrative educates the reviewer about the applicant’s community and organization; describes the severity of violent crime issues and the 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 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 gun 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 violent crime in your community. Provide information on how the project will incorporate a collaborative and multi-disciplinary approach.
- **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.
- **Timeline.** Describe the planned implementation activities and their relevance to the stated goals and objectives.
- **Sustainment Plan.** Provide a brief description of how your agency will continue the funded initiative once grants funding ends. Include any long-term adjustments your office plans to continue throughout and beyond the grant period.

### C. Project Goals and Objectives Form:

All award recipients will be expected to develop goals and objectives. DCJS will assist in their development if requested. For purposes of this application, applicants must identify the general improvement they want to achieve.

### D. 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](https://www.irs.gov/charities-non-profits/irs-tax-exempt-organization)

[Search](#) 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.

Additional documentation required in this funding opportunity must be uploaded using the Attachments tab in OGMS. Upload only the documentation required. The description of the attachment should explain the information provided in the uploaded file.

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

## VII. 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.

## VIII. 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 22, 2024 At 1:00pm	OCGP Grant Guideline	Register here: <a href="https://us02web.zoom.us/meeting/register/tZYtdeyhqDkqG9Yf4KItqGwZgsWQc1dajSj1s">https://us02web.zoom.us/meeting/register/tZYtdeyhqDkqG9Yf4KItqGwZgsWQc1dajSj1s</a>

To access the On-line Grant Management System (OGMS) click here: <https://ogms.dcjs.virginia.gov/>

### **Technical Assistance**

Please contact the following DCJS staff for questions regarding your Operation Ceasefire Grant Program funding application:

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

**Jennifer Quitiquit, email: [jennifer.quitiquit@dcjs.virginia.gov](mailto:jennifer.quitiquit@dcjs.virginia.gov) or telephone (804) 363-6027**