Marcus Alert / Co-Response Team Grant

Guidelines and Application Procedures

Application Due Date
January 24, 2025

Virginia Department of Criminal Justice Services

1100 Bank Street, Richmond, Virginia 23219

www.dcjs.virginia.gov

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Team Grant
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I. Introduction

The Virginia Department of Criminal Justice Services (DCJS) is pleased to announce the availability of $2,200,000 in state general funds from Marcus Alert / Crisis Intervention Team funds for a Co-Response team grant. DCJS is soliciting applications from law enforcement agencies within the Commonwealth of Virginia that have law enforcement with jurisdictional responsibilities to provide a one-time grant for the purchasing, operating and maintenance of co-responder teams that operate under Marcus Alert.

II. Eligibility

This grant opportunity is restricted to law enforcement agencies within the Commonwealth of Virginia that have primary law enforcement responsibilities within their jurisdiction. Eligible agency types include state and local law enforcement agencies, as well as colleges and universities employing certified law enforcement officers.

Funds available through this grant solicitation may be used to support one-time cost associated for Marcus Alert related Co-response purposes.

Grant funds will be awarded for a maximum of twelve (12) months to support programs that are currently operating a Marcus Alert Co-response program or those who will become operational within the next 12 months.

To be eligible the applicants must include:

- Clear and documented evidence of the need
- The agencies written policy governing the use of the Marcus Alert and co-response.   *504*
- Plan for data storage and retention.
- Plan for equipment maintenance and replacement.

III. Grant Application Deadline

Applications must be submitted in the DCJS Online Grants Management System (OGMS) no later than 5:00 p.m. on Friday, January 24, 2025. The system will not allow applications to be submitted after the deadline, therefore, late applications will not be accepted. Allow time for any possible technical difficulties you may experience since applications will not be accepted after the deadline. If you have not already done so, it is recommended that your agency register for OGMS as the registration process can take several days. Instructions on how to register in OGMS are attached.

IV. Amount Available

The amount of funding available for Marcus Alert / Co-Response Team Grant is $ 2,200,000. Applications must not be for less than $10,000 and must not exceed $100,000.

V. Grant Period

Grants will be awarded on a competitive basis for a twelve (12) month period beginning July 1, 2024 through June 30, 2025.

VI. Restrictions

The funds **may not be** used for:
- Weapons and ammunition.
- Standard clothing and uniform related equipment normally and routinely provided by the locality. Except for the purchase of ballistic vest for Law Enforcement Personnel and Clinicians assigned to Co-response teams
- Construction or renovation.
- Land acquisition.
- Lobbying and political contributions.
- Honoraria and bonuses.
- Personal entertainment such as tickets to sporting events.
- Alcohol or refreshments breaks or meals at training events, meetings, or conferences
- Marked Vehicles.

VII. Availability of Continuation Funding

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

VIII. Application Forms and Instructions

Each application for the Marcus Alert / Co- Response Team Grant **must be submitted using the DCJS Online Grant Management System (OGMS)**. Email files or paper applications will not be accepted. All required fields must be completed to submit your application. Do not include any items not requested such as letters of support, annual reports, publicity articles, etc.

Instructions on how to register to register for the DCJS Online Grants Management System (OGMS) can be found at https://www.dcjs.virginia.gov/grants/ogms-training-resources

General Information: The Application Creation Wizard will assist you in completing the application's General Information form. Step 1 of the Wizard requires an application title and a primary contact. The application title should include the agency's name and the grant program.

The primary contact is the individual in your agency who will be designated as the primary person responsible for the application and grant from your locality. This individual will receive automated email notifications when attention is needed on the application or grant. It is

recommended that the Project Director (definition under Face Sheet) be listed as the primary contact. You will be able to add other persons to give them access to edit the application or associate them later if the grant is awarded. No information can be released to an individual not associated with the grant in OGMS.

After General Information has been finished, you have the ability to complete the application in any order or save to return at another time.

Face Sheet: Required
- *Congressional District*: Select the Congressional District(s) that will benefit from the program. To select more than one, hold down the Ctrl key.
- *Best Practice*: This **does not apply** to the Marcus Alert Grant Program (it is only required of JJDP programs).
- *Jurisdiction(s) Served*: Select all jurisdiction(s) served.
- *Program Title:* Provide a program title that includes the agency's name and the grant program (e.g. Marcus Alert Grant Program FY22).
- *Certified Crime Prevention Community*: Click the hyperlink on the form to see if your locality is certified.
- *Type of Application*: For this funding opportunity, you will choose "New."
- *Community Setting*: Check the box(es) that best describes the applicant service area.
- *Brief Project Overview*: Provide a short description of the proposed project (maximum of 750 characters).
- *Project Director*: List the person who will have the day-to-day responsibility for managing the project, and provide all required contact information.
- *Project Administrator*: Name and contact information for the County Administrator or City Manager (Administrative and Fiscal Agent) who has the authority to formally commit the organization/locality to complying with all the terms of the grant application, including the provision of the required match, if applicable.
- *Finance Officer*: List the person who will be responsible for the fiscal management of the funds and provide all required contact information.

Budget: Required
- *Budget*: Click "Edit Grid" and enter your requested state amount under the "State" column. (*All calculations should be rounded to the nearest dollar.*)

Project Narrative: All questions in this section are **required**.
- *Demonstration of Need*: Provide a description of your agency and a description of the unmet need or problem that the grant project will address. Describe your existing resources and services that are available to address the identified problems, and state why those resources and services are not adequate to address the unmet needs. Describe the non-profit organization(s) or institution(s) with which your organization will partner and their unmet need(s) (maximum of 5000 characters).
- *Project Description*: Provide a detailed description of the project design and planned implementation activities. Describe how the project will reach the stated goals and the capabilities of your organization to implement and manage the project. The project description should tie implementation activities to project goals and objectives (maximum of 5000 characters).
- *Service Area Demographic/Target Population*: Provide a brief description of the target

population to be served by your organization (maximum of 5000 characters).
- *Sustainment Plan*: Provide a brief description of how your organization will continue to provide the proposed services after grant funding ends (maximum of 5000 characters).

Goals and Objectives: This section is **required** under this grant program. You should answer, "Yes" when asked, "Are Goals and Objectives required by the funding opportunity?"
- *Goal Number*: You can have more than one goal, and they should be numbered. This allows you to enter multiple objectives under one goal without having to type it out multiple times.
- *Goals*: This is the outcome of your project and should be broad and general.
- *Objectives*: These directly support the larger goal. They should be narrow, precise, **measurable**, realistic, and capable of being completed within the grant period. A new row should be completed for each objective under a goal.
- *Activities*: This is a list of **measurable** tasks to be undertaken to accomplish the objective. You can have multiple activities per objective.
- *Month*: Mark the month in which implementation steps will start.

Equipment:
- Indicate if equipment is included in your budget: yes or no. If "yes" enter the item requested, the cost per item or monthly rate, and the total number of items or months for each item. Under the Description and Justification, select the equipment item being requested and enter in the description (maximum of 500 characters) and justification (maximum of 500 characters) for each item.
- **Additional Documentation**: Provides the option for applicants to attach supporting documentation for the equipment items and costs. Click "Add New Attachment" and upload the file. In the description box, indicate the equipment item and explain what information the file is providing.

Supplies and Other:
- Indicate if supplies and other included in your budget: yes or no. If "yes" enter the item requested, the cost per item or monthly rate, and the total number of items or months for each item. Under the Description and Justification, select the supply or item being requested and enter in the description (maximum of 500 characters) and justification (maximum of 500 characters) for each item.
- "Supplies and Other Operating Expenses" include, but are not limited to, rent, utilities, cell/land/fax/internet services, postage, and office supplies.

Attachments:
- Please upload any additional attachments required by this funding opportunity here.
  - Memorandum of Understanding (if already in place)

Authority Certification:

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

IX. Reporting Requirements

Grant recipients must submit quarterly financial and progress reports online to DCJS. Grant recipients will also be required to provide programmatic information and data to support DCJS's required reporting to the General Assembly on program outcomes. 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.

X. How and Where to Submit Application

Applications must be submitted in the DCJS Online Grants Management System (OGMS) no later than 5:00 p.m. on January 24, 2025. The system will not allow applications to be submitted after the deadline, therefore, late applications will not be accepted. Plan accordingly for any possible technical difficulties you may experience since the application will not be accepted after the deadline. Each field and form in the application must be marked as complete before submission. If you receive an alert, you will need to review the form for any missing required information.

XI. Grant Application Review Process

All applications will be reviewed as part of a competitive review process. External/non-DCJS staff and DCJS staff will review each application based on information provided, adherence to these grant guidelines, and the clarity, substance, and strength of the request made for funding. Reviewers may consider demonstrated need, geographic location, budget justification, cost-effectiveness of proposed projects, and the availability of competitive funds. DCJS reserves the right to change program budgets based on allowable costs, justification of items, and available funding. Grants may be funded in full or in part, based on the number of qualifying applications, available funding, and geographical representation. Each submitted grant application will be reviewed on its quality and adherence to these guidelines.

The Grants Committee of the Criminal Justice Services Board (CJSB) will review grant applications and the summaries of staff evaluations of applications. The Grants Committee will then make funding recommendations to the full CJSB. The CJSB will make final grant award decisions at its meeting in February 2025. Funding decisions made by the CJSB are final and may not be appealed.

DCJS Office of Grants Management in the Division of Finance and Administration will issue grant award packages based on the final approval of the CJSB. Fiscal and programmatic revisions may be required as a condition of funding.

XII. Technical Assistance

Please contact the following DCJS staff for questions regarding your Marcus Alert/ Co-Response Team grant application:

Patrick Long: email Patrick.Long@dcjs.virginia.gov or telephone (804) 514-9211