

A photograph of the State Office Building in Virginia, featuring a grand portico with several columns. The building is light-colored with many windows. A large tree is on the right side of the image.

# Virginia Department of Criminal Justice Services

September 2019



# DCJS

Virginia Department of Criminal Justice Services

# Grants Management

DCJS is the State Administering Agent (SAA) for the State of Virginia.

- Agency distributes federal and state funding to localities, state agencies, and nonprofit organizations in the main areas of:

Adult Services/Corrections

Juvenile Justice

Victims Services

Law Enforcement

Center for School and Campus Safety

- Agency also performs a thorough evaluation and extensive review of all submitted grant applications, responds directly to subgrantees inquiries, and processes all financial requests and administrative data.
- Approximately \$280M in active federal and state grant funding.

# Federally Funded Grant Programs (Examples)

- Byrne Justice Assistance Grant Program
- Local Law Enforcement – JAG allocations to smaller localities
- Victims of Crime Act
- Juvenile Justice
- Children’s Justice Act
- Sexual Assault Grant Programs (Federal + State)
- Violence Against Women
- Residential Substance Abuse Treatment

# State Funded Grant Programs (Examples)

- Court Appointed Special Advocate (Federal + State)
- PAPIS: **P**re-release **A**nd **P**ost-Incarceration Services Adult Offender Reentry
- School Resource Officers/School Security Officers
- Virginia Domestic Violence Victims Fund
- Victim Witness (Federal + State)
- Comprehensive Community Corrections
- Addiction Recovery Grant Program
- Jail Mental Health

# FY19 Grant Statistics

In Fiscal Year 2019, DCJS awarded \$43,389,920 in federal funds, \$36,706,137 in general funds, and \$9,043,680 in special funds to support its initiatives. The funding, from federal and state sources supported 602 grants.

- 19 distinct programs
- 275 sub-grantees
- 25 state agencies
- 180 grants in the non-profit sector
- 138 grants to law enforcement agencies
- 362 grants to support victims of all types of crimes
- 69 grants to support the School Resource Officer/School Security Officer Grant Program

# Edward Byrne Justice Assistance Grant

## Agency Grants Management Process

- Formula funding announcement received by Director and Grants Management.
- Individual staff and team review of the solicitation and requirements.
- Team discussion on agency and constituent needs and framework for the application.
- Designated grant writer to collect fiscal and programmatic requirements:
  - Strategic Plan
  - Ability to comply with 1373 requirement
  - Death in custody reporting

# Post Application Submission

- Award letter received by agency Director and Grants Management.
- Division of Law Enforcement and Grants Management sections review special conditions and make recommendations to the Director on acceptance.
- Recommendation is tracked from the Division of Law Enforcement through the Grants Management section to Director's Office.
- Director signs and initials acceptance of special conditions.
- Signed award acceptance document is emailed to Department of Justice.

# State Solicitation Process

- Spring and Fall solicitation/RFP cycles.
- Agency representatives from Law Enforcement, Adult Services and Juvenile Services convene to discuss constituent needs.
- Follow JAG approved program areas:
  - Law enforcement programs;
  - Prosecution and court programs, including indigent defense;
  - Prevention and education programs;
  - Corrections, community corrections and reentry programs;
  - Drug treatment and enforcement programs;
  - Planning, evaluation, and technology improvement programs
  - Crime victim and witness programs (other than compensation)
  - Mental health programs and services

# State Solicitation Process cont.

## Solicitation Fall 2019 topics:

- State, local and campus law enforcement only (9 month grants)
  - Equipment
  - Staff Recruitment and Retention
  - Training
  - Officer Overtime – Special Initiatives
  - Firearm Interdiction
- State, local and campus law enforcement, state and local government agencies and non-profit organizations (18 month grants)
  - Community-Based Gun Violence Prevention
  - Trauma-Informed Care for Local and Pretrial/Probation and Law Enforcement
  - Reducing Implicit Bias in the Criminal Justice System
  - Youth Engagement Programs
  - Automated System Notification of Upcoming Court Hearing and Related Meetings
  - Gang and Drug Related Crime Reduction

# Review and Approval

- Each of the three internal program areas assign a grant monitor to each application.
- Monitor(s) and external reviewer(s) (SME) independently review and score the applications.
- Monitor leads team consensus scoring and ranking.
- Recommendations presented to the Director's Office and Grants Management.
- Recommendations approved by Director are then summarized by staff and reviewed by the Commonwealth's Criminal Justice Services Board (CJSB) Grants Committee.
- Full CJSB, which is appointed by the Governor, receives recommendations from the Grants Committee and either approves or denies the funding recommendation.

# Awarded/Active Grants

- Award packages provided to each sub-grantee.
- Signed acceptance and special conditions (federal and agency) must be received and cleared to activate award.
- Agency requires quarterly programmatic and financial reporting through it's Grants Management Information System.
- Monitors check progress reports and Grants Management financial staff reviews financial reporting.
- Program and Grants Management staff work collectively to comply with federal programmatic reporting in the Performance Measurement Platform (PMP) and the Grants Management System (GMS).
- Grants Management is responsible for reimbursements to sub-grantees, federal drawdowns and financial reporting – works closely with the agency's finance team.

# Challenges

- Financial tracking and receiving supporting documentation from sub-grantees.
- Federal budget reconciliation and reporting.
- Internal and external accountability.
- Receiving sub-grantee information in timely manner.
- Consistent messaging to sub-grantees.

# Lessons Learned

- Make every effort to educate internal staff on Grants Management.
- Establish and follow your policies and procedures.
- Understand the needs of your sub-grantees – they often have very different perspectives on funding, accountability, etc.
- “No” isn’t a bad word. Find the balance on what is fair and reasonable.
- Be patient.

A photograph of the State Office Building in Virginia, featuring a classical facade with columns and a pediment. The building is surrounded by greenery and a paved walkway. A large tree is visible on the right side of the image.

**Questions?**