



COMMONWEALTH of VIRGINIA

Department of Criminal Justice Services

Leonard G. Cooke
Director

1100 Bank Street
Richmond, Virginia 23219
(804) 786-4000
TDD (804) 386-8732

November 18, 2009

The Honorable R. Edward Houck
Chairman
Joint Commission on Health Care
900 E. Main Street, 1st Floor West
Richmond, VA 23219

Dear Chairman Houck :

As directed by Senate Bill 1294 (2009), the Department of Criminal Justice Services in conjunction with the Department of Behavioral Health and Developmental Services is providing to you the initial report outlining the status of the crisis intervention team programs, including copies of any requests for proposals and the criteria developed for such areas.

Please feel free to contact Fran Ecker, DCJS Director, Office of Programs (786-3967 or Fran.Ecker@dcjs.virginia.gov).

Sincerely,

A handwritten signature in cursive script that reads "Leonard G. Cooke".

Leonard G. Cooke, Director

cc: The Honorable John Edwards, Senate of Virginia
The Honorable John Marshall, Secretary of Public Safety
The Honorable Marilyn B. Tavenner, Secretary of Health and Human Resources
James S. Reinhard, M.D., Commissioner, DBHDS

Document Title

Report to the Joint Commission on Health Care Regarding the Status of Crisis Intervention Team Programs In the Commonwealth

Author

Department of Criminal Justice Services and Department of Behavioral Health and Developmental Services

Enabling Authority

Chapter 715 (Regular Session, 2009)

Executive Summary

§ 9.1-187. Establishment of crisis intervention team programs.

By November 1, 2009, the Department of Criminal Justice Services and the Department of Behavioral Health and Developmental Services, shall submit to the Joint Commission on Health Care a report outlining the status of the crisis intervention team programs, including copies of any requests for proposals and the criteria developed for such areas.

This Report is issued in advance of a Full Report called for under § 9.1-190. Crisis intervention team program assessment.

The Department, and the Department of Behavioral Health and Developmental Services, shall assess and report on the impact and effectiveness of the crisis intervention team programs in meeting the program goals. The assessment shall include, but not be limited to, consideration of the number of incidents, injuries to the parties involved, successes and problems encountered, the overall operation of the crisis intervention team programs, and recommendations for improvement of the program. The Department, and the Department of Behavioral Health and Developmental Services, shall submit a report to the Joint Commission on Health Care by November 15, 2009, 2010, and 2011.

(2009, c. 715.)

**Senate Bill 1294
General Assembly Session 2009**

Report to the Joint Commission on Health Care

**Regarding the Status of Crisis Intervention Team Programs
In the Commonwealth
November 12, 2009**

**Prepared By:
Departments of Criminal Justice Services and Behavioral
Health and Developmental Services**

Introduction

The 2009 General Assembly through Senate Bill 1294 amended Sections 9.1-102, 187, 188, and 189 of the *Code of Virginia* to direct the Department of Criminal Justice Services (DCJS) in conjunction with the Department of Behavioral Health and Developmental Services (DBHDS) to "...support the development and establishment of crisis intervention team programs in areas throughout the Commonwealth." It also established numerous criteria for the departments to use in implementing its provisions, and directed that a status report be submitted in November 2009 to the Joint Commission on Health Care, and further, that a report assessing the impact and effectiveness of Crisis Intervention Team programs be submitted to the Joint Commission on Health Care in November 2009, 2010 and 2011. This report is submitted pursuant to Section 9.1-187 C and outlines the present status of Virginia's Crisis Intervention Team (CIT) programs, including copies of requests for proposals and criteria developed for such programs.

Background

Crisis Intervention Teams (CIT) refer to programs that bring together specially trained law enforcement officers, mental health treatment providers and other stakeholders that may include hospitals, emergency medical care facilities, mental health service consumers, and advocates to provide an enhanced system of collaborative response for individuals with mental health crisis who come into contact with law enforcement. The purpose of such teams is to respond in the most effective manner to persons experiencing mental health crises, and those who may be unable to protect and care for themselves due to mental illness or disability. Often these individuals come to the attention of law enforcement and others through behavior that is inappropriate, dangerous or violent. In many cases, it is necessary to help such persons receive

mental health treatment, or to place such persons in custody and seek either mental health treatment referral or incarceration for criminal acts.

The CIT model was originally developed by the Memphis, Tennessee Police Department, and has subsequently spread throughout the country. The impetus for its development was an incident in which a man with mental illness was shot by police during a confrontation. The incident created a public uproar and the community began to examine its procedures in such cases, and sought alternative means of addressing these situations. Eventually, through the development of a widely representative stakeholders' task force, Memphis created a program to provide specialized training for select officers and establish improved access to case appropriate therapeutic treatment alternatives to incarceration. The 40-hour training enabled officers to more effectively communicate with and understand the particular needs of those with a mental illness. In so doing, officers were then able to reduce the potential for misunderstanding. Additionally, with the streamlined processes to provide access to services, officers were provided more options to connect individuals with needed treatment in lieu of incarceration, in a manner both consistent with the needs of public safety and balanced with the underlying issue of mental illness.

In the past 20 years, this approach has spread nationally. The concept was first implemented in Virginia in 2002 by the New River Valley Crisis Intervention Team (NRV CIT). The NRV CIT program drew together 14 separate law enforcement agencies in five localities to create the nation's first rural, multi-jurisdictional adaptation of the Memphis CIT model. Police departments, sheriff's offices, and two local campus police departments all worked together with the Community Services Board (CSB), Mental Health Association (MHA) and local chapter of the National Alliance on Mental Illness (NAMI) to establish their CIT program. That initiative was developed utilizing federal grant funds from the Substance Abuse and Mental Health Services Administration (SAMSHA) over a three-year period and currently serves as one of three programs leading Virginia's statewide expansion initiative of these programs.

Implementation Actions

Seventeen programs throughout the Commonwealth, representing 86 counties and cities, are planning, developing or operating successful CIT programs in their localities. As of December 31, 2009, DCJS will have distributed the Federal Edward R. Byrne Justice Assistance Grant (JAG) funds among five different CIT program areas. In May 2009, DCJS, in partnership with DBHDS, awarded CIT start-up grants to an additional five CIT initiatives. DBHDS has allocated a portion of the resources designated under Item 315 (Y) of the 2009 Appropriations Act for jail diversion services to support CIT training, services and community supports for seven CIT programs. Additionally, seven other areas of the state are utilizing local funds to support initial planning and development of CIT programs in their communities (see table and appendices attached).

These programs represent a wide variety of partnering approaches. Most of these programs consist of multiple jurisdictions with numerous law enforcement agencies. Generally, they involve a CSB, and a variety of stakeholder agencies such as hospitals, other treatment facilities, consumer groups and advocacy groups.

Both DCJS and DBHDS require that any grant programs utilize uniform minimum requirements, often referred to as the Core Elements of CIT, to assure that the nature of all CIT programs is consistent from region to region throughout the state.

In order to support growth and development in all aspects of CIT programs, the departments have created the Virginia CIT Coalition (VACIT). Membership in VACIT is encouraged for all programs seeking state support and state-sponsored training and services. VACIT has worked to establish minimum criteria for the development and operation of CIT programs including:

- 40 hour DCJS-certified CIT training for law enforcement;
- CIT Coordinator position;
- Community stakeholder partnerships and oversight;
- Therapeutic assessment location (that is not a law enforcement or jail facility) or procedures to streamline access to services in lieu of incarceration (when appropriate);
- Collection of data to monitor statutory outcomes measures; and
- Dispatcher and Train-the-Trainer courses for CIT.

Through this coalition with local programs, the DCJS and DBHDS have established the Memphis Model of CIT as the official model for training of Virginia CIT program personnel. All CIT officers receive this training. The curriculum is approved for DCJS-certified in-service training credits for law-enforcement officers and includes four hours of mandatory training in legal issues.

Each grant program, as well as those programs developing independently with state support and involvement, is required to include among its goals, the following:

- Providing immediate response by specially trained law-enforcement officers;
- Reducing the amount of time officers spend out of service awaiting assessment and disposition;
- Affording persons with mental illness and substance use disorders a sense of dignity in crisis situations;
- Reducing the likelihood of physical confrontation;
- Decreasing arrests and use of force;
- Identifying underserved populations with mental illness and substance use disorders and linking them to appropriate care;
- Providing support and assistance for mental health treatment professionals;
- Decreasing the use of arrest and detention of persons experiencing mental health and/or substance abuse crises by providing better access to timely treatment;
- Providing a therapeutic location or protocol for officers to bring individuals in crisis for assessment that is not a law enforcement or jail facility;
- Increasing public recognition and appreciation for the mental health needs of a community;
- Decreasing injuries to law-enforcement officers during crisis events;

- Reducing inappropriate arrests of individuals with mental illness in crisis situations;
- Decreasing the need for mental health treatment in jail; and
- Developing a protocol that permits law enforcement officers to release from their custody a person with mental illness, substance use disorders, or both, whom they encounter in crisis situations when the crisis intervention team has determined the person is sufficiently stable and to refer him for emergency treatment services

Each of the 17 jurisdictions planning, developing or operating CIT programs relies on DCJS and DBHDS staff and the leadership of the VACIT Coalition to provide technical assistance, training and shared resources to support their CIT initiatives. Through this collaborative effort, both departments and CIT stakeholders throughout the Commonwealth are working together to achieve the vision of the CIT program approach to mental health crisis response. The full report will be submitted on November 15, 2009, to the Joint Commission on Health Care, as required by statute.

A table of CIT Programs setting forth program names, locality names, current status, funding sources, current funding, and program activities is attached.

**The Status of Crisis Intervention Team Programs in the Commonwealth of Virginia
November 2009**

Program Localities	Program Status	Funding Source	Current Funding	CIT Program Activities Supported
Alexandria CSB <i>City of Alexandria</i>	Developing ¹	State General Funds CIT (DBHDS/DCJS)	48,000.00	See attached grant guidelines
		State General Funds 315Y (DBHDS)	242,000.00*	Jail Diversion Coordinator; Rapid Access to Psychiatric Services; Client Services Fund
Arlington CSB <i>Arlington</i>	Developing	Local Funds	Unknown	Training; Task Force; Services
Chesapeake CSB <i>City of Chesapeake</i>	Developing	State General Funds CIT (DBHDS/DCJS)	26,122.00	See attached grant guidelines
Colonial Area CIT <i>Charles City, James City, New Kent, York and the Cities of Poquoson and Williamsburg</i>	Planning ²	Local Funds	Unknown	Task force and planning activities underway
District 19 CSB <i>Dinwiddie, Greensville, Prince George, Surry, Sussex and the Cities of Colonial Heights, Emporia, Hopewell and Petersburg</i>	Planning	Local Funds	Unknown	Task force and planning activities underway
Fairfax <i>Fairfax and the Cities of Falls Church and Fairfax</i>	Developing	Local Funds	Unknown	Task force, training and planning activities underway
Hampton/Newport News CSB <i>Hampton, Newport News</i>	Operational ³	State General Funds 315Y (DBHDS)	304,000.00*	Security for Therapeutic Assessment Site; Peer Support Services

¹ Developing programs are those that have a well established stakeholder task force with a CIT coordinator in place, have a significant number of trained local CIT officers and CIT faculty and are working toward the implementation of a therapeutic assessment location or establishing protocols to enhance linkage to services in lieu of incarceration

² Planning programs are those that are establishing a stakeholder task force, studying the CIT model, providing initial officer and mental health provider training and developing partnerships to address options for implementing assessment locations or establishing protocols to enhance linkage to services

³ Operational programs have a stakeholder task force which meets regularly and provides program oversight and educational outreach, has a CIT coordinator in place, has trained the number of CIT officers necessary to provide 24/7 CIT response capability, has an established therapeutic assessment location or protocol in place and has begun collecting data to assess the efficacy of the program.

*CIT related expenditures utilize only a portion of the total appropriation indicated. The total amount of funding supports activities in these localities at a variety of criminal justice and mental health intercept points. Due to the broader impact of these services and supports, an itemized break out specifically for CIT is unavailable.

Program Localities	Program Status	Funding Source	Current Funding	CIT Program Activities Supported
		Federal Byrne-JAG (includes local match) (DCJS)	133,825.00	See attached grant guidelines
		State General Funds CIT (DBHDS)	23,333.00	Statewide CIT Technical Assistance and Training Initiative
Henrico Area CSB <i>Henrico County</i>	Developing	State General Funds CIT (DBHDS/DCJS)	49,593.00	See attached guidelines
Middle Peninsula/Northern Neck CSB <i>Essex, Gloucester, King & Queen, King William, Lancaster, Matthews, Middlesex, Northumberland, Richmond and Westmoreland</i>	Developing	State General Funds 315Y (DBHDS)	160,000.00*	Jail Diversion Coordinator; CIT Training
Mt. Rogers Area CIT <i>Bland, Carroll, Grayson, Wythe, Smyth, City of Galax</i>	Operational	Federal Byrne-JAG (Includes local match) (DCJS)	62,761.00	See attached guidelines
New River Valley CSB <i>Floyd, Giles, Montgomery, Pulaski and City of Radford</i>	Operational	State General Funds 315Y (DBHDS)	285,000*	Planning for Therapeutic Assessment Enhancements
		State General Funds CIT (DBHDS)	23,333.00	Statewide CIT Technical Assistance and Training Initiative
Northwestern CIT <i>Clarke, Frederick, Page, Shenandoah, Warren and the City of Winchester</i>	Developing	Local	Unknown	Task force and planning activities underway; CIT coordinator in place; training
Piedmont CSB <i>Franklin, Henry, Patrick and the City of Martinsville</i>	Planning	Local	Unknown	Task force and planning activities underway
Portsmouth <i>Portsmouth</i>	Developing	State General Funds 315Y (DBHDS)	92,000.00*	Case Manager for Therapeutic Assessment Location

*CIT related expenditures utilize only a portion of the total appropriation indicated. The total amount of funding supports activities in these localities at a variety of criminal justice and mental health intercept points. Due to the broader impact of these services and supports, an itemized break out specifically for CIT is unavailable.

Program Localities	Program Status	Funding Source	Current Funding	CIT Program Activities Supported
Rappahannock Area CSB <i>Caroline, King George, Spotsylvania and Stafford Counties; City of Fredericksburg</i>	Developing	State General Funds 315Y (DBHDS)	140,000.00*	Support services and security for 24/7 Therapeutic Assessment Location; CIT Training
Rappahannock/Rapidan CIT <i>Culpepper, Fauquier and Rappahannock</i>	Planning	Local	Unknown	Task force and planning activities underway
Richmond Behavioral Health Authority City of Richmond	Developing	State General Funds CIT (DBHDS/DCJS)	50,163.00	See attached grant guidelines
Roanoke Valley CIT <i>Roanoke and the Cities of Salem and Roanoke</i>	Planning	Local	Unknown	Task force and planning activities underway; training
Rockbridge Area CSB <i>Bath, Rockbridge and the Cities of Lexington and Buena Vista</i>	Developing	Federal Byrne-JAG (includes local match) (DCJS)	70,329.00	See attached grant guidelines
Thomas Jefferson Area CIT <i>Albemarle, Fluvanna, Goochland, Greene, Louisa, Madison, Nelson, Orange, City of Charlottesville</i>	Operational	Federal Byrne-JAG (includes local match) (DCJS)	165,755.00	See attached grant guidelines
		State General Funds CIT	23,333.00	Statewide CIT Technical Assistance and Training Initiative
Valley CSB <i>Augusta, Cities of Waynesboro and Staunton</i>	Developing	State General Funds CIT (DBHDS/DCJS)	26,122.00	See attached grant guidelines
Virginia Beach CSB <i>Virginia Beach</i>	Operational	State General Funds 315Y (DBHDS)	284,000.00*	Security for Therapeutic Assessment Location; Peer Specialists; Transitional Housing; Benefits Specialist
		Federal Byrne-JAG (includes local match) (DCJS)	130,790.00	See attached grant guidelines

*CIT related expenditures utilize only a portion of the total appropriation indicated. The total amount of funding supports activities in these localities at a variety of criminal justice and mental health intercept points. Due to the broader impact of these services and supports, an itemized break out specifically for CIT is unavailable.

**The Status of Crisis Intervention Team Programs in the Commonwealth of Virginia
November 2009**

Addendum A

**Report to the Joint Commission on Health Care
Regarding the Status of Crisis Intervention Team Legislation
In the Commonwealth
November 12, 2009**

This addendum contains the guidelines and application instructions of the Byrne Justice Assistance Grant Program For New Projects Starting July 1, 2008. These are the Guidelines under which all current active Crisis Intervention Team Programs in Byrne/JAG were funded. These projects received “continuation funding” in July 2009, but were not required to file a new application for that funding.

**BYRNE JUSTICE ASSISTANCE GRANT PROGRAM
GUIDELINES AND APPLICATION INSTRUCTIONS
FOR NEW PROJECTS STARTING JULY 1, 2008**

**Department of Criminal Justice Services
202 North 9th Street
Richmond, Virginia 23219**

CONTENTS

I. Introduction	Page 3
Requirements/Limitations	
How To Apply/Deadline	
II. Program Briefs	
School and Campus Safety Programs	Page 5
School Resource Officer Programs	Page 7
Crisis Intervention Team Pilot Programs	Page 10
Assessing The Impact of and Responding to The Mentally Ill in The Criminal/Juvenile Justice Systems	Page 12
Crime & Delinquency Prevention in Minority/Immigrant Communities	Page 13
Recruiting and Retention of Criminal Justice Professionals	Page 15
Criminal Justice System Improvements	Page 17
III. Application Forms, Instructions for Preparing An Application	Page 18

BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT PROGRAM GUIDELINES FOR NEW PROJECTS STARTING JULY 1, 2007

I. INTRODUCTION

The Department of Criminal Justice Services is making available federal funds for grants to support **new** projects in the following areas:

- 1) School and Campus Safety Projects;
- 2) School Resource Officers;
- 3) Crisis Intervention Team Pilot Projects;
- 4) Assessing the Impact of and Responding to the Mentally Ill in the Criminal/Juvenile Justice Systems;
- 5) Crime & Delinquency Prevention in Minority/Immigrant Communities;
- 6) Recruiting and Retention of Criminal Justice Professionals; and
- 7) Criminal Justice System Improvements.

Funds for these grants come from money allocated to Virginia through the Edward Byrne Memorial Justice Assistance Grant (JAG) Program.

This document contains information about the rules and requirements governing this grant program, the types of projects eligible for funding, links to the grant application forms, and instructions for completing and submitting them.

Requirements/Limitations

Eligibility

The following entities are eligible to apply for and receive these funds:

- 1) units of local government;
- 2) state institutions of higher learning;

(Note: A police department, sheriff's office, or school division may manage the program; but the grant application must be submitted by and the funds awarded to a unit of local government or a state college or university.)

- 3) state agencies;
- 4) private, non-profit organizations.

For this offering, consideration will be given only to **new** projects that are not currently being supported by a grant program administered by DCJS or the United States Department of Justice.

Amount Available

Maximum award amounts, if any, are stated in the following program briefs.

Match Requirement

Federal funds may be used to pay no more than 75% of the cost of an approved project. Grant recipients must provide the remaining 25% of project costs in cash from non-federal sources. For example, an applicant receiving approval for a project costing \$80,000 will be expected to provide \$20,000 of that amount in non-federal cash, and DCJS will provide \$60,000 in federal funds.

Grant Period

The grant period for successful applicants will be from July 1, 2008 through June 30, 2009.

Availability of Continuation Funding

Support for funded projects beyond their initial grant periods will depend on the projects' performance in meeting their objectives, timely compliance with reporting requirements, and the availability of JAG funds. **The maximum length of time any project may receive funding through this program is 48 months.**

How to Apply/Deadline

An original and three (3) complete copies (4 total) of the DCJS Grant Application must be received at DCJS' offices by 4:00 PM on Friday, February 29, 2008. Facsimile and electronic copies **will not** be accepted. **Do not** submit bound grant applications. Individual copies should be either stapled or clipped. **Do not** use appendix material to extend or substitute for the narrative portion of the application. **Do not** submit appendices unless they are requested or essential to the review of the grant application. Appendices should be labeled and separated from the narrative and budget sections. Number **all** pages sequentially. Use 8 ½" by 11" paper only. All parts of the application must be completed.

Submit grant applications to:

Department of Criminal Justice Services
Grants Administration Section
202 North Ninth Street
Richmond, VA 23219

Review Process

DCJS staff will review grant applications and forward its recommendations to subcommittees of the Criminal Justice Services Board which will, in turn, make recommendations to the full Board. Final approval is at the discretion of the Criminal Justice Services Board.

II. PROGRAM BRIEFS

SCHOOL AND CAMPUS SAFETY PROGRAMS

Goal – Enhance the safety of public school, college or university campuses.

Discussion – There are 39 public colleges and universities in Virginia, including 4-year and 2-year institutions and community colleges. These colleges and universities utilize several methodologies and formats to provide security services for students, faculty, staff and visitors to their campuses. Some operate fully certified police departments that may or may not be supplemented by a security component consisting of non-sworn personnel. Many schools rely on non-sworn security departments. In recent years, the use of contract guard services has also been evident.

In 2006 the passage of House Joint Resolution 122 directed the Department of Criminal Justice Services to establish hiring and training standards for all persons providing security services on any college or university campus in Virginia. This effort is ongoing and will result in standardized hiring practices and training curriculum for the institutions, regardless of security format.

The events of April 16, 2007 on the Virginia Tech campus led to the appointment by Governor Kaine of a Review Panel to examine the strengths and failings in efforts to protect that campus community. Several of the recommendations from this report indicate the need for enhanced security initiatives.

Grants in this category will assist public school divisions and institutions of higher learning in carrying out security initiatives that will enhance their ability to provide protective services to their school or campus community. Grants may be used for: improving crime prevention strategies; target hardening initiatives; threat assessment procedures; crisis management systems; or at-risk student intervention techniques. The funding may be used to provide training to publicly-funded security officers and law enforcement officers.

DCJS will award grants in this category at a maximum amount of \$50,000 each, including required match.

Project Narrative

Applicants must provide a Project Narrative that includes a Program Title, Need Justification, and Project Description. See Section IV “Project Narrative” of these guidelines for instructions related to the Project Narrative.

Project Goals and Objectives Form

Applicants must complete and submit a “Project Goals and Objectives Form” for their projects. See Section V “Project Goals and Objectives Form” of these guidelines for instructions to complete this form.

Applicants must include objectives on their “Project Goals and Objectives Form,” that are measurable, intended to meet the goal of this program category, and directly related to the deficiency or problem identified in the Need Justification section of the Project Narrative.

Restrictions

- Grant funds may be used only for school and campus law enforcement or security purposes.
- Grant funds may not be used for construction or renovation, purchase of uniforms or equipment that is already standard issue for police or security personnel.

Contact/Assistance

Contact Donna Bowman, at 804-371-6506, or donna.bowman@dcjs.virginia.gov, for school and campus safety related proposals.

SCHOOL RESOURCE OFFICER PROGRAMS

Goal

Provide a safe, secure learning environment in specified public middle, high or alternative schools, and prevent or reduce juvenile crime.

Discussion

A priority of DCJS grant programs is establishing or enhancing multidisciplinary partnerships to promote community safety and prevent crime. The establishment or enhancement of partnerships through grants providing funds for school resource officers (SROs) gives meaning and practice to the goals of community-oriented justice. Schools with SRO programs share knowledge and resources, educate citizens about the value of community-oriented justice and address public safety concerns, especially about the influence of drugs and juvenile violence.

Grant applications submitted to DCJS for SRO funds must reflect a community policing focus, with goals and objectives aimed at eliminating, reducing, or controlling juvenile crime.

Grant awards in this category may not exceed \$50,000 per SRO position, including required matching funds. Requested funds must be used to pay salary and benefits for a full-time SRO at a specified middle, high, or alternative school that has not received funding previously from DCJS for an SRO program.

Restrictions

- Grant funds may be used only for salary and fringe benefits for a full-time SRO.
- Grant-funded SROs may not conduct scheduled activities in elementary schools.

Application Requirements

Applications must be based on the Virginia School Resource Officer Program Guide at www.dcjs.virginia.gov/forms/cple/sroguide.pdf and incorporate the following components:

- a. a community-oriented policing philosophy;
- b. SROs who are certified, sworn law enforcement officers employed by a lawfully established police department or sheriff's office;
- c. SROs who have at least one (1) year of certified law enforcement experience and the demonstrated ability, interest, and skills necessary to work with youth, school personnel, and the public to solve problems;
- d. SROs who act as primary law enforcement agents at the school and perform other multi-faceted roles including:

1. instructor of law-related education classes;
 2. criminal justice system liaison;
 3. role model;
 4. crime prevention specialist;
 5. problem solver and mediator;
- e. SROs who have attended a DCJS-sponsored 40-hour Basic SRO School or will attend one within the first four months of the grant period;
 - f. SRO who will be assigned to one secondary school (or to two, if the schools are in close proximity to each other.)

2008-09 Memorandum of Understanding

Grants will be awarded only to localities that have established a Memorandum of Understanding (MOU) between the local law enforcement agency and the school system to place certified, sworn law enforcement officers in middle, high, or alternative schools. The MOU should include the following information:

- a. a description of the chain of command for the SRO;
- b. definitions of the roles and responsibilities of school officials and of law-enforcement officers;
- c. communication between the SRO and the school, the SRO and the parent law enforcement agency, and the school and the law enforcement agency;
- d. dates for reviewing and renewing the MOU;
- e. signatures of authorized officials representing all parties to the agreement;
- f. effective date of the MOU.

SRO Departmental General Order

Applicants must submit a general order from their police/sheriff's departments that outline the operation of their SRO programs. To view a sample directive for SRO programs, refer to: www.dcjs.virginia.gov/cple/sampleDirectives/manual/rtf/2-27.rtf

SRO Job Description

Applicants must submit a SRO job description from their police/sheriff's departments. Please refer to the Virginia School Resource Officer Program Guide at www.dcjs.virginia.gov/forms/cple/sroguide.pdf for information on the fundamental roles and job responsibilities of an SRO.

SRO Grant Profile Sheet

By the end of the first quarter of the grant period, localities receiving SRO grant awards must complete and submit online an SRO Grant Profile Sheet for each grant-funded position. Also, localities will complete and submit online an SRO Grant Profile Sheet within 30 days of a

change in SRO personnel. The SRO Grant Profile Sheet is available at:
<http://www.dcjs.virginia.gov/forms/cple/sroGrantProfileSheet.cfm>.

Project Narrative

Applicants must provide a Project Narrative that includes a Program Title, Need Justification, and Project Description. See Section IV “Project Narrative” of these guidelines for instructions related to the Project Narrative.

Project Goals and Objectives Form

Applicants must complete and submit a “Project Goals and Objectives Form” for their project. See Section V “Project Goals and Objectives Form” of these guidelines for instructions to complete this form.

The application must include, at a minimum, individual, measurable and specific objectives on the “Project Goals and Objectives Form” that address:

- crime prevention activities;
- law enforcement activities;
- community liaison activities;
- and law-related education activities.

Contact/Assistance

Contact Kathi Lee, 804-786-4303, or Kathi.lee@dcjs.virginia.gov, for assistance with school resource officer proposals.

CRISIS INTERVENTION TEAM PILOT PROGRAMS

Goal

Improve the effectiveness of law enforcement agencies' response to situations involving persons who are mentally ill or under the influence of intoxicating drugs and who pose a danger to themselves or others.

Discussion

The Governor's Public Safety Summit of 2005 identified the handling of the mentally ill and substance abusers as one of the most difficult situations with which law enforcement officers must frequently deal. It is often dangerous and nearly always time-consuming, reducing the availability of law enforcement service to the jurisdiction during the many hours that an officer must transport and stay with such persons while they are evaluated and then committed for mental health treatment.

Officers report that they are neither well-trained nor well-equipped to handle such persons properly. Mental health treatment resources and facilities are scarce in many of Virginia's localities and transport to distant locations is an added complication in such cases. When criminal activity is involved, persons needing mental health treatment may be committed to local or regional jails in lieu of receiving that treatment. Often no such treatment is available to them on a timely basis while incarcerated, or they may not be identified as needing such treatment.

In recent years, new models for establishing *crisis intervention teams* have been developed that offer evidence of improved, more efficient ways to handle these situations. This program offers localities the opportunity to explore improved procedures and methodology. Agencies applying for this funding are strongly encouraged to look at the current model for this program at the New River Valley Mental Health Association, based in Blacksburg, Virginia and the Memphis (Tenn.) Police Crisis Intervention Team program.

These grants will assist localities to establish crisis intervention team pilot programs to improve law enforcement's response to crisis situations involving persons with mental illness, substance abuse or both. Each crisis intervention team must develop a protocol permitting law enforcement officers to release from custody persons whom they encounter in crisis situations when the crisis intervention team has determined the person is sufficiently stable. The funding may be used to provide training to law enforcement officers and other members of a local crisis intervention team.

DCJS will award up to two (2) grants in this category, at a maximum amount of \$150,000 each, including required match.

Project Narrative

Applicants must provide a Project Narrative that includes a Program Title, Need Justification, and Project Description. See Section IV “Project Narrative” of these guidelines for instructions related to the Project Narrative.

Project Goals and Objectives Form

Applicants must complete and submit a “Project Goals and Objectives Form” for their project. See Section V “Project Goals and Objectives Form” of these guidelines for instructions to complete this form.

The application **must** include the following objectives on the “Project Goals and Objectives Form:”

- By December 2008, form a local crisis intervention team task force, with representatives from law enforcement agencies, mental health service providers, local and regional jails (if applicable in your jurisdiction), local and state community corrections programs (if applicable in your jurisdiction). Design and implement a written protocol that governs the agencies’ interactions with each other in the handling of cases of mentally ill and mentally disordered persons.
- By June 2009, provide specialized training in the handling of the mentally ill and substance abusing persons exhibiting signs of mental disorder to at least 25% of the patrol force.

Applicants may include additional objectives on their “Project Goals and Objectives Form,” provided they are measurable, intended to meet the goal of this program category, and directly related to the deficiency or problem identified in the Need Justification section of their Project Narrative.

Under the Implementation Activities/Quarter section of the “Project Goals and Objectives Form,” the applicant must provide specific information about how training will be designed and carried out. Also under the Implementation Activities/Quarter section, the applicant should describe the formation of the task force (advisory committee) and include appropriate milestones for their activity.

Contact/Assistance

Contact: Heather D’Amore, 804-371-0635, or at heather.damore@dcjs.virginia.gov

ASSESSING THE IMPACT OF AND RESPONDING TO THE MENTALLY ILL IN THE CRIMINAL/JUVENILE JUSTICE SYSTEMS

Goal

To establish, in a variety of settings, the means to better identify the mentally ill client, to assess the impact of such clients on the criminal and juvenile justice systems, and /or to improve the effectiveness of the response to such clients.

Discussion

Grants may be requested for projects to:

- 1) quantify the prevalence and impact of mentally ill offenders in adult jail facilities, and juvenile detention centers;
- 2) develop a capacity to better identify clients at intake for early intervention with those with mental illness/significant mental health disorders;
- 3) support development and implementation of training related to referral of the mentally ill in criminal/juvenile justice settings.

Grant awards in this category will be limited to \$80,000, including required matching funds.

Project Narrative

Applicants must provide a Project Narrative that includes a Program Title, Need Justification, and Project Description. See Section IV “Project Narrative” of these guidelines for instructions related to the Project Narrative.

Project Goals and Objectives Form

Applicants must complete and submit a “Project Goals and Objectives Form” for their project. See Section V “Project Goals and Objectives Form” of these guidelines for instructions to complete this form.

Contact/Assistance

Contact: For adult facilities, Rudi Schuster, 804/225-3076, or rudi.schuster@dcjs.virginia.gov

For juvenile facilities, Ashaki McNeil, 804/225-4329, or ashaki.mcneil@dcjs.virginia.gov

CRIME & DELINQUENCY PREVENTION IN MINORITY/IMMIGRANT COMMUNITIES

Goal

Increase minority, refugee and immigrant communities' understanding of and participation in crime/delinquency prevention, through partnerships with law enforcement and other community groups; improve these communities' understanding of their rights and responsibilities within the legal system.

Discussion

Minorities make up 30% of the Commonwealth's total population. They also account for 38% of all crime victims and 45% of all violent crime victims, according to *The Governor's Preventing Crime in Virginia's Minority Communities Task Force Report*. Crime problems in minority, refugee and immigrant communities are complicated by the tenuous and often mistrustful nature of relationships between these communities and the criminal and juvenile justice systems. Because of experiences in their homelands, many immigrants and refugees are fearful of law enforcement and often do not report crimes or even look to the system for assistance. Language and cultural barriers compound this problem.

With the increase in non-English speaking populations in Virginia, the criminal and juvenile justice systems need to be more responsive to their needs. A number of official forms have been translated and, through the Supreme Court, translators are available for court proceedings; but there are many more needs that remain unmet. The language barrier hampers access to services and prevention opportunities.

DCJS will provide grant funds for localities seeking to promote partnerships between minority, refugee or immigrant communities and criminal or juvenile justice agencies to address crime problems and crime prevention needs in these communities. Additionally, DCJS will provide grant funds for localities or state agencies for initiatives that increase access to needed resources and services to prevent or reduce penetration of these populations into the juvenile and criminal justice systems.

For example, applicants may want to consider implementing culturally appropriate evidence-based delinquency prevention programs within or in close proximity to minority, immigrant or refugee neighborhoods. Such programs might include family-based programs, after-school programs, or mentoring programs. For a list of programs identified as model programs by the federal Office of Juvenile Justice and Delinquency Prevention, please consult their model programs guide and database at www.dsgonline.com. Particularly useful may be family-based programs that employ bilingual staff in order to bridge the gap between the level of English proficiency of the parents and the greater proficiency of school-aged children, helping the parents to require greater accountability from their children.

Applicants may request no more than \$80,000, including required match, for initiating and operating a prevention program, or up to \$20,000 including required match, for one-time expenditures such as hiring a consultant or translating/printing information materials.

Project Narrative

Applicants must provide a Project Narrative that includes a Program Title, Need Justification, and Project Description. See Section IV “Project Narrative” of these guidelines for instructions related to the Project Narrative.

Project Goals and Objectives Form

Applicants must complete and submit a “Project Goals and Objectives Form” for their project. See Section V “Project Goals and Objectives Form” of these guidelines for instructions to complete this form.

The application **must** include the following objectives on the “Project Goals and Objectives Form” and make them measurable and specific to their community:

- Increase accessibility of services, programs or materials and information to minority, immigrant or limited English speaking (ESL) populations.
- Increase the number of minority, immigrant or limited English speaking (ESL) people receiving services (if applicable).

Applicants may include additional objectives on their “Project Goals and Objectives Form,” provided they are measurable, intended to meet the goal of this program category, and directly related to the deficiency or problem identified in the Need Justification section of their Project Narrative.

For those applicants proposing juvenile delinquency prevention projects, click http://www.dsgonline.com/Program_Logic_Model/fg_pm.htm to view the federal Office of Juvenile Justice and Delinquency Prevention (OJJDP) Matrix of Performance Measures for assistance in drafting your objectives.

Contact/Assistance

Contact: Tim Paul, 804/786-2407 or tim.paul@dcjs.virginia.gov, for law enforcement and crime prevention-related proposals

Laurel Marks, 804/786-3462, or laurel.marks@dcjs.virginia.gov, for proposals related to juvenile justice or delinquency prevention.

RECRUITING AND RETENTION OF CRIMINAL JUSTICE PROFESSIONALS

Goal

Improve recruitment and retention of law enforcement officers; and/or improve recruitment and retention of minority or bilingual criminal justice professionals.

Discussion

Grant funds may be requested for projects to:

- 1) examine current policy or practices and make changes to improve the recruiting and retention of law enforcement officers within their hiring agency or within the discipline;
- 2) support development and implementation of recruiting initiatives aimed at increasing the number of minority or bilingual professionals throughout the criminal and juvenile justice systems.

Grant funds **may not** be used to pay for personnel salaries, but may include consultant work.

The 2005 Governor's Public Safety Summit identified as one of its primary concerns, the recruiting and retention of law enforcement officers throughout the Commonwealth. A focus group convened to discuss this topic found that virtually every law enforcement agency is experiencing difficulties in this area. The result has been an overall significant shortage of law enforcement personnel to perform this function adequately on a routine basis, and therefore a dangerous circumstance for addressing increased demands that may occur in any crisis.

The Governor's Task Force on Preventing Crime in Virginia's Minority Communities included in its final report a recommendation that, "All components of Virginia's criminal justice system should expand/emphasize minority recruitment ..." The Report went on to state, "The Task Force heard from many minority community members, including Task Force members, that there is a need to encourage greater participation in public service positions at all levels by minority members. This is one important way of promoting greater awareness of and sensitivity to minority issues and concerns. It is also a recommended way of providing input into policy and decision-making by public servants who have a better understanding of the effects of their actions on various minority populations and communities."

These concerns for recruiting and retention of qualified minority and bilingual applicants exist throughout the criminal justice system, including state and local probation and parole, community corrections programs, and juvenile equivalents of the adult corrections system. Related problems occur in courts and prosecutors' offices when cultural differences and language barriers interfere with or even prevent effective communication with system users.

Applicants for grants in this category may request up to \$20,000, including required match.

Project Narrative

Applicants must provide a Project Narrative that includes a Program Title, Need Justification, and Project Description. See Section IV “Project Narrative” of these guidelines for instructions related to the Project Narrative.

Project Goals and Objectives Form

Applicants must complete and submit a “Project Goals and Objectives Form” for their project. See Section V “Project Goals and Objectives Form” of these guidelines for instructions to complete this form.

The application **must** include, at a minimum, at least one of the following objectives on the “Project Goals and Objectives Form,” made measurable and specific to the applicant’s community:

- Increase the number of successful qualified candidates for law enforcement entry positions;
- Eliminate or reduce shortages in agency authorized strength level;
- Increase the number of minority or bilingual applicants successfully recruited and employed in criminal justice system positions.

Contact/Assistance

Contact: Tim Paul, 804/786-2407 or tim.paul@dcjs.virginia.gov, for law enforcement-related proposals.

Dan Catley, 804/786-8477 or dan.catley@dcjs.virginia.gov, for adult correctional services-related proposals.

Laurel Marks, 804/786-3462 of laurel.marks@dcjs.virginia.gov, for proposals related to juvenile justice or delinquency prevention.

CRIMINAL JUSTICE SYSTEM IMPROVEMENTS

Goal

Improve the functioning of the criminal justice system through strategies and programs that promote better system coordination, effectiveness and efficiency, and/or help agencies identify and respond to emerging criminal justice issues.

Discussion

Grants may be requested for projects to:

- 1) evaluate or examine current policy or practices and recommend or make changes to effect better coordination in the criminal justice system, and between criminal justice agencies and other agencies/systems; improve planning, effectiveness and functioning of the criminal justice system or specific agencies within the system;
- 2) support research on current and emerging issues confronting the criminal justice system;
- 3) support the development and implementation of training related to critical problems.

Grant awards in this category will be limited to \$80,000, including required matching funds.

Project Narrative

Applicants must provide a Project Narrative that includes a Program Title, Need Justification, and Project Description. See Section IV “Project Narrative” of these guidelines for instructions related to the Project Narrative.

Project Goals and Objectives Form

Applicants must complete and submit a “Project Goals and Objectives Form” for their project. See Section V “Project Goals and Objectives Form” of these guidelines for instructions to complete this form.

Contact/Assistance

Contact: Joe Marshall, 804/786-1577, or joe.marshall@dcjs.virginia.gov

III. APPLICATION FORMS & INSTRUCTIONS FOR PREPARING AN APPLICATION

The grant application “face sheet” and itemized budget forms are available at <http://www.dcjs.virginia.gov/forms/sectionForms.cfm?code=7&menuLevel=10&mID=6>.

A. Instructions for the first application page (“face sheet”):

Grant Program: The name of the grant program is included on the form contained in this guide. "Byrne Memorial Justice Assistance Grant Program"

Congressional District(s): Indicate the Congressional District(s) in which the project will operate.

Applicant: Use this space to provide the name of the locality, state agency, or organization applying.

Faith Based Organization?: Disregard.

Applicant FIN – Use this space to provide the applicant’s Federal Identification number.

Jurisdiction(s) Served and Zip Codes: List all jurisdictions and Zip Codes where the project will operate. If statewide, enter “statewide.” If a state college or university, enter “campus.”

Best Practice?: Disregard.

Program Title: “School and Campus Safety,” “School Resource Officer,” “Crisis Intervention Team Pilot Projects,” “Assessing the Impact of and Responding to The Mentally Ill in the Criminal/Juvenile Justice Systems,” “Crime & Delinquency Prevention in Minority/Immigrant Communities,” “Recruiting and Retention of Criminal Justice Professionals,” or “Criminal Justice System Improvements.”

Type of Application – NEW

Project Director, Program Administrator, and Finance Officer:

Director: The person who will have day-to-day responsibility for managing the project. The person DCJS will contact if further information is needed.

Program Administrator. The person who has authority to formally commit the locality, state agency, college/university, or organization to comply with the terms

of the grant application including provision of the required cash match. This must be the organization's chief executive officer. For a local unit of government, the chief elected official or County Administrator, Mayor, City Manager, (NOT the Sheriff or Chief of Police).

Program Finance Officer. The individual responsible for fiscal management of the funds associated with this grant.

It is extremely important that you provide fax numbers, and e-mail addresses, as well as telephone numbers for each person.

Brief Project Description - A short description of the proposed project.

Project Budget Summary - Appropriate figures from the "Itemized Budget" categories.

B. Instructions for Itemized Budget pages:

Use the "Itemized Budget" form to detail all proposed expenditures to be made with grant funds, including matching funds.

Provide line item breakdowns of figures, divided into federal and applicant match. The proposed grant budget must reflect match on a line-by-line basis. It is important to remember that matching funds included in a grant budget are subject to the same requirements and conditions that apply to the federal or state funds awarded by DCJS. These include the certifications and assurances required to be submitted with the grant application and any conditions attached to the grant award.

Federal funds may be used to pay no more than 75% of project costs. The remaining 25% must be provided in cash from non-federal sources.

Unallowable Costs

Grant funds, including match, may not be used for: firearms, ammunition and related equipment; clothing/uniforms; construction or renovation; land acquisition; lobbying and political contributions; honoraria; bonuses; personal entertainment such as tickets to sporting events; personal calls; alcohol; food and beverages; and luxury vehicles.

1. Personnel/Employees

- a. For Salaries: list each position by title (and name of employee, if available). Show the annual salary rate for the employee and the number of hours to be devoted to the project by the employee. The amount requested should take into account time needed to establish and fill new positions and the changing demands for personnel during the course of the project. Job descriptions and qualifications of staff should be on file at the implementing agency. The

budget narrative (see C., below) should justify the necessity for creating new positions. Could present staff be reallocated? Could volunteers be utilized? Do all positions need to be full time? Are salary scales consistent with similar state or local wage scales? The workload must justify creating full-time positions. Employees who are paid in whole or part with grant funds (including match) must perform work for the grant-funded project in proportion to the amount of their pay provided by the grant.

- b. For employee benefits: Indicate each type of benefit included and the total cost allowable to employees assigned to the project.

2. Consultants

List costs for consultant services in this section. Each item must specify the time (hours or days) required to provide these services.

- a. Individual Consultants.

For individuals to be reimbursed for personal services on a fee basis: List each type of consultant or service (with numbers in each category and names of major consultants when available), the proposed daily fee, and the amount of time to be devoted to such services. **An individual consultant's rate may not exceed the approved federal rate of \$450.00 per day.**

- a. Organizations and Associations.

For organizations, including professional associations and educational institutions, performing professional services: Indicate the type of services being performed and estimated contract price. (The approved federal rate will be applied.)

- b. Consultants' Subsistence and Travel.

Estimate actual costs, adhering to the grant applicant's established travel policy. All travel must be for reasonable expenses. State travel and per diem rates will be applied.

Requests for funds for consultants are carefully evaluated and approved only when it is clearly demonstrated their use will significantly, and permanently, enhance the project's effectiveness. The budget narrative must clearly explain the need for consultant services.

3. Travel and Subsistence for Project Personnel

Itemize total travel expenses of project personnel by local mileage, non-local, and subsistence. Applicants may follow their own established travel rates if they have

an established travel policy; otherwise, the applicant must adhere to state travel policy. The State allows reimbursement for actual reasonable expenses. Transportation costs, such as air and rail fares, are at coach rates. Justify travel by explaining its relevance to job duties.

Travel expenses must be fully justified in the budget narrative section.

4. Equipment

Each major item to be purchased must be separately listed with its unit cost. Each item to be leased or rented must be separately listed with the cost associated with the lease or rental. Only equipment directly related to the project proposed in the grant application and necessary for the project's implementation may be included in the grant budget. The *budget narrative* must thoroughly explain the relevance and importance of each item to the project. Equipment expenses not thoroughly explained and justified will be deleted from the budget.

5. Supplies and Other Expenses

Itemize all costs within this category by major type (e.g., office supplies, training materials, research forms, telephone, and postage) and show the basis for the cost computation ("x" dollars per month for office supplies; "y" dollars per person for training materials; telephone long distance at "z" dollars per month, etc.). Office rental costs must be reasonable and consistent with rents charged in the area.

6. Indirect Costs

Indirect costs may be approved if the applicant can demonstrate they are necessary to the operation of the organization and the performance of the project. The grant applicant must include a copy of an approval for its indirect cost rate from a federal agency (e.g. Dept. of Justice, Dept. of Health and Human Services or Dept. of Education). Indirect costs do not allow an applicant to exceed the grant limits as specified in the program guide.

7. Cash Funds (Supporting this project from sources other than the grant program.)

This item is optional and is included to permit those applicants wishing to do so to show any additional support they may be providing to the proposed project, beyond the funds (both DCJS and match) actually applied for in the grant application. The terms, conditions and assurances which apply to the grant award do not govern funds shown in this item. List the source and amount of all cash funds, other than required matching funds, that will help support this project.

C. Project Budget Narrative:

In addition to completing the Itemized Budget forms, you must also provide a Project Budget Narrative that explains the reason for each requested budget item and provides the basis for its cost. All items requested in the Itemized Budget must be thoroughly justified and clearly related to the proposed project or they will be deleted from the budget.

IV. PROJECT NARRATIVE

Provide a narrative, no more than 3 pages in length, that describes in detail the need for the project, and a description of what the project consists of, its goals, its objectives, what will be accomplished, plans to carry out or implement the project, and methods for measuring the degree to which the project goals and objectives are met. In preparing your Project Narrative, please use the following format and headings.

Program Title:

“School and Campus Safety”, “School Resource Officers”, “Crisis Intervention Team Pilot Project,” “Assessing the Impact of and Responding to the Mentally Ill in the Criminal/Juvenile Justice Systems,” “Crime & Delinquency Prevention in Minority/Immigrant Communities,” “Recruiting and Retention of Criminal Justice Professionals,” or “Criminal Justice System Improvement.”

Need Justification:

In this section, the applicant must identify and describe in specific terms the nature and extent of the deficiency or problem that the proposed project is intended to address. The applicant must provide statistics that support the existence and extent of the deficiency or problem. Sources for statistics may include: data sources such as crime statistics, crime trends, calls for service, population demographics, community needs assessments, surveys, or other sources of available information related to the identified deficiency or problem. Whenever possible, the application should show how the deficiency or problem has grown over time. The applicant must state directly and completely why there is a need for a grant. Describe existing resources and services that are currently available to address the deficiency or problem, including any other federal or state grants, and state why those resources and services are inadequate.

Project Description:

In this section, provide a complete description of the project design and planned implementation activities, fully describing how the project will reach its stated goals and objectives. The project description must tie implementation activities to the project’s goals, objectives and performance measures. Include a comprehensive timeline that identifies milestones and deliverables. Fully describe the capabilities of your organization to implement the project. Identify the staff responsible for each activity and describe the competencies of the staff assigned to carry out and manage the project.

Describe how your agency intends to institutionalize and continue this program after grant funds are no longer available.

V. PROJECT GOALS AND OBJECTIVES FORM

The application must include a completed “Project Goals and Objectives Form.” The form is available at **(link)**.

A. Instructions for completing the “Project Goals and Objectives Form.”

Goal:

Fill in the “Goal” section of the “Project Goals and Objectives Form.” Your project goal statement must be based on language from the Goal section of the Program Brief under which you are applying for funds.

Objectives:

Complete the “Objectives” section of the “Project Goals and Objectives Form,” numbering each objective and listing each individually. Your objectives must advance the goals of the Program Brief under which you are applying and must relate directly to the deficiency or problem described in the “Need Justification” section of your Project Narrative. Objectives must be specific, measurable, achievable, related to goals, and time-bound.

If the Program Brief under which you are applying has required objectives, be sure to include them on the “Project Goals and Objectives Form,” adding language that makes the objectives specific to your project and measurable.

Implementation Activities/Quarter and Person Responsible:

For each objective, complete the “Implementation Activities/Quarter” section of the “Project Goals and Objectives Form.” Provide a thorough, specific list of activities and/or tasks that will be undertaken each quarter to accomplish each objective and complete the project. For example, the “Implementation Activities/Quarter” section would include details such as when and where an activity will occur, who and how many will participate in the activity and what resources and materials will be used in the activity. Important dates and milestones should be identified in this section. Next to each implementation activity, complete the “Person Responsible” section of the form.

Performance Measures:

For each objective, complete the “Performance Measures” section of the “Project Goals and Objectives Form.” Identify the performance measures, statistical data or other relevant documentation that will be collected. Describe the specific outcomes you expect to achieve through your project. Describe how you will analyze data you collect, determine the degree to which each objective is achieved, evaluate your performance and

assess the effectiveness of your project. Grant recipients are required to report quarterly on their progress toward achieving their stated objectives.

VI. ATTACHMENTS (available for download)

Certifications, General Grant Conditions and Assurances:

A complete grant application includes signature pages from two documents not contained in this program guide:

1. *Certifications Regarding Lobbying; Debarment; Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements*
2. *General Grant Conditions and Assurances [Attachment A]*.

These forms can be downloaded from the DCJS web site at

<http://www.dcjs.virginia.gov/forms/grants/usdoj.pdf>

<http://www.dcjs.virginia.gov/forms/grants/attachmentA.pdf>

The DCJS and the federal government require these agreements. These forms must be signed by the Project Administrator and returned with the grant application. Failure to include these forms delays the grant review process and may disqualify the application. Paper copies may be obtained by contacting Virginia Sneed in the Grants Administration Section of DCJS at (804) 786-5491.

GRANT APPLICATION CHECKLIST

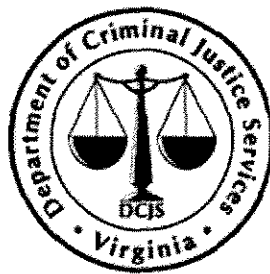
- Has the first page of the Grant Application been completed, including Project Administrator's signature? [Administrator: city/town manager, county executive, mayor or chairman of the board of supervisors; the director of a state agency; the president of a college/university]
- Have all applicable parts of the Grant Application Itemized Budget been completed?
- Does each budget item show the federal fund amount and cash match amount as well as the total? (75% / 25%)
- Has a Project Budget Narrative been provided, explaining each item shown in the Itemized Budget?
- Does the Project Narrative contain the following:
 - Need Justification?
 - Project Description?
 - Completed "Project Goals and Objectives Form"?
- Signed copies of the General Grant Conditions and Assurances and Certifications Regarding Lobbying; Debarment; Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements; two (2) signature pages total?
- Does the material being submitted include an original and three (3) copies (for a total of 4) of the completed Grant Application?

Addendum B

Report to the Joint Commission on Health Care Regarding the Status of Crisis Intervention Team Legislation In the Commonwealth November 12, 2009

This addendum contains the guidelines and application instructions of the Crisis Intervention Team Grant Program For CIT Projects Starting June 1, 2009. These are the Guidelines under which all current active Crisis Intervention Team Programs in the State Funded CIT Grants Program were funded. This initiative is a joint project of the Department of Behavioral Health and Developmental Services (formerly Department of Mental Health, Mental Retardation and Substance Abuse Services) and the Department of Criminal Justice Services. These projects are all eligible for “continuation funding” in June 2010.

**CRISIS INTERVENTION TEAM GRANT PROGRAM
GUIDELINES AND APPLICATION INSTRUCTIONS
FOR CIT PROJECTS STARTING JUNE 1, 2009**



**Department of Criminal Justice Services
1100 Bank Street
Richmond, Virginia 23219**

TABLE OF CONTENTS

I.	Introduction	Page 3
	Requirements/Limitations	
	How To Apply/Deadline	
II.	Concept Paper	
III.	CIT Program Grant Application	Page 5
IV.	Grant Funding Timeline	
V.	Application Forms, Instructions for Preparing An Application, Application Checklist	Page 8

CRISIS INTERVENTION TEAM (CIT) GRANT PROGRAM GUIDELINES FOR NEW PROJECTS STARTING JUNE 1, 2009

I. INTRODUCTION

The Departments of Criminal Justice Services and Mental Health, Mental Retardation and Substance Abuse Services announce the limited availability of grant funds for planning, developing and establishing crisis intervention team projects in Virginia localities. Up to four (4) projects may be funded in this round of funding from FY 2009 funds. Projects that perform well may be eligible for a second round of funding in FY 2010. Each round has \$200,000 available. No local match is required for this round. Law Enforcement training associated with start-up projects is available at little or no cost to grantees.

II. CONCEPT PAPERS

All applicants must submit a concept paper (**three (3) page maximum**) providing a brief summary of the intended project. Concept papers are due by 5:00 p.m., on Friday, March 27, 2009. Please submit concept papers electronically and include "Crisis Intervention Team (CIT) Initiative" in the subject box. No hard copy (paper) submissions will be accepted. A confirmation will be sent to acknowledge receipt of the concept paper. It is the applicant's responsibility to ensure the concept paper is received on time. If you do not receive confirmation within one business day of submission, please contact Heather D'Amore at Heather.Damore@dcjs.virginia.gov or (804) 371-0635.

A concept paper is a brief description of the intended proposal. It describes why the project is needed, what your project will accomplish, and the roles of the project partners. Terms of this funding opportunity **require that the local Community Services Board (CSB) serve as Project Director**. The concept paper's primary purpose is to seek approval to proceed in submitting a full application.

Concept paper elements for which funding may be approved include:

- Hiring a CIT coordinator, or a CIT/jail diversion coordinator.
- Developing, enhancing or sustaining a local mental health/criminal justice/consumer/stakeholder Community Coalition or Task Force.
- Developing a plan to create a DCJS/DMHMRSAS approved CIT model within the community to include community coalition, infrastructure, and training.
- Planning, coordinating and conducting approved 40 hour basic CIT Officer training and/or train-the-trainer programs.
- Other necessary and relevant elements of a local program.

III. CRISIS INTERVENTION TEAM PROGRAMS

Goal

Increase the effectiveness of law enforcement response to and handling of situations and cases involving persons who are mentally ill or under the influence of intoxicating drugs and have to be taken into custody with Emergency Detention Orders or Temporary Detention Orders, or as a result of criminal activity requiring their arrest.

Purpose

These grants will assist localities to establish crisis intervention team pilot programs to assist law enforcement officers to respond to crisis situations involving persons with mental illness, substance abuse or both. Each crisis intervention team must develop a protocol permitting law enforcement officers to release from custody persons whom they encounter in crisis situations when the crisis intervention team has determined the person is sufficiently stable. The funding may be used to provide training to law enforcement officers and other members of a local crisis intervention team.

Discussion

The Governor's Public Safety Summit of 2005 identified the handling of the mentally ill and substance abusers as one of the most difficult situations with which law enforcement officers must frequently deal. It is often dangerous and nearly always time-consuming, reducing the availability of law enforcement service to the jurisdiction during the many hours that an officer must transport and stay with such persons while they are evaluated and then committed for mental health treatment.

Officers report that they are neither well-trained nor well-equipped to handle such persons in a proper manner. Mental health treatment resources and facilities are scarce in many of Virginia's localities and transport to distant locations is an added complication of the handling of such cases. When criminal activity is involved, persons needing mental health treatment may be committed to local or regional jails in lieu of receiving that treatment. Often no such treatment is available to them on a timely basis while incarcerated, or they may not be identified as needing such treatment.

In recent years, new models for establishing *crisis intervention teams* have been developed that offer evidence of improved, more efficient ways to handle these situations. This program offers localities the opportunity to explore improved procedures and methodology. Agencies applying for this funding are strongly encouraged to look at the current model for this program at the New River Valley Mental Health Association, based in Blacksburg, Virginia and the Memphis Police Crisis Intervention Team program, based at the Memphis (Tennessee) Police Department.

Objectives

The application **may** include the following objectives:

- Specialized training in the handling of the mentally ill and substance abusing persons exhibiting signs of mental disorder will be provided during the first year of this grant to 25% of the patrol force.
- Formation of a local crisis intervention team task force, with representatives from law enforcement agencies, mental health service providers, local and regional jails, local and state community corrections programs, to design and implement a written protocol that governs the agencies' interactions with each other in the handling of cases of mentally ill and mentally disordered persons.

Applicants may include additional objectives, provided they are measurable, intended to meet the goal of this program category, and directly related to the needs and problems in the "Problem

Statement” portion of the Project Description (see the instructions for completing the grant application).

Implementation

The Implementation section of the grant application must provide specific information about how training will be designed and carried out. The formation of the task force (advisory committee) should be described with appropriate milestones for their activity in this section. The applicant must include in the Implementation section of the grant application a timetable for the project.

Performance Measures

Grant recipients will be required to report on their progress toward achieving the objectives stated above, as well as any additional objectives they include in their proposals. This information will be used to evaluate the project’s performance. Applicants may include additional measures they will use to evaluate the effectiveness of their projects. The measures must be directly related to the required objectives and any additional ones stated in the application.

III. APPLICATION FORMS & INSTRUCTIONS

A. Instructions for the first application page:

(**Note:** Use the grant application and itemized budget forms linked in this document.)

Download the form:

- PDF - <http://www.dcjs.virginia.gov/forms/grants/grantApp.pdf>
- RTF - <http://www.dcjs.virginia.gov/forms/grants/grantApp.rtf>

Grant Program: "Crisis Intervention Team Grant Program"

Applicant: Use this space to provide the name of the locality or state agency applying.

Applicant FIN – Use this space to provide the applicant’s Federal Identification number.

Jurisdiction(s) Served: List all local units of government participating in the project. If statewide, enter “statewide.” If a state college or university, enter “campus.”

Program Title: “Crisis Intervention Team Projects”

Type of Application - NEW

Project Director, Program Administrator, and Finance Officer:

Director: The person who will have day-to-day responsibility for managing the project. The person DCJS will contact if further information is needed. This funding requires a representative from the Community Services Board serve as the Project Director.

Program Administrator. The person who has authority to formally commit the locality, state agency or state college/university to complying with the terms of the grant application including provision of the required cash match. This must be the chief executive officer or chief elected official of a local unit of government or Director of a state agency (e.g. County Administrator, Mayor, City Manager, College/University President; NOT Sheriff or Chief of Police). If someone other than one of these officials

has been delegated the authority to sign, and signs the grant application, then please provide a copy of the letter, memorandum or other document by which the signing authority was delegated.

Program Finance Officer. The individual responsible for fiscal management of the funds associated with this grant.

It is extremely important that you provide fax numbers, and e-mail addresses, as well as telephone numbers for each person.

Brief Project Description - A short description of the project your agency is proposing.

Project Budget Summary - Appropriate figures from the "Itemized Budget" categories.

B. Instructions for Itemized Budget pages:

Download the form:

- PDF - <http://www.dcjs.virginia.gov/forms/grants/grantbudg.pdf>
- RTF - <http://www.dcjs.virginia.gov/forms/grants/grantbudg.rtf>
- XLS - <http://www.dcjs.virginia.gov/forms/grants/grantbudg.xls>

Use the "Itemized Budget" form to detail all proposed expenditures to be made with grant funds. Provide line item expenditures, explained in the Budget Narrative.

Unallowable Costs

Grant funds, including match, may not be used for: firearms, ammunition and related equipment; clothing/uniforms; construction or renovation; land acquisition; lobbying and political contributions; honoraria; bonuses; personal entertainment such as tickets to sporting events; personal calls; alcohol; food and beverages; and luxury vehicles.

1. Personnel/Employees

- a. For Salaries: list each position by title (and name of employee, if available). Show the annual salary rate for the employee and the number of hours to be devoted to the project by the employee. The amount requested should take into account time needed to establish and fill new positions and the changing demands for personnel during the course of the project. Job descriptions and qualifications of staff should be on file at the implementing agency. The budget narrative (see C., below) should justify the necessity for creating new positions. Could present staff be reallocated? Could volunteers be utilized? Do all positions need to be full time? Are salary scales consistent with similar state or local wage scales? The workload must justify creating full-time positions. Employees who are paid in whole or part with grant funds (including match) must perform work for the grant-funded project in proportion to the amount of their pay provided by the grant.
- b. For employee benefits: Indicate each type of benefit included and the total cost allowable to employees assigned to the project.

2. Consultants

List costs for consultant services in this section. Each item must specify the time (hours or days) required to provide these services.

a. Individual Consultants.

For individuals to be reimbursed for personal services on a fee basis: List each type of consultant or service (with numbers in each category and names of major consultants when available), the proposed daily fee, and the amount of time to be devoted to such services. **An individual consultant's rate may not exceed the approved federal rate of \$450.00 per day.**

a. Organizations and Associations.

For organizations, including professional associations and educational institutions, performing professional services: Indicate the type of services being performed and estimated contract price. (The approved federal rate will be applied.)

b. Consultants' Subsistence and Travel.

Estimate actual costs, adhering to the grant applicant's established travel policy. All travel must be for reasonable expenses. State travel and per diem rates will be applied. *Requests for funds for consultants are carefully evaluated and approved only when it is clearly demonstrated their use will significantly, and permanently, enhance the project's effectiveness. The budget narrative must clearly explain the need for consultant services.*

3. Travel and Subsistence for Project Personnel

Itemize total travel expenses of project personnel by local mileage, non-local, and subsistence. Applicants may follow their own established travel rates if they have an established travel policy; otherwise, the applicant must adhere to state travel policy. The State allows reimbursement for actual reasonable expenses. Transportation costs, such as air and rail fares, are at coach rates. Justify travel by explaining its relevance to job duties. *Travel expenses must be fully justified in the budget narrative section.*

4. Equipment

Each major item to be purchased must be separately listed with its unit cost. Each item to be leased or rented must be separately listed with the cost associated with the lease or rental. Only equipment directly related to the project proposed in the grant application and necessary for the project's implementation may be included in the grant budget. The **budget narrative** must thoroughly explain the relevance and importance of each item to the project. Equipment expenses not thoroughly explained and justified will be deleted from the budget.

5. Supplies and Other Expenses

Itemize all costs within this category by major type (e.g., office supplies, training materials, research forms, telephone, and postage) and show the basis for the cost computation ("x" dollars per month for office supplies; "y" dollars per person for training materials; telephone long distance at "z" dollars per month, etc.). Office rental costs must be reasonable and consistent with rents charged in the area.

6. Indirect Costs

Indirect costs **may** be approved if the applicant can demonstrate they are necessary to the operation of the organization and the performance of the project. The grant applicant must include a copy of an approval for its indirect cost rate from a federal agency (e.g. Dept. of Justice, Dept. of Health and Human Services or Dept. of Education). Indirect costs do not allow an applicant to exceed the grant limits as specified in the program guide.

7. Cash Funds (Supporting this project from sources other than the grant program.)

This item is optional and is included to permit those applicants wishing to do so to show any additional support they may be providing to the proposed project, beyond the funds (both DCJS and match) actually applied for in the grant application. The terms, conditions and assurances which apply to the grant award do not govern funds shown in this item. List the source and amount of all cash funds, other than required matching funds, that will help support this project.

C. Project Budget Narrative:

In addition to completing the Itemized Budget forms, you must also provide a Project Budget Narrative that explains the reason for each requested budget item and provides the basis for its cost. All items requested in the Itemized Budget must be thoroughly justified and clearly related to the proposed project or they will be deleted from the budget.

D. Project Description:

Provide a narrative that describes in detail the need for the project, its goals and objectives, what the project consists of, what will be accomplished, plans to carry out or implement the project, and methods for measuring the degree to which the project goals and objectives are met. In preparing this part of the application, please use the following format:

Program Title:

“Criminal Justice System Improvement,” “Crisis Intervention Team Pilot Project,” “Crime & Delinquency Prevention in Minority/Immigrant Communities,” or “Recruiting and Retention of Criminal Justice Professionals.”

Need Justification:

Describe in specific terms the nature and extent of the deficiency or problem the project is intended to address. State directly and completely why there is a need for a grant. Describe existing resources and services that are currently available to meet that need, including any other federal or state grants, and state why those resources and services are inadequate.

Objectives:

An objective is a statement that sets forth a particular result that the project strives to attain. Objective statements contain four parts: *what, how much, to whom, and when.*

Objective statements:

1. Begin with an action verb.
 2. Specify a single key result; *what* will be accomplished toward the goal. (Example: *Train local law enforcement personnel in crisis intervention techniques and procedures.*)
 3. Quantify and state the objective in terms that can be measured. Verify *how much* will be accomplished. (Example: *Train 25% of local law enforcement personnel in crisis intervention techniques and procedures.*)
 4. Indicate the intended targets, *to whom*, of the objective. (Example: *Establish crime prevention partnerships with two immigrant communities.*)
 5. State *when*, within the grant period, the objective will be accomplished. (Example: *Over the next twelve months, hire two officers with skills in the predominant language of the local immigrant community.*)
 6. Relate directly to the data provided in the need justification.
 7. Are challenging, but realistically attainable with the resources that are requested.
- Be sure to include any required objectives specified in the guidelines

Implementation:

Describe, in narrative form, *what you will do* to accomplish the program's goal and objectives.

Be

specific and thorough. Activities should be directly related to the goals.

DCJS gives priority to programs designed to be incorporated into the on-going operations of the applicant. Use this section to describe how your agency intends to institutionalize and continue this program after grant funds are no longer available.

Workplan:

Describe the steps or actions necessary to accomplish the goal and objectives of the project.

Provide *anticipated* begin and end dates for each step. Use the downloadable form or include the workplan in the Project Description narrative, as desired.

(Workplan examples: Assemble advisory committee, June 1 - June 15; identify existing policies/practices, July 15 - August 15; research alternatives, October 1 – November 30; draft new

policies, January 1- February 15; circulate for review & comment, March 1- April 30;

implement,

July 1.)

Your Workplan provides the basis for future quarterly reports.

Performance:

Describe how you intend to measure the performance of the program -- whether or not objectives were accomplished. List each objective and identify the statistical data or other relevant information (documentation) that will be collected to determine the degree to which the objective was achieved. Describe how the information will be analyzed.

APPLICATION CHECKLIST

Applicants must submit **one (1) original and three (3) copies** of each of the following:

- ❑ **Grant Application Form** – signed and dated by the Project Administrator (Director of Community Services Board)
- ❑ **Itemized Budget Form**
 - Figures are rounded to the nearest dollar
- ❑ **Budget Narrative** – explains each line item expenditure referenced in the Itemized Budget Form
- ❑ **Project Narrative** - does not exceed 3-page limit and includes specified headings
- ❑ **Project Goals and Objectives Form** – as many pages as needed to describe project objectives, implementation plan and performance measures
- ❑ **Current Memorandum of Understanding** - signed and dated by executives of the local law enforcement agency and the Community Services Board

Submit **one (1) original and three (3) copies** of your complete grant application to:

**Department of Criminal Justice Services
Grants Administration
1100 Bank Street
Richmond, VA 23219**

Applications must be received by DCJS no later than **5:00 p.m. on Friday, April 30, 2009**. Applications received after that time will **not** be considered. DCJS **will not accept** applications that are faxed or e-mailed.

FUNDING TIMELINE

5/27/09

- CIT Initiative **Concept Papers** must be electronically submitted to DCJS no later than **5:00 p.m. on Friday, March 27, 2009**.

4/2/09

- Selected localities will be invited to submit a **full application for grant funding** on **April 2, 2009**. Notification will be made via e-mail to the contact provided in the Concept Paper.

4/30/09

- **Grant applications will be DUE to DCJS no later than 5:00 p.m. April 30, 2009. Submissions must include three (3) hard copies (paper), NO ELECTRONIC**

SUBMISSIONS, NO FAXES ACCEPTED. Applications received after that time will **not** be considered.

5/1/09 – 5/7/09

- **Grant application review May 1 – May 7, 2009.**

5/15/09

- **May 15, 2009 Notice of CIT Initiative Funding Grant Awards sent to applicants.**

6/5/09

- **Signed Statement of Grant Awards DUE to DCJS no later than 5:00 p.m. June 5, 2009.**

6/26/09

- **Grantee recipients must draw down the full grant award amount between June 15, 2009 and June 26, 2009.**

The Department of Criminal Justice Services is making available federal funds for grants to support **new** projects in:

- 1) Existing Crisis Intervention Teams;
- 2) Crisis Intervention Team Planning Projects
- 3) Crisis Intervention Team Pilot Projects;

Funds for these grants come from money allocated to Virginia through the Edward Byrne Memorial Justice Assistance Grant (JAG) Program.

This document contains information about the rules and requirements governing this grant program, the types of projects eligible for funding, links to the grant application forms, and instructions for completing and submitting them.

Requirements/Limitations

Eligibility

The following entities are eligible to apply for and receive these funds:

- 5) units of local government;
- 6) state agencies;
- 7) private, non-profit organizations.

For this offering, consideration will be given only to **new** projects that are not currently being supported by a grant program administered by DCJS or the United States Department of Justice.

Amount Available

Maximum award amounts, if any, are stated in the following program briefs.

Non-Supplanting

Grant funds may not be used to supplant state or local funds that would otherwise be available for these purposes.

Match Requirement

Federal funds may be used to pay no more than 75% of the cost of an approved project. Grant recipients must provide the remaining 25% of project costs in cash from non-federal sources. For example, an applicant receiving approval for a project costing \$XX,XXX will be expected to provide \$XX,XXX of that amount in non-federal cash, and DCJS will provide \$XX,XXX in federal funds.

Grant Period

The grant period for successful applicants will be from January 1, 2009 through June 30, 2009.

How to Apply/Deadline

An original and three (3) complete copies (4 total) of the DCJS Grant Application must be received at DCJS' offices by 4:00 PM on Wednesday, December 31, 2008. Facsimile and electronic copies **will not** be accepted. **Do not** submit bound grant applications. Individual copies should be either stapled or clipped. **Do not** use appendix material to extend or substitute for the narrative portion of the application. **Do not** submit appendices unless they are requested or essential to the review of the grant application. Appendices should be labeled and separated from the narrative and budget sections. Number **all** pages sequentially. Use 8 ½" by 11" paper only. All parts of the application must be completed.

Submit grant applications to:

Department of Criminal Justice Services
Grants Administration Section
202 North Ninth Street
Richmond, VA 23219

Review Process

DCJS staff will review grant applications and forward its recommendations to subcommittees of the Criminal Justice Services Board which will, in turn, make recommendations to the full Board. Final approval is at the discretion of the Criminal Justice Services Board.

III. PROGRAM BRIEFS

CRISIS INTERVENTION TEAM PROGRAMS

Goal

Improve the effectiveness of law enforcement agencies' response to situations involving persons who are mentally ill or under the influence of intoxicating drugs and who pose a danger to themselves or others.

Discussion

The Governor's Public Safety Summit of 2005 identified the handling of the mentally ill and substance abusers as one of the most difficult situations with which law enforcement officers must frequently deal. It is often dangerous and nearly always time-consuming, reducing the availability of law enforcement service to the jurisdiction during the many hours that an officer must transport and stay with such persons while they are evaluated and then committed for mental health treatment.

Officers report that they are neither well-trained nor well-equipped to handle such persons properly. Mental health treatment resources and facilities are scarce in many of Virginia's localities and transport to distant locations is an added complication in such cases. When criminal activity is involved, persons needing mental health treatment may be committed to local or regional jails in lieu of receiving that treatment. Often no such treatment is available to them on a timely basis while incarcerated, or they may not be identified as needing such treatment.

In recent years, new models for establishing *crisis intervention teams* have been developed that offer evidence of improved, more efficient ways to handle these situations. This program offers localities the opportunity to explore improved procedures and methodology. Agencies applying for this funding are strongly encouraged to look at the current model for this program at the New River Valley Mental Health Association, based in Blacksburg, Virginia and the Memphis (Tenn.) Police Crisis Intervention Team program.

These grants will assist localities to establish crisis intervention team pilot programs to improve law enforcement's response to crisis situations involving persons with mental illness, substance abuse or both. Each crisis intervention team must develop a protocol permitting law enforcement officers to release from custody persons whom they encounter in crisis situations when the crisis intervention team has determined the person is sufficiently stable. The funding may be used to provide training to law enforcement officers and other members of a local crisis intervention team.

Project Narrative

Applicants must provide a Project Narrative that includes a Program Title, Need Justification, and Project Description. See Section IV “Project Narrative” of these guidelines for instructions related to the Project Narrative.

Project Goals and Objectives Form

Applicants must complete and submit a “Project Goals and Objectives Form” for their project. See Section V “Project Goals and Objectives Form” of these guidelines for instructions to complete this form.

The application **must** include the following objectives on the “Project Goals and Objectives Form:”

- By December 2008, form a local crisis intervention team task force, with representatives from law enforcement agencies, mental health service providers, local and regional jails (if applicable in your jurisdiction), local and state community corrections programs (if applicable in your jurisdiction). Design and implement a written protocol that governs the agencies’ interactions with each other in the handling of cases of mentally ill and mentally disordered persons.
- By June 2009, provide specialized training in the handling of the mentally ill and substance abusing persons exhibiting signs of mental disorder to at least 25% of the patrol force.

Applicants may include additional objectives on their “Project Goals and Objectives Form,” provided they are measurable, intended to meet the goal of this program category, and directly related to the deficiency or problem identified in the Need Justification section of their Project Narrative.

Under the Implementation Activities/Quarter section of the “Project Goals and Objectives Form,” the applicant must provide specific information about how training will be designed and carried out. Also under the Implementation Activities/Quarter section, the applicant should describe the formation of the task force (advisory committee) and include appropriate milestones for their activity.

Contact/Assistance

Contact: Heather D’Amore, 804-371-0635, or at heather.damore@dcjs.virginia.gov

ASSESSING THE IMPACT OF AND RESPONDING TO THE MENTALLY ILL IN THE CRIMINAL/JUVENILE JUSTICE SYSTEMS

Goal

To establish, in a variety of settings, the means to better identify the mentally ill client, to assess the impact of such clients on the criminal and juvenile justice systems, and /or to improve the effectiveness of the response to such clients.

Discussion

Grants may be requested for projects to:

- 1) quantify the prevalence and impact of mentally ill offenders in adult jail facilities
- 2) develop a capacity to better identify clients at intake for early intervention with those with mental illness/significant mental health disorders;
- 4) support development and implementation of training related to referral of the mentally ill in criminal/juvenile justice settings.

Grant awards in this category will be limited to \$xx,xxx, including required matching funds.

Project Narrative

Applicants must provide a Project Narrative that includes a Program Title, Need Justification, and Project Description. See Section IV “Project Narrative” of these guidelines for instructions related to the Project Narrative.

Project Goals and Objectives Form

Applicants must complete and submit a “Project Goals and Objectives Form” for their project. See Section V “Project Goals and Objectives Form” of these guidelines for instructions to complete this form.

Contact/Assistance

Contact: Heather D’Amore, 804-371-0635, or at heather.damore@dcjs.virginia.gov

III. APPLICATION FORMS & INSTRUCTIONS FOR PREPARING AN APPLICATION

The grant application “face sheet” and itemized budget forms are available at <http://www.dcjs.virginia.gov/forms/sectionForms.cfm?code=7&menuLevel=10&mID=6>.

B. Instructions for the first application page (“face sheet”):

Grant Program: The name of the grant program is included on the form contained in this guide. "Byrne Memorial Justice Assistance Grant Program"

Congressional District(s): Indicate the Congressional District(s) in which the project will operate.

Applicant: Use this space to provide the name of the locality, state agency, or organization applying.

Faith Based Organization?: Disregard.

Applicant FIN – Use this space to provide the applicant’s Federal Identification number.

Jurisdiction(s) Served and Zip Codes: List all jurisdictions and Zip Codes where the project will operate. If statewide, enter “statewide.” If a state college or university, enter “campus.”

Best Practice?: Disregard.

Program Title: “School and Campus Safety,” “School Resource Officer,” “Crisis Intervention Team Pilot Projects,” “Assessing the Impact of and Responding to The Mentally Ill in the Criminal/Juvenile Justice Systems,” “Crime & Delinquency Prevention in Minority/Immigrant Communities,” “Recruiting and Retention of Criminal Justice Professionals,” or “Criminal Justice System Improvements.”

Type of Application – NEW

Project Director, Program Administrator, and Finance Officer:

Director: The person who will have day-to-day responsibility for managing the project. The person DCJS will contact if further information is needed.

Program Administrator. The person who has authority to formally commit the locality, state agency, college/university, or organization to comply with the terms of the grant application including provision of the required cash match. This must be the organization's chief executive officer. For a local unit of government, the chief elected official or County Administrator, Mayor, City Manager, (NOT the Sheriff or Chief of Police).

Program Finance Officer. The individual responsible for fiscal management of the funds associated with this grant.

It is extremely important that you provide fax numbers, and e-mail addresses, as well as telephone numbers for each person.

Brief Project Description - A short description of the proposed project.

Project Budget Summary - Appropriate figures from the "Itemized Budget" categories.

B. Instructions for Itemized Budget pages:

Use the "Itemized Budget" form to detail all proposed expenditures to be made with grant funds, including matching funds.

Provide line item breakdowns of figures, divided into federal and applicant match. The proposed grant budget must reflect match on a line-by-line basis. It is important to remember that matching funds included in a grant budget are subject to the same requirements and conditions that apply to the federal or state funds awarded by DCJS. These include the certifications and assurances required to be submitted with the grant application and any conditions attached to the grant award.

Federal funds may be used to pay no more than 75% of project costs. The remaining 25% must be provided in cash from non-federal sources.

Unallowable Costs

Grant funds, including match, may not be used for: firearms, ammunition and related equipment; clothing/uniforms; construction or renovation; land acquisition; lobbying and political contributions; honoraria; bonuses; personal entertainment such as tickets to sporting events; personal calls; alcohol; food and beverages; and luxury vehicles.

2. Personnel/Employees

- c. For Salaries: list each position by title (and name of employee, if available). Show the annual salary rate for the employee and the number of hours to be devoted to the project by the employee. The amount requested should take into account time needed to establish and fill new positions and the changing

demands for personnel during the course of the project. Job descriptions and qualifications of staff should be on file at the implementing agency. The budget narrative (see C., below) should justify the necessity for creating new positions. Could present staff be reallocated? Could volunteers be utilized? Do all positions need to be full time? Are salary scales consistent with similar state or local wage scales? The workload must justify creating full-time positions. Employees who are paid in whole or part with grant funds (including match) must perform work for the grant-funded project in proportion to the amount of their pay provided by the grant.

- d. For employee benefits: Indicate each type of benefit included and the total cost allowable to employees assigned to the project.

2. Consultants

List costs for consultant services in this section. Each item must specify the time (hours or days) required to provide these services.

- b. Individual Consultants.

For individuals to be reimbursed for personal services on a fee basis: List each type of consultant or service (with numbers in each category and names of major consultants when available), the proposed daily fee, and the amount of time to be devoted to such services. **An individual consultant's rate may not exceed the approved federal rate of \$450.00 per day.**

- c. Organizations and Associations.

For organizations, including professional associations and educational institutions, performing professional services: Indicate the type of services being performed and estimated contract price. (The approved federal rate will be applied.)

- d. Consultants' Subsistence and Travel.

Estimate actual costs, adhering to the grant applicant's established travel policy. All travel must be for reasonable expenses. State travel and per diem rates will be applied.

Requests for funds for consultants are carefully evaluated and approved only when it is clearly demonstrated their use will significantly, and permanently, enhance the project's effectiveness. The budget narrative must clearly explain the need for consultant services.

3. Travel and Subsistence for Project Personnel

Itemize total travel expenses of project personnel by local mileage, non-local, and subsistence. Applicants may follow their own established travel rates if they have an established travel policy; otherwise, the applicant must adhere to state travel policy. The State allows reimbursement for actual reasonable expenses. Transportation costs, such as air and rail fares, are at coach rates. Justify travel by explaining its relevance to job duties.

Travel expenses must be fully justified in the budget narrative section.

4. Equipment

Each major item to be purchased must be separately listed with its unit cost. Each item to be leased or rented must be separately listed with the cost associated with the lease or rental. Only equipment directly related to the project proposed in the grant application and necessary for the project's implementation may be included in the grant budget. The **budget narrative** must thoroughly explain the relevance and importance of each item to the project. Equipment expenses not thoroughly explained and justified will be deleted from the budget.

5. Supplies and Other Expenses

Itemize all costs within this category by major type (e.g., office supplies, training materials, research forms, telephone, and postage) and show the basis for the cost computation ("x" dollars per month for office supplies; "y" dollars per person for training materials; telephone long distance at "z" dollars per month, etc.). Office rental costs must be reasonable and consistent with rents charged in the area.

6. Indirect Costs

Indirect costs **may** be approved if the applicant can demonstrate they are necessary to the operation of the organization and the performance of the project. The grant applicant must include a copy of an approval for its indirect cost rate from a federal agency (e.g. Dept. of Justice, Dept. of Health and Human Services or Dept. of Education). Indirect costs do not allow an applicant to exceed the grant limits as specified in the program guide.

7. Cash Funds (Supporting this project from sources other than the grant program.)

This item is optional and is included to permit those applicants wishing to do so to show any additional support they may be providing to the proposed project, beyond the funds (both DCJS and match) actually applied for in the grant application. The terms, conditions and assurances which apply to the grant award do not govern funds shown in this item. List the source and amount of all cash funds, other than required matching funds, that will help support this project.

C. Project Budget Narrative:

In addition to completing the Itemized Budget forms, you must also provide a Project Budget Narrative that explains the reason for each requested budget item and provides the basis for its cost. All items requested in the Itemized Budget must be thoroughly justified and clearly related to the proposed project or they will be deleted from the budget.

IV. PROJECT NARRATIVE

Provide a narrative, no more than 3 pages in length, that describes in detail the need for the project, and a description of what the project consists of, its goals, its objectives, what will be accomplished, plans to carry out or implement the project, and methods for measuring the degree to which the project goals and objectives are met. In preparing your Project Narrative, please use the following format and headings.

Program Title:

“School and Campus Safety”, “School Resource Officers”, “Crisis Intervention Team Pilot Project,” “Assessing the Impact of and Responding to the Mentally Ill in the Criminal/Juvenile Justice Systems,” “Crime & Delinquency Prevention in Minority/Immigrant Communities,” “Recruiting and Retention of Criminal Justice Professionals,” or “Criminal Justice System Improvement.”

Need Justification:

In this section, the applicant must identify and describe in specific terms the nature and extent of the deficiency or problem that the proposed project is intended to address. The applicant must provide statistics that support the existence and extent of the deficiency or problem. Sources for statistics may include: data sources such as crime statistics, crime trends, calls for service, population demographics, community needs assessments, surveys, or other sources of available information related to the identified deficiency or problem. Whenever possible, the application should show how the deficiency or problem has grown over time. The applicant must state directly and completely why there is a need for a grant. Describe existing resources and services that are currently available to address the deficiency or problem, including any other federal or state grants, and state why those resources and services are inadequate.

Project Description:

In this section, provide a complete description of the project design and planned implementation activities, fully describing how the project will reach its stated goals and objectives. The project description must tie implementation activities to the project’s goals, objectives and performance measures. Include a comprehensive timeline that identifies milestones and deliverables. Fully describe the capabilities of your organization to implement the project. Identify the staff responsible for each activity and describe the competencies of the staff assigned to carry out and manage the project.

Describe how your agency intends to institutionalize and continue this program after grant funds are no longer available.

V. PROJECT GOALS AND OBJECTIVES FORM

The application **must include** a completed “Project Goals and Objectives Form.” [Click here](#) to access the form.

A. Instructions for completing the “Project Goals and Objectives Form.”

Goal:

Fill in the “Goal” section of the “Project Goals and Objectives Form.” Your project goal statement must be based on language from the Goal section of the Program Brief under which you are applying for funds. Use as many copies of the “Project Goals and Objectives Form” as needed to describe your project.

Objectives:

Complete the “Objectives” section of the “Project Goals and Objectives Form,” numbering each objective and listing each individually. Your objectives must advance the goals of the Program Brief under which you are applying and must relate directly to the deficiency or problem described in the “Need Justification” section of your Project Narrative. Objectives must be specific, measurable, achievable, related to goals, and time-bound.

If the Program Brief under which you are applying has required objectives, be sure to include them on the “Project Goals and Objectives Form,” adding language that makes the objectives specific to your project and measurable.

Implementation Activities/Quarter and Person Responsible:

For each objective, complete the “Implementation Activities/Quarter” section of the “Project Goals and Objectives Form.” Provide a thorough, specific list of activities and/or tasks that will be undertaken each quarter to accomplish each objective and complete the project. For example, the “Implementation Activities/Quarter” section would include details such as when and where an activity will occur, who and how many will participate in the activity and what resources and materials will be used in the activity. Important dates and milestones should be identified in this section. Next to each implementation activity, complete the “Person Responsible” section of the form.

Performance Measures:

For each objective, complete the “Performance Measures” section of the “Project Goals and Objectives Form.” Identify the performance measures, statistical data or other relevant documentation that will be collected. Describe the specific outcomes you expect to achieve through your project. Describe how you will analyze data you collect,

determine the degree to which each objective is achieved, evaluate your performance and assess the effectiveness of your project. Grant recipients are required to report quarterly on their progress toward achieving their stated objectives.

VI. ATTACHMENTS (available for download)

Certifications, General Grant Conditions and Assurances:

A complete grant application includes signature pages from two documents not contained in this program guide:

1. *Certifications Regarding Lobbying; Debarment; Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements*
2. *General Grant Conditions and Assurances [Attachment A]*.

These forms can be downloaded from the DCJS web site at

<http://www.dcjs.virginia.gov/forms/grants/usdoj.pdf>

<http://www.dcjs.virginia.gov/forms/grants/attachmentA.pdf>

The DCJS and the federal government require these agreements. These forms must be signed by the Project Administrator and returned with the grant application. Failure to include these forms delays the grant review process and may disqualify the application. Paper copies may be obtained by contacting Virginia Sneed in the Grants Administration Section of DCJS at (804) 786-5491.

GRANT APPLICATION CHECKLIST

- Are **all** pages of the application numbered sequentially? Is the application on 8 ½" by 11" paper?
- Has the first page of the Grant Application been completed, including Project Administrator's signature? [Administrator: city/town manager, county executive, mayor or chairman of the board of supervisors; the director of a state agency; the president of a college/university]
- Have all applicable parts of the Grant Application Itemized Budget been completed?
- Does each budget item show the federal fund amount and cash match amount as well as the total? (75% / 25%)
- Has a Project Budget Narrative been provided, explaining each item shown in the Itemized Budget?
- Is the Project Narrative no more than 3 pages in length?
- Does the Project Narrative contain the following:
 - Program Title?
 - Need Justification?
 - Project Description?
 - Completed "Project Goals and Objectives Form"?
- Signed copies of the General Grant Conditions and Assurances and Certifications Regarding Lobbying; Debarment; Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements; two (2) signature pages total?
- Does the material being submitted include an original and three (3) copies (for a total of 4) of the completed Grant Application?