



Firearm Violence Intervention and Prevention (FVIP) Grant Program

**Program Guidelines and Application Procedures
Calendar Years 2026 and 2027
January 1, 2025-December 31, 2027**

**Application Due Date
July 14, 2025, 5:00 p.m.
Late applications will not be accepted**

Virginia Department of Criminal Justice Services
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I. Introduction

The Virginia Department of Criminal Justice Services (DCJS) is now accepting applications for the Virginia Firearm Violence Intervention and Prevention (FVIP) Grant Program. This initiative seeks to reduce violent crime within the Commonwealth of Virginia by funding effective and sustainable intervention and prevention programming designed to interrupt and prevent local cycles of violence. Violence intervention and prevention programs avert interpersonal violence by collaborating with a range of community stakeholders to provide support and intervention to those at highest risk of becoming a victim or perpetrator of violence. Numerous states have seen a significant reduction in firearm violence through violence intervention and prevention programs.

The Virginia General Assembly created the FVIP Fund to support the implementation of evidence-informed gun violence intervention and prevention efforts, including street outreach, hospital-based violence intervention, and other violence intervention programs. These funds also support firearm suicide prevention and safe firearm removal practices from persons prohibited from possessing a firearm, including subjects of domestic violence protective orders, persons convicted of prohibitory crimes, and persons subject to substantial risk orders

A. Grant Period

This funding opportunity is for a two-year period, calendar years (CY) 2026 and 2027, January 1, 2026 through December 31, 2027.

B. Award Amount

DCJS anticipates awarding a total of \$2,500,000 through this competitive solicitation.

Minimum Award: \$25,000

Maximum Award: \$250,000*

***Note:** The maximum award is \$250,000 or 50% of the organization's annual operating expenditures, whichever is lower. To determine annual operating expenditures, please refer to the organization's total expenditures for the period from January 1, 2024 to December 31, 2024.

C. Match Requirement

Recipients are not required to provide matching funds under this funding opportunity.

D. Disbursement of Funds

Disbursement of funds will occur on a **cost-reimbursement basis** for actual funds expended, through a "claim" process. Actual expenditures must be reported quarterly and invoiced pursuant to approved line-item budget categories. Subgrantees will only be reimbursed for costs incurred within the grant period reported on the detail of expenditures (financial report). Grant funds must be obligated during the grant period, and all obligations must be fulfilled no later than 45 days after the end of the grant period. Claims and financial reports must be submitted through the DCJS On-line Grant Management System (OGMS). **Advance payments are not allowable.**

II. Applicant Eligibility

This funding opportunity is available exclusively to non-profit organizations providing human services or criminal justice services.

To be eligible for funding under this grant program, organizations must not be excluded or debarred from doing business with the federal government or the Commonwealth of Virginia.

III. Grant Program Requirements

Violence reduction programs should focus on at least one of the following two key elements:

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

Successful gun violence intervention and prevention programs generally:

- Deter individuals at high risk for violence from engaging in firearm violence.
- Help individuals at high risk for violence resolve potentially violent disputes before they occur.
- Connect those at high risk for violence to education, employment, and housing services.
- Authentically engage community members to build trust and collaboration between stakeholders.
- Increase feelings of community safety and help increase positive outcomes for those most impacted by community violence.
- Promote and expand trauma informed principles and programming with a dedicated focus on working with communities with a high concentration of community violence.

For **new program implementation**, applicants must demonstrate program readiness, which includes deliberate efforts at community outreach and collaboration with local business, other non-profits, community organizations, local medical and health agencies, and law enforcement. Applicants must dedicate necessary resources or subject matter experts to execute and administer the project. Applicants should fully describe the program services and how performance measures on program activities will be collected.

For funding to **enhance an existing program**, applicants must identify current funding sources for the existing program. Applicants must document initial project recommendations as well as any current and past challenges that caused program operations to stall or stop. Applicants must document the successes since the initial implementation of the program and must justify the need for an enhancement.

All applicants must present a clear plan for sustainability. Applicants seeking to expand or replicate an existing project must demonstrate progress and success in what has been done through the life of the

existing project.

The following is a non-exclusive list of potential areas for funding:

Efforts to Address Violent Crime	<ul style="list-style-type: none">• Violence intervention and response strategies• Job training and employment programs• Mentoring programs• Group and gang violence intervention programs• Street outreach• Community engagement and strategic planning• Strategies across the range of comprehensive domestic/intimate partner violence prevention• Strategies across the range of comprehensive sexual violence prevention• Evidence-informed primary prevention projects (these are projects that work to prevent violence before it occurs)• Bystander intervention programs• Lethality Assessment Program initiatives
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***Note:** a separate solicitation invites applicants for new Hospital Violence Intervention and Prevention Programs (HVIPP). They will not be considered under this solicitation.

IV. Application Deadline

Applications must be submitted in OGMS (<https://ogms.dcj.virginia.gov/index.do>) by **5:00 p.m. on July 14, 2025**. Applications received after the deadline will not be considered. Early submissions are encouraged.

V. Restrictions

Grant funds cannot be used to supplant state or local funds that would otherwise be available for the same purposes. *Supplanting* occurs when an entity reduces or reallocates federal, state, or local funds for a particular activity or purchase specifically because other funds are available.

DCJS may suspend (in whole or in part) or terminate funding, issue a Corrective Action Plan, or impose other sanctions on a grant recipient, for any of the following:

1. Failure to adhere to the standard terms and conditions or special conditions.
2. Failure to implement the project within 90 days of the start of the subaward period.
3. Implementing substantial program changes to the extent that the project is no longer aligned with the purpose of the funding.
4. Failure to submit reports (programmatic and/or financial) in a timely manner.

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5. Filing a false certification in this application or other report or document.
6. Other significant grant compliance or implementation concerns as identified by DCJS.

Allowable Costs: Requested funds must be utilized to prevent and reduce gun violence. Allowable projects and purchases include, but are not limited to:

- Hiring additional personnel,
- Contracted services,
- Overtime,
- Supplies,
- Training, and
- Reasonable travel expenses.

Unallowable Costs: Grant recipients may not use grant funds to pay for:

- Weapons and ammunition,
- Construction or renovation,
- The purchase or lease of vehicles,
- Land acquisition,
- Lobbying and political contributions,
- Honoraria,
- Bonuses,
- Alcohol, or
- Indirect costs.

***Note:** Pursuant to the appropriations language, FVIP funding, and any grant funding through the Office of Safer Communities, used for law-enforcement equipment may solely be used for forensic and analytical purposes.

VI. Application Review Process

This is a competitive grant application process. DCJS reviews applications to ensure the information presented is reasonable, understandable, measurable, and achievable as well as consistent with the solicitation.

Reviewers may consider current and past performance, project progress and implementation, demonstrated need, geographic location, budget justification, program design, services provided,

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sustainability, cost effectiveness of proposed projects, adherence to grant guidelines, and the availability of funds.

Each application can earn a maximum score of 100 points. The points earned serve as a starting point for recommendations for funding, but are not the sole factor, as described in the paragraph above. The primary grant program elements are evaluated based on ratings of *excellent*, *acceptable*, *marginal*, or *unacceptable*. Points that can be awarded for each primary grant program element are:

- Itemized Budget (10%) 0–10 points
- Budget Narrative (15%) 0–15 points
- Needs Justification (35%) 0–35 points
- Project Description (35%) 0–35 points
- Goals and Objectives (5%) 0–5 points

The Criminal Justice Services Board (CJSB) Grants Committee will review award recommendations as presented by DCJS and make recommendations for funding to the CJSB. The CJSB is expected to make final grant award decisions at its meeting on October 9, 2025. Funding decisions made by the CJSB are final and may not be appealed.

DCJS will issue grant award packages based on the final approval of the CJSB. Fiscal and programmatic revisions may be required as a condition of funding.

VII. Submission Instructions

Grant applications must be entered in OGMS (<https://ogms.dcs.virginia.gov>). Register or confirm existing registration at least two weeks prior to the application due date to ensure that the individual submitting the application has OGMS access. Follow these steps to begin an application for this funding opportunity.

- Log into OGMS. For new users, select the “Registration” button on the OGMS home page.
- Select “Funding Opportunities.”
- Select ID “#547367 CY2026-2027 Firearm Violence Intervention and Prevention.”
- Select “Start New Application.”
- Under “Application Title,” enter the name of the proposed project. Program titles must include the organization’s name, the name of the grant program, and the state fiscal year or calendar year. For example, “Sample County CY2026-2027 FVIP.”
- Under “Primary Contact,” select the name of the organization’s primary contact for this grant application. This can be changed later in the application process if needed. Select “Save Form Information.” A new screen will appear.
- Under “Organization,” select the organization. Then, select “Save Form Information.” A new screen will appear.
- Under “Additional Applicants,” select any of the organization’s members who should have access to this application and to the grant if it is awarded. People can be added or subtracted after the grant is

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awarded. If the name of the person who should have access to the application or grant does not appear, they may not be registered in OGMS. Select “Save Form Information.” A new screen will appear.

- Under the “Application Details” screen, complete all sections by clicking on each line. The application cannot be submitted until all sections are complete. A green checkmark indicates the section is complete.

The following sections are incorporated into the OGMS application system:

A. Face Sheet

- **Congressional District(s):** List the [congressional district\(s\)](#) that will benefit from the program.
- **Jurisdiction(s) Served:** Select all jurisdiction(s) served by this grant program.
- **Certified Crime Prevention Community:** This is not applicable to this grant program.
- **Type of Application:** Select “New.”
- **Brief Project Description:** Provide a description of the proposed project and the anticipated implementation activities. Summarize what the funds will support, including the number of people that will be served, items that will be purchased, and the number of staff that will be supported, including position titles. The description will be shared with the committees making funding decisions.
- **Project Director:** Provide the name and contact information for the person who will have day-to-day responsibility for managing the project, and who will be the contact if DCJS needs project-related information.
- **Project Administrator:** List the person who has authority to formally commit the organization to comply with all the terms of the grant application. This must be the leader of the agency/organization or the president of the Board of Directors of a non-profit organization. For a locality, this must be the city, county, or town manager or the chief elected officer of the locality, such as the Mayor or Chair of the Board of Supervisors. If someone other than one of these officials has been delegated the authority to sign and signs the grant application, provide a copy of the letter and memorandum or other document by which the signing authority was delegated.
- **Finance Officer:** List the individual who will be responsible for fiscal management of the funds.

***Note:** Appropriate internal controls necessitate that three separate individuals fill the roles of the Project Director, Project Administrator, and Finance Officer. Confirm that the information provided is up to date.

B. Budget

An itemized budget and budget narrative for the two-year grant period must be completed using templates provided in OGMS. Applicants must explain the reasons for each requested budget item and how requested amounts were determined. Itemize all budget amounts and place them in the appropriate category for each line item. The cells will automatically round amounts to the nearest

dollar. Funding for this grant program comes from state special funds. Place requests for funding under the “Special” column.

Budget Narrative (located in the “Budget” tab)

The budget narrative should detail anticipated expenses. Report the amount of funds requested by category, including personnel, fringe benefits, consultants, travel, subsistence and other travel, equipment, and supplies and other expenses. Funding reported on the grid should represent the whole grant period. Applicants must explain the reasons for each requested budget item.

Complete all applicable budget categories the program needs. Fill in the auto-generated fields required in OGMS for the following budget categories. Only list the requested amount in the “Special” fund category.

Itemized Budget Form

Complete an itemized budget form for each section for which funding is requested. Total amounts on each itemized budget form must match the amounts listed on the applicant’s budget grid.

Requirements:

- All items requested in each budget form must be allowable, reasonable, and clearly necessary for the project to succeed.
- For all items, under “Item Justification,” explain how the item is needed to support this grant project and the goals and objectives of the grant. Items not considered allowable, reasonable, or clearly necessary for the project will not be approved.
- All items must include a basis of computation in the description of the item and an explanation of how the requested cost was determined.
- At the bottom of each Itemized Budget Form, the applicant must identify the funding source for the budgetary items.
- For all budgeted items, the applicant must indicate in the description whether the item is used exclusively for the proposed project. Items that are not used exclusively for the project must be prorated, and the applicant must include an explanation of how the items were prorated.
 - *Prorating* means the request for funding is proportional to the use of each item for this grant program.
 - If an item is used exclusively for this proposed project, prorating is not needed. If the item is used to support other projects in the agency, prorating is needed.
 - How to prorate:
 - **Proration Based on Budget:** If the request for funding is 15% of the total operating budget, the applicant can prorate items not used exclusively for this proposed project by 15%.

- **Proration Based on grant funded staff:** If the staff is funded 50% by this grant, the applicant can prorate this person's computer, office supplies, office furniture, or other assigned items by 50%.

1. Personnel Budget Category

(If personnel are not funded by this project, use \$0.00 on the budget grid.)

This section applies to all employees supported by any funds associated with this project. Staff time that is supported by grant funds may only be spent on approved grant activities.

All salaries must meet a living wage requirement. To determine this requirement, visit <https://livingwage.mit.edu/states/51/locations>.

All requested amounts must be reasonable given the complexity of work and consistent with the applicant's staff compensation plan. If requesting funding for a position that provides services outside of these grant activities, prorate the request to only include time spent on this grant project.

- a. Indicate if personnel costs are included in the budget – "Yes" or "No." If "Yes," under "Personnel," enter the employee's name, position title, whether the position is full time or part time, the total hours per week worked, the total hours per year, the total annual salary (regardless of funding source), and the amount requested under the grant. Indicate if this is a new position. If the position is vacant, enter "Vacant" in lieu of an employee name.
- b. All requested amounts must be reasonable given the complexity of work and consistent with the applicant's staff compensation plan. Applicants requesting funding for a position that provides services outside of these grant activities should prorate the request to only include time spent on this grant project.
- c. Under "Employee Fringe Benefits" select the employee's name and enter the fringe benefit costs (FICA, Retirement, Group Life, Health Insurance, Workers' Compensation, Unemployment, Disability, and other). If fringe benefits for individual employees cannot be determined, create an employee named "Fringe Benefit" and enter the aggregate amounts for each fringe benefit but enter zero for the salary. If this process is elected, leave the fringe amounts for each individual employee at zero. Fringe benefits must be prorated to the amount of time the individual works on grant-related activities.
- d. Under "Description and Justification," select the employee's name and enter in a description of the position (maximum of 500 characters) and a justification for the position (maximum of 500 characters) for each item.
- e. Under "Description," describe grant-related duties performed (do not list job duties that are not under this grant), how the position was prorated, assurance that the salary meets or exceeds the living wage requirement, and a basis of computation for fringe benefits.
- f. Under "Justification," explain how the position is essential to the goals of the proposed project. Justify the rate of compensation by providing assurance that the rate is approved by the Board of Directors or aligned with the locality compensation plan and similar to other positions in the

geographic area that perform similar work.

- g. Attach a job description for each position for which funding is being requested in the attachment section of the OGMS application.

2. Consultant Budget Category

(If consultants are not funded by this project, use \$0.00 on the budget grid.)

Services provided by a third party, regardless of whether there is a contract in place, should go under “Consultants” (e.g., training facilitators, consulting firms, employment agencies, interpreters, translation services, property management, daycare providers, etc.). Supporting documentation (i.e., time sheets, invoices, evidence of deliverables) for consultants must be maintained onsite and made available upon request.

Do not include membership fees in consultants. Membership fees must be placed in “Supplies and Other Expenses,” and must be in the name of the applicant organization.

- a. Indicate if consultants or consultant subsistence and travel costs are included in the budget – “Yes” or “No.” If “Yes,” under “Consultant” and “Consultant Subsistence (lodging + meals) & Travel,” enter the information required and the amounts under the funding source(s) as appropriate.
- b. For individuals reimbursed for personal services on a fee basis, enter each type of consultant or service (with numbers in each category and names of consultants when available), the proposed daily fee rate, and the amount of time to be devoted to such services. The rate of compensation for individual consultants must be reasonable and consistent with that paid for similar services in the marketplace; however, the rate may not exceed \$650.00 per day (\$81.25 per hour, exclusive of travel and/or subsistence) and may not exceed the consultant’s usual and customary fee.
- c. For organizations, including professional associations and educational institutions performing professional services, enter the type of services being performed and estimated contract prices. Requests for contracted services and consultants will be very carefully screened. Consultant and contracting fees will be approved only when it is justified that the use of outside contract agencies and consultants will significantly and permanently enhance project effectiveness.
- d. Consultant Travel and Subsistence: This is generally not allowable unless it is necessary, reasonable, and justified. Reimbursable costs must adhere to the recipient’s established travel policy.
- e. Under “Description and Justification,” select the name of the consultant and enter in a description of consultant’s role (maximum of 500 characters) and a justification for use of the consultant (maximum of 500 characters). Include a description of each service contracted for, the number of clients benefiting from each type of service, the total budgeted amount for each service, and a per client/group cost. Applicants are encouraged to attach supporting documentation to justify the request.

3. Travel

(If travel is not funded by this project, use \$0.00 on the budget grid.)

The OGMS travel form is for mileage only. Mileage reimbursement must be for staff or volunteers of this grant project to assist with meeting the goals of the grant. Mileage is separated in this grant solicitation because many programs have differing mileage rates for local and non-local mileage.

Local mileage is considered travel within the immediate service area (e.g., satellite offices, court, meetings, etc.).

Non-local mileage is outside of the immediate service area (e.g., trainings, conferences, meetings, etc.).

DCJS will strongly scrutinize requests to support attendance, subsistence, or travel for out-of-state trainings or conferences. Training or conference registration fees should only be detailed in the “Supplies and Other Expenses” category.

- a. Indicate if travel (mileage) costs are included in the budget – “Yes” or “No.” If “Yes,” under “Local Mileage” or “Non-local Mileage,” enter the number of miles and the mileage rate.
- b. Itemize total travel expenses of program personnel by local mileage and non-local mileage. Unless a local policy governs, mileage is reimbursed at the federal rate (<https://www.irs.gov/tax-professionals/standard-mileage-rates>).
- c. Under “Description and Justification,” select the mileage being requested and enter in a description of mileage (maximum of 500 characters) and a justification for mileage (maximum of 500 characters) for each item. If local travel policy differs from the federal or state travel policy, please provide or describe the policy in the justification. State in the description whether the request is based on the federal or state travel policy or the agency’s policy.

4. Subsistence and Other Travel Costs

(If subsistence and other travel is not funded by this project, use \$0.00 on the budget grid.)

Subsistence and other travel costs must assist staff or volunteers of this grant project with meeting grant goals.

- a. Indicate if subsistence and other travel costs are included in the budget – “Yes” or “No.” If “Yes,” under “Subsistence,” enter the event title. Under “Lodging,” enter the number of rooms required, number of nights, and rate cost. Under “Meals,” enter the number of people, number of days, and the per diem rate.
- b. Recipients must follow the federal per diem rates (<https://www.gsa.gov/travel/plan-book/per-diem-rates>) unless there is a written local travel policy. Transportation costs, such as air and rail fares, are at coach rates. Subsistence is paid according to a per diem rate.
- c. Under “Other Travel Costs,” enter the event title, number of people attending, number of trips with airfare, the rate, and other travel costs.
- d. Under “Description and Justification,” select the event item being requested and enter in a description of costs (maximum of 500 characters) and a justification for costs (maximum of 500

characters) for each item. If local travel policy differs from the federal or state travel policy, please provide or describe the policy in the justification. State in the description whether the request is based on the federal or state travel policy or the agency's policy.

5. Equipment (items \$5,000 per unit and greater)

(If equipment is not funded by this project, use \$0.00 on the budget grid.)

Grant-funded equipment must be tracked, managed, and disposed of in a manner consistent with the subrecipient's policies. Further, applicants must maintain property records and an inventory of equipment and major supplies purchased with grant funds onsite and available upon request.

Grant funds cannot support the entire cost of an item that is not used exclusively for project-related activities. If an item is used exclusively for this proposed project, prorating is not needed. If the item is used to support other projects in the agency, prorating is needed.

- a. *Equipment* means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost of \$5,000 or greater (or the organization's capitalization policy, if it is less than \$5,000). If the organization does not have a capitalization policy in place, the amount of \$5,000 must be followed.
- b. Indicate if equipment is included in the budget – "Yes" or "No." If "Yes," enter the item requested, the cost per item or monthly rate, and the total number of items or months for each item.
- c. Under "Description and Justification," select the equipment item being requested and enter in a description (maximum of 500 characters) and a justification (maximum of 500 characters) for each item.
- d. Under "Description," provide the basis of computation for the requested amount and explain how the item is prorated to its support of the grant project. Provide an explanation of how the amount being requested is reasonable. Grant reviewers will want to know whether the cost of the item is typical for similar items. Explain how the cost of an item was determined, such as a quote from a vendor. Attach applicable documentation of estimated cost.
- e. Under "Justification," explain how the item is essential to the goals in the proposed project. If equipment is requested to replace outdated or "old" equipment, briefly describe why replacement is necessary and when the "old" equipment was acquired.

6. Supplies and Other Expenses (items under \$5,000 per unit)

(If not funded by this project, use \$0.00 on the budget grid.)

Major supplies and property purchased with grant funds must be tracked on an inventory list. *Supplies* are all other items of tangible personal property that are not equipment, include but are not limited to:

- Computing devices that cost less than \$5,000 per unit (or the organization's capitalization threshold, if it is less than \$5,000),
- Rent and utilities,

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- Public relations and advertising,
- Office supplies,
- Postage,
- Training registration,
- Phone and data services,
- Equipment maintenance,
- Membership fees, and
- Printing projects.

All computers purchased with DCJS grant funds must be equipped with updated anti-virus protection software.

Membership fees should be requested under this category. Grant funds may support a maximum of three memberships per year. Memberships must be in the name of the organization, not an individual. Under “Description,” describe the organization or association, the membership rate, and the benefits of membership. Under “Justification,” explain how the membership is essential to the goals of the proposed project.

All costs must be itemized within this category by major types (e.g., office supplies, equipment use fees [which must be supported by usage logs], printing, postage, telecommunications). If the item includes more than one component, identify subcomponents under “Description.”

If an item is used exclusively for this proposed project, prorating is not needed. If the item is used to support other projects in the agency, prorating is needed.

- a. Indicate if supplies and other expenses are included in the budget – “Yes” or “No.” If “Yes,” enter the item requested, the cost per item or monthly rate, and the total number of items or months for each item.
- b. Under “Description and Justification,” select the supply or item being requested and enter in a description (maximum of 500 characters) and a justification (maximum of 500 characters) for each item.
- c. Under “Description,” explain what the item is and provide a basis of computation that explains how the total cost was determined. State whether an item was prorated. Provide an explanation of how the requested amount is reasonable and how the cost was determined (e.g., a quote from a vendor).
- d. Under “Justification,” explain why the item is needed to meet the goals of the grant. If the item is replacing an older item, include the age of the older item and explain why it must be replaced.

C. Project Narrative

***Note:** This may be uploaded as an attachment, not to exceed 12 pages, double-spaced, as long as all of the sections are covered.

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

- **Needs Statement:** Describe the needs of the communities served, including the severity of crime or gun violence issues and the impact of violence on the community. Provide specific statistics that support the existence and extent of the problem as defined in the eligibility section of these guidelines. Identify whether a strategic comprehensive assessment has been completed, and if so, what the assessment shows.
- **Population Served:** Describe the intended population served by the project. Be specific about the *localities, neighborhoods, communities, or types of individuals* that will be served by the program. Describe how project participants will be recruited.
- **Project Description:** Provide a description of the proposed project or practice, planned implementation activities, and how each activity is relevant to reducing violent crime in the community. Describe how the project will incorporate a collaborative and multi-disciplinary approach.

Applicants are encouraged to draw upon components of programs that demonstrate success in reducing gun violence. Below is a resource that applicants may find helpful in finding information on promising and evidence-based practices.

- National Institute of Justice Crime Solutions, <https://crimesolutions.ojp.gov/>
- **Timeline of Activities:** Attach a timeline of all activities related to project implementation, including any planning steps that will be taken prior to implementation. (Does not count toward page limitation)
- **Capacity of Organization or Agency to Implement Project:** Describe the capacity of the applicant organization or agency to successfully carry out the project.
- **IRS Tax Exempt Organization Search Link:** Include a link to your organization in the IRS Tax Exempt Organization Search.
- **Sustainment Plan:** Describe, in detail, how the program will achieve financial sustainability to ensure continuation of services when the funding period ends. Be specific in identifying additional funding sources and strategies to support the program long-term.
- **Letters of Support:** Attach letters from entities expected to be sources of referrals to the program, as described in the "Population Served" section, above. Further, attach a letter of support from the local government(s) to be served by the project. (Does not count toward page

limitation)

D. Project Goals and Objectives Form

List and describe the program's goals. Each goal must have objectives. Each objective must be measurable and directly related to one or more items requested in the grant proposal budget.

Goals and objectives must be reflective of the work anticipated to occur in the grant period with awarded funds. Each goal should have two to three objectives. Each objective must be "SMART," meaning they must be specific, measurable (i.e. quantifiable), action-oriented, realistic, and time-based. Additionally, objectives must be directly related to one or more items requested in the grant proposal budget.

E. Additional Components

- **Non-Supplantation Form**

All applicants must complete this form. The form must be signed by the Project Administrator.

***Note:** Grant funds must be used to *supplement* existing state and local funds for program activities and must not *supplant (replace)* those funds that have been appropriated for the same purpose. Additionally, requests for "new" staff positions must be justified, must not supplant other funds, and must result in significant additional service delivery.

- **General Conditions and Assurances**

All applicants must complete this form. It must be signed by the Project Administrator.

- **Lobbying and Debarment Form**

All applicants must complete this form. It must be signed by the Project Administrator.

- **Authority Certification:** The Authority Certification must be signed by the Project Administrator or designee and may not be signed by the Project Director, program staff, or any other individual unless signed designation is included.

VIII. Attachments

Upload the following attachments in OGMS:

- A letter designating signing authority is required if someone other than the specified individual signs any of the certifications in the application. The letter must be on official organization letterhead, include an effective date, and include the contact information of the person being granted signatory authority.
- Applicants seeking funding under "Personnel" must attach job descriptions for each staff person for whom they are requesting funding. Job descriptions must correspond to each staff person listed on the application.
- A copy of the most recent 990-series return (990, 990-EZ, 990-PF, 990-T, or 990-N e-postcard) and audit.

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- Project timeline as described previously.
- Letters of support as described previously.

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

IX. Grant Reporting Requirements

Grant recipients must submit quarterly financial and status reports through OGMS. Failure to comply in a timely manner may result in DCJS withholding disbursement of grant funds and/or termination of the grant. DCJS will provide grant reporting requirements at the time of grant award.

Required reports include:

1. Quarterly financial expenditures (detailed quarterly claims) and
2. Quarterly status reports (describe activities supported with these funds).

Financial Reports (called “Claims and Detail of Expenditures” in OGMS)

Grant recipients must submit quarterly financial reports in OGMS. All grant recipients are required to complete financial reports by the 15th of the month following the close of each quarter. If that date falls on a weekend or state-recognized holiday, the reports are due on the next business day.

Projected Quarterly Financial Report Due Dates for Calendar Year (CY) 2026-2027 Grants (Jan. 1 – Dec. 31)

1 st Quarter, Jan. – Mar.	Apr. 15
2 nd Quarter, Apr. – June	July 15
3 rd Quarter, July – Sept.	Oct. 15
4 th Quarter, Oct. – Dec.	Jan. 15

Status Reports

Grant recipients must submit quarterly status reports in OGMS. Status reports must comply with DCJS requirements and provide statistical and programmatic information about program activities, staff, individuals served, etc. Grant data required must be submitted to DCJS in the tool or format as prescribed. All grant recipients are required to complete status reports by the 15th of the month following the close of each quarter. If the status report due date falls on a weekend or state recognized holiday, the reports are due on the next business day. Recipients must make every effort to report performance measure data accurately, thoroughly, and consistently. All grantee-reported data is subject to FOIA. Further, DCJS reserves the right to share grantee data and reports as it deems appropriate.

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Projected Quarterly Status Report Due Dates for CY 2026-2027 Grants (Jan. 1 – Dec. 31):

1 st Quarter, Jan. – Mar.	Apr. 15
2 nd Quarter, Apr. – June	July 15
3 rd Quarter, July – Sept.	Oct. 15
4 th Quarter, Oct. – Dec.	Jan. 15

X. Grant Application Training and Technical Assistance

Applications must be submitted in the On-line Grant Management System (OGMS) at <https://ogms.dcjs.virginia.gov/>. DCJS provides a series of self-guided videos and training materials designed to assist applicants with navigating the OGMS website at <https://www.dcjs.virginia.gov/grants/ogms-training-resources>.

For questions and technical assistance related to the OGMS system, contact ogmssupport@dcjs.virginia.gov.

Technical Assistance

A live webinar for prospective applicants will be offered on **Thursday, May 22, 2025, at 10:00 a.m.** Applicants are strongly encouraged to attend the webinar for technical assistance and additional information.

- Meeting Link: <https://events.gcc.teams.microsoft.com/event/ede840ea-12bc-4f93-aa76-c3156d7bfda6@620ae5a9-4ec1-4fa0-8641-5d9f386c7309>.

A link to the recording of the webinar will be added to the funding opportunity in OGMS within 1-2 business days after the live webinar.

Please contact the following DCJS staff for technical assistance regarding the funding announcement and the application procedures.

Greg Hopkins, Safer Communities Program Coordinator

Email: gregory.hopkins@dcjs.virginia.gov

Phone: (804) 692-0977

Jenna Foster, Capacity Building and Sustainability Coordinator

Email: jenna.foster@dcjs.virginia.gov

Phone: (804) 968-8146

The Office of Safer Communities at DCJS is committed to the successful implementation of grant programs and supporting organizations that wish to help strengthen their communities.

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Pre-application Resources

DCJS encourages all applicants who are non-profit organizations to review and complete a DCJS Grants Readiness Assessment Checklist. This document provides an overview of the minimum requirements organizations should have in place to directly apply for and receive grant funding. (see APPENDIX).

Appendix



Virginia Department of Criminal Justice Services FVIP Grant Applicant Readiness Checklist

The FVIP Grant Applicant Readiness Checklist is designed to help applicants determine their readiness to successfully submit an application for funding to the Virginia Department of Criminal Justice Services (DCJS), or whether it is more sensible to partner with an organization which is able to meet the required criteria. While specific requirements vary depending on funding stream or opportunity, there are some common components applicants must be able to address, provide, or manage as part of this process.

The FVIP Grant Applicant Readiness Checklist has two sections:

- I. Organizational Background, Governance & Structure
- II. Financial Information & Tax Documents

Each section asks whether the organization has certain items. These items are either *required* (applicants must have these items to apply for and receive grant funding from DCJS) or *recommended* (organizations should have these items in place; although, they are not required to apply for or receive grant funding). Required items are marked with an asterisk (*).

NOTE: Please consult with specific funding announcement(s) for eligibility criteria and grant program-specific requirements.

When reviewing and completing this checklist, we encourage you to use the following as a guide for each response:

Yes	The organization's policies/practices fully meet this criteria.
No	The organization's policies/practices do not meet this criteria.
Unsure	More information must be gathered to determine whether the organization meets this criteria.
Not Applicable	This item does not apply to the organization or is not required for the specific funding announcement(s).

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I. ORGANIZATIONAL BACKGROUND, GOVERNANCE & STRUCTURE

Organization Name:

Contact Information

Name:

Email:

Phone:

Organization Governance & Structure				
DOES YOUR ORGANIZATION HAVE...				
REQUIRED	Yes	No	Unsure	N/A
*A Tax ID/Employer Identification Number (EIN)? Note: You can look this information up on the IRS' Tax Exempt Organization Search or GuideStar .				
*A Federal Unique Entity Identifier (UEI) ?				
*An IRS determination of tax-exempt status of the organization?				
*Articles of Incorporation?				
*By-laws that clearly define the line of authority and responsibility moving between the board and staff, outline the hiring practices of the organization, and demonstrate the management and controls maintained by the board?				
*A list of active board members, stating each member's board position, profession or employment, and community activity?				
*Copies of the minutes of three board meetings immediately preceding the submission date of the application for DCJS funding?				

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RECOMMENDED	Yes	No	Unsure	N/A
A current, written copy of your organizational structure or organizational chart?				
Resumes or profiles for the organization's senior leadership team?				
Written policies and procedures on conflicts of interest and ethics?				
Written policies and procedures regarding participation in political activities/lobbying?				
Has the organization has been in operation for at least one year prior to the date of application of funds?				
An active registration in the federal System for Award Management ? *This is required for federal grants.				

II. FINANCIAL INFORMATION & TAX DOCUMENTS

Financial Information				
DOES YOUR ORGANIZATION HAVE...				
REQUIRED	Yes	No	Unsure	N/A
*A copy of the organization's most recently filed IRS Form 990?				
*Procedures to maintain documents to support all transactions, including purchase orders, receiving records, paid invoices, cancelled checks, personnel, payroll, time, and attendance records, and other evidence to support grant-related expenditures?				
*An accounting system that can identify/track revenue and expenditures for each DCJS grant separately from all other revenue and expenditure sources (e.g., private donations, other grants, etc.)?				
*The ability to implement grant-related activities on a reimbursement basis (e.g., pay for personnel and other expenses up front)?				
* ACH information associated with your organization's Commonwealth of VA Cardinal vendor account? You may use the Virginia's Electronic Payment process to establish ACH information.				

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*A process in place to ensure that bank statements are reconciled monthly?				
*A process for the Board of Directors to review financial statements on a regular and consistent basis?				
*Systems/procedures in place to track time and effort (e.g., timesheets) for personnel and consultants paid via DCJS grant funds?				
*An audit process, such as financial statements regularly examined and/or audited by an independent certified public accountant (CPA)?				
RECOMMENDED	Yes	No	Unsure	N/A
An electronic system for accounting (e.g. Quickbooks, Sage, SAP)?				
An automated payroll system?				
A system whereby one staff person is authorized to receive money and someone else is authorized to disburse money?				
Ability to continue the project when DCJS funding ends (e.g, finding other resources to support the work)?				