



2009

**STATE HOMELAND SECURITY GRANT PROGRAM
GUIDELINES AND APPLICATION INSTRUCTIONS**

**Virginia Department of Criminal Justice Services
1100 Bank Street
Richmond, Virginia 23219
www.dcjs.virginia.gov**

I. Introduction

The 2009 State Homeland Security Program Grant award provides federal funds to assist local law enforcement agencies in the prevention of terrorist acts. As the Commonwealth's criminal justice planning agency, the Department of Criminal Justice Services (DCJS), is designated the administering agency for these funds awarded to law enforcement agencies through local jurisdictions.

II. Requirements/Limitations

Amount Available

Maximum award amounts and localities to receive funds are stated in the following program briefs.

Funds will be awarded on a reimbursable basis.

Non-Supplanting

Grant funds may not be used to supplant state or local funds that would otherwise be available for these purposes. Any obligated funds not allocated at the end of the grant period will not be reimbursed.

Match Requirement

No match required.

Grant Period

The award period for this grant is **April 1, 2010 to July 31, 2011**.

III. Program Briefs

Funding categories awarded for the 2009 State Homeland Security Program are:

1. **CBRNE armored incident response vehicles** designed to support regional assistance requests, deemed prudent by the parent department, for a tactical team capable of operating in a CBRNE environment. Minimum vehicle requirements include ballistic protection to NIJ III standards, on board Self-Contained Breathing Apparatus as well as explosive gas and radiation detection systems.
2. **CBRNE Personal Protective Equipment** intended to protect tactical teams responding to an incident in a CBRNE environment.
3. **Automatic license plate readers** in mobile or fixed mounting that captures license plate numbers in real time, compares those numbers to a suspect database, and communicates the nature of the crime or infraction associated with the plate.
4. **Bomb squad equipment** that strengthens the preparedness of the squad to respond to bomb incidents.

Authorized Program Expenditures

Allowable expenditures include the purchase of CBRNE armored incident response vehicles, CBRNE Personal Protective Equipment, license plate readers, and bomb squad equipment as well as associated services and training.

The localities listed below will receive funds in the amounts indicated.

Funding categories and localities awarded listed below

CBRNE ARMORED INCIDENT RESPONSE VEHICLE and CBRNE PERSONAL PROTECTIVE EQUIPMENT

Arlington County	\$285,000
Chesterfield County	\$285,000
Galax City	\$285,000
Lynchburg City	\$285,000
Newport News City	\$285,000
Norfolk City	\$285,000
Roanoke City	\$285,000

CBRNE ARMORED INCIDENT RESPONSE VEHICLE, CBRNE PERSONAL PROTECTIVE EQUIPMENT and LICENSE PLATE READER

Botetourt County	\$302,000
Charlottesville City	\$302,000
Danville City	\$319,000
Rockingham County	\$302,000
Stafford County	\$302,000
Warren County	\$302,000

CBRNE ARMORED INCIDENT RESPONSE VEHICLE, CBRNE PERSONAL PROTECTIVE EQUIPMENT and BOMB SQUAD EQUIPMENT

Bristol City	\$335,000
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CBRNE PERSONAL PROTECTIVE EQUIPMENT and LICENSE PLATE READER

Roanoke County	\$57,000
Virginia Beach City	\$74,000

CBRNE PERSONAL PROTECTIVE EQUIPMENT

Fairfax County	\$40,000
Henrico County	\$40,000
Prince William County	\$40,000
Alexandria City	\$40,000

LICENSE PLATE READER

Albemarle County	\$17,000
Augusta County	\$17,000
Campbell County	\$17,000
Carroll County	\$17,000
Chesapeake City	\$42,000

Emporia City	\$17,000
Fauquier County	\$17,000
Franklin County	\$17,000
Fredericksburg City	\$17,000
Giles County	\$17,000
Grayson County	\$17,000
Isle of Wight County	\$17,000
Loudoun County	\$17,000
New Kent County	\$17,000
Prince George County	\$17,000
Salem City	\$17,000
Scott County	\$17,000
Staunton City	\$17,000
Suffolk City	\$17,000
Washington County	\$17,000
Waynesboro City	\$17,000
Williamsburg City	\$17,000
Winchester City	\$17,000
Wise County	\$17,000
Wythe County	\$17,000
TOTAL	\$4,900,000

Equipment

The Responder Knowledge Base website contains 21 allowable prevention, protection, response, and recovery equipment categories in addition, equipment standards for FY 2010 HSGP. The Authorized Equipment List (AEL) located on the Responder Knowledge Base (RKB), at <https://www.rkb.us> provides a list of authorized equipment for each authorized category of funding. Unless otherwise stated, equipment must meet all mandatory regulatory and/or DHS/FEMA-adopted standards to be eligible for purchase using these funds. In addition, agencies will be responsible for obtaining and maintaining all necessary certifications and licenses for the requested equipment.

Maintenance and Service Fees

The use of FEMA preparedness grant funds for maintenance contracts, warranties, repair or replacement costs, upgrades, and user fees are allowable under all active and future grant awards, unless otherwise noted. Grantees are reminded to be sensitive to supplanting issues. Maintenance contracts, warranties, repair or replacement costs, upgrades, and user fees previously purchased with State and or local funds cannot be replaced with Federal grant funding. Routine upkeep (e.g., gasoline, tire replacement, routine oil changes, monthly inspections, grounds, and facility maintenance, etc.) is the responsibility of the grantee and may not be funded with preparedness grant funding.

The term of maintenance contracts or warranties shall not exceed the period of performance of the grant to which the contract is being charged.

Training

Technical assistance to train existing staff in the operation or maintenance of any equipment component

Prohibited Expenditures

Grant funds shall **not** be used to purchase firearms, ammunition and related equipment; clothing/uniforms; construction or renovation; land acquisition; lobbying and political contributions; honoraria; personal entertainment; personal phone calls; food and beverages and luxury vehicles.

IV. How and Where to Submit Award Documents

Each locality listed will receive a Statement of Grant Award package from the Department of Criminal Justice Services. This package will include an Award Letter, Certifications Regarding Lobbying and Debarment, General Grant Conditions and Assurances, Non-Supplanting Certification. To acknowledge acceptance of the grant and terms of agreement, sign and return these documents no later than **4:00 PM on April 15, 2010**.

Submit signed Award Documentation to:

Department of Criminal Justice Services
Grants Management (attn: Janice Waddy)
1100 Bank Street
Richmond, VA 23219

V. Forms and Instructions

Listed below are the documents for the 2009 State Homeland Security Program Grant that must be completed and returned prior to requesting reimbursement of funds.

- Itemized Budget Form
- Budget Narrative
- Certification of Lobbying and Debarment Form
- General Grant Conditions and Assurances

Itemized Budget Form

Use the "Itemized Budget" form to detail all proposed expenditures. Download this form from the DCJS website at www.dcjs.virginia.gov/forms/grants/grantbudg.pdf. Directions for completion of the Itemized Budget Form can be located at www.dcjs.virginia.gov/forms/grants/itemizedBudgetInstructions.pdf. All instructions apply with the exception of the categories of equipment and supplies listed below.

a. Equipment

List separately each item to be purchased along with the **Authorized Equipment List number found at Responder Knowledge Base** <http://www.rkb.us/lists.cfm>, unit cost and total cost.

b. Supplies and Other Operating Expenses

Major item types (e.g., office supplies, training materials, research forms, telephone, and postage) should be listed as an itemized cost within this category. The basis for cost computations should be shown ("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.

Budget Narrative

Concisely explain the rationale for each item listed on the Itemized Budget Form www.dcjs.virginia.gov/forms/grants/grantbudg.xls
Any item not justified or related to the proposed project will be removed.

VI. Award Requirements

Award Forms

Review the award package and Statement of Grant Award. If you agree to the terms and conditions stated in the award package, sign and date the Statement of Grant Award/Acceptance (SOGA) document and return it to DCJS by **4:00 p.m. April 15, 2010.**

Decline of Award

If you do not wish to accept this award, or comply with the terms and conditions of the award, submit a letter indicating that you wish to decline the award and mail it to Ms. Janice Waddy, Department of Criminal Justice Services, Grants Management, 1100 Bank Street, Richmond, VA 23219.

VII. Reimbursement Procedures

To request reimbursement of funds, submit the following document to DCJS, Grants Management.

Request for Funds & Project Expenditure Form

This grant is a reimbursement grant. In order to receive reimbursement, submit the Request for Funds & Project Expenditure Report Form and proof of purchase through electronic means or mail to

Grant Monitor, Shelia Anderson
1100 Bank St.
Richmond, Virginia 23219.

The only authorized forms of proof of payment are:

- a. Invoice for payment, that includes proof of payment accounting data
- b. Copy of payment check displaying proof of payment
- c. Copy of credit card receipts for items listed for reimbursement

The request for reimbursement cannot be approved unless all required reports are submitted. To expedite review process, sequentially number each item requested and corresponding proof of payment document.

Download the Request for Funds & Project Expenditure form at <http://www.dcjs.virginia.gov/forms/cple/2009HSGDCJSRFF.xls>

If, during the course of the project, you find it necessary to add, modify, or delete a line item in any category listed in your budget, submit an email or written request to Grant Monitor, Shelia Anderson at shelia.anderson@dcjs.virginia.gov.

Non-Supplanting Certification

Submit the Non-Supplanting Certification form signed by authorized agent as listed on the form. This form must be provided with your Statement of Grant Acceptance document in order to receive reimbursements. The form is available at <http://www.dcjs.virginia.gov/forms/cple/2009HSGNon-Supplanting.doc>

Quarterly Progress Report

Quarterly Progress Reports are due fifteen (15) days after the end of each quarter. The first Quarterly Progress Report will be due at the end of the first reporting period after the grant award. The Quarterly report form can be located at <http://www.dcjs.virginia.gov/forms/CPLE/2009HSGSubgranteeQPR.doc>. Mail completed forms to:

Shelia Anderson
Department of Criminal Justice Services
Grants Management
1100 Bank Street
Richmond, Virginia 23219

Quarter	Report Due
January – March	April 15
April – June	July 15
July – September	October 15
October – December	January 15

NO FINANCIAL REPORT IS REQUIRED FOR THIS GRANT

Contact Assistance

For questions regarding the acceptance or decline of this award, contact Janice Waddy, Grant Administrator at (804) 786-4011 or e-mail her at janice.waddy@dcjs.virginia.gov.

For questions regarding grant management, contact Shelia Anderson, Grant Monitor (804) 786-9469 or email her at shelia.anderson@dcjs.virginia.gov.

For questions regarding program issues, contact Sam Hoffman, Homeland Security Coordinator at (804) 225-3899 or e-mail him at sam.hoffman@dcjs.virginia.gov.

Checklist, Forms, Websites, and Deadlines

Certifications Regarding Lobbying Form – (included in package) signed by Project Manager
<http://www.dcjs.virginia.gov/forms/grants/usdoj.pdf>

General Grant Conditions and Assurances Form – (included in package) signed by Project Manager
<http://www.dcjs.virginia.gov/forms/grants/attachmentA.doc>

Itemized Budget Form - Total amount requested may not exceed program allowance
<http://www.dcjs.virginia.gov/forms/grants/grantbudg.pdf>

Budget Narrative – a written explanation of each item listed in the Itemized Budget Form

Request for Funds & Project Expenditure Report Form – completed and signed by Financial Officer or representative (submit when ready to request funds)
<http://www.dcjs.virginia.gov/forms/cple/2009HSGDCJSRFF.xls>

Quarterly Progress Report Form
<http://www.dcjs.virginia.gov/forms/CPLE/2009HSGSubgranteeQPR.doc>

Non-Supplanting Certification Form (included in package) sign by Project Administrator
<http://www.dcjs.virginia.gov/forms/cple/2009HSGNon-Supplanting.doc>

Agency website
www.dcjs.virginia.gov

Responder Knowledge Base
www.rkb.us/lists.cfm

Mail or hand deliver completed SOGA, Certifications Regarding Lobbying Form, General Grant Conditions and Assurances Form and Non-Supplanting Certification Form to DCJS, Grants Administration, attn: Janice Waddy, 1100 Bank Street, Richmond, Virginia 23219 by **4:00 p.m. April 15, 2010**. Emailed or faxed copies will not be accepted.

Submit your Itemized Budget and Budget Narrative for review and approval, 30 days prior to your first request for reimbursement of funds. Itemized Budget and narrative can be mailed to DCJS or emailed to Grant Monitor Shelia Anderson. Approval of items requested must be received prior to initial request for reimbursement. Reimbursement of funds will not be authorized without prior written authorization.

Contact grant Monitor Shelia Anderson for application assistance at (804) 786-9469