

INTRODUCED: April 13, 2026

AN ORDINANCE No. 2026-079

To authorize the Chief Administrative Officer, for and on behalf of the City of Richmond, to accept funds in the amount of \$344,100.00 from the Virginia Department of Criminal Justice Services, to amend the Fiscal Year 2025-2026 Special Fund Budget by creating a new special fund for the Department of Justice Services entitled “Operation Ceasefire Program Special Fund,” and to appropriate the increase to the Fiscal Year 2025-2026 Special Fund by increasing estimated revenues and the amount appropriated to the Department of Justice Services’ “Operation Ceasefire Program Special Fund” by \$344,100.00 for the purpose of funding the City’s Operation Ceasefire Program for the Office of Gun Violence Prevention.

Patron – Mayor Avula

Approved as to form and legality
by the City Attorney

PUBLIC HEARING: APR 27 2026 AT 6 P.M.

THE CITY OF RICHMOND HEREBY ORDAINS:

§ 1. That the Chief Administrative Officer, for and on behalf of the City of Richmond, is hereby authorized to accept funds in the amount of \$344,100.00 from the Virginia Department of Criminal Justice Services for the purpose of funding the City’s Operation Ceasefire Program for the Office of Gun Violence Prevention.

AYES: 8 NOES: 0 ABSTAIN: _____

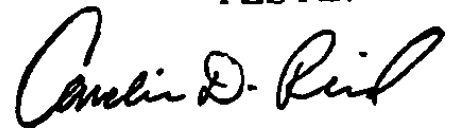
ADOPTED: APR 27 2026 REJECTED: _____ STRICKEN: _____

§ 2. That Article I, Section 2 of Ordinance No. 2025-057, adopted May 12, 2025, which adopted a Special Fund Budget for the fiscal year commencing July 1, 2025, and ending June 30, 2026, and made appropriations pursuant thereto, be and is hereby amended by creating a new special fund for the Department of Justice Services entitled “Operation Ceasefire Program Special Fund” for the purpose of funding the City’s Operation Ceasefire Program for the Office of Gun Violence Prevention.

§ 3. That the funds received from the Virginia Department of Criminal Justice Services are hereby appropriated to the Special Fund Budget for the fiscal year commencing July 1, 2025, and ending June 30, 2026, by increasing estimated revenues by \$344,100.00, increasing the amount appropriated for expenditures by \$344,100.00, and allotting to the Department of Justice Services’ “Operation Ceasefire Program Special Fund” the sum of \$344,100.00 for the purpose of funding the City’s Operation Ceasefire Program for the Office of Gun Violence Prevention.

§ 4. This ordinance shall be in force and effect upon adoption.

**A TRUE COPY:
TESTE:**

A handwritten signature in black ink, appearing to read "Carlin D. Reil". The signature is written in a cursive, flowing style.

City Clerk

O&R Transmittal Letter

DATE: January 12, 2026 **EDITION: 1**

TO: The Honorable Members of City Council

THROUGH: The Honorable Danny Avula, Mayor

THROUGH: Odie Donald, II, Chief Administrative Officer

THROUGH: Tanikia Jackson, Deputy Chief Administrative Officer, Finance & Administration

THROUGH: Letitia Shelton, Director of Finance

THROUGH: Meghan Brown, Director of Budget & Strategic Planning

THROUGH: Amy Popovich, Deputy Chief Administrative Officer, Human Services

FROM: Greg Hopkins, Interim Director of Justice Services

RE: To authorize the Chief Administrative Officer, for and on behalf of the City of Richmond, to accept funds in the amount of \$344,100.00 for the purpose of funding the Department of Justice Services’ Operation Ceasefire Program for the Office of Gun Violence Prevention.

ORD. OR RES. No. _____

PURPOSE: To authorize the Chief Administrative Officer, for and on behalf of the City of Richmond, to accept funds in the amount of \$344,100.00 from the Virginia Department of Criminal Justice Services, and to amend the Fiscal Year 2025-2026 Special Fund Budget by creating a new special fund for the Department of Justice Services entitled “Operation Ceasefire Program Special Fund” and appropriating the increase to the Department of Justice Services’ “Operation Ceasefire Program Special Fund” by \$344,100.00 for the purpose of funding the Operation Ceasefire Program for the Office of Gun Violence Prevention.

BACKGROUND: The City of Richmond, through the Office of Gun Violence Prevention, has been awarded funds to implement the Safety & Healing Initiative by the Virginia Department of Criminal Justice Services to support partnerships with local nonprofit reentry and service providers to recruit, train, and deploy credible messengers with lived experience as well as targeted environmental improvements in high-violence hotspot neighborhoods, implemented in coordination with City departments.

COMMUNITY ENGAGEMENT: Deliberation, consultation, and public engagement with external partners occurs monthly through the Gun Violence Prevention and Intervention Steering Committee.

STRATEGIC INITIATIVES AND OTHER GOVERNMENTAL: This legislation supports the Mayoral Action Plan, Pillar Two: Thriving Neighborhoods, Goal D: Keeping our neighbors safe and prepared by decreasing the number of gun violence victims. By authorizing the acceptance and appropriation of the Operation Ceasefire Grant funding to the Office of Gun Violence Prevention, the city enables implementation of coordinated, evidence-based community violence reduction strategies that complement law enforcement efforts. These investments are intended to reduce gun violence, improve neighborhood safety, and strengthen community resilience in areas disproportionately impacted by violence.

FISCAL IMPACT: No General Fund impact is anticipated. This is a reimbursement-based grant. Grant accounting, fiscal controls, and reporting will be managed by the Safer Communities Grant Coordinator within the Department of Justice Services.

DESIRED EFFECTIVE DATE: Upon Adoption

REQUESTED INTRODUCTION DATE: April 13, 2026

CITY COUNCIL PUBLIC HEARING DATE: April 27, 2026

REQUESTED AGENDA: Consent

RECOMMENDED COUNCIL COMMITTEE: Finance (April 16, 2026)

AFFECTED AGENCIES: Department of Justice Services (Office of Gun Violence Prevention), Department of Budget and Strategic Planning, Richmond Police Department

RELATIONSHIP TO EXISTING ORD. OR RES.: Amends Ord. No. 2025-057, adopting the annual budget

ATTACHMENTS: Grant award package to include the Statement of Grant Acceptance

STAFF: Gregory Hopkins
Interim Director of Justice Services
(804) 646-3763



COMMONWEALTH of VIRGINIA

Department of Criminal Justice Services

The Honorable Jackson H. Miller
Director

Tracy Louise Winn Banks, Esq.
Chief Deputy Director

Washington Building
1100 Bank Street
Richmond, Virginia 23219
(804) 786-4000
www.dcjs.virginia.gov

December 18, 2025

Mr. Oldie Donald, III
Chief Administrative Officer
900 East Broad Street
Richmond, Virginia 23222

RE: 557678-2026 Operation Ceasefire

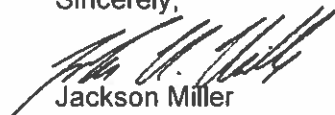
Dear Mr. Oldie Donald, III:

We are pleased to inform you that your organization has been awarded a grant under the funding opportunity listed above. Your DCJS grant award number is **560927** and was approved for a total budget of **\$344,100**, through state funding. The project period is **1/1/2026** through **12/31/2028**.

Included with this letter is your Statement of Grant Award/Acceptance (SOGA), Special Conditions, Reporting Requirements, and Projected Due Dates. Please review these materials carefully. In addition, there may be Encumbrances, action items related to your grant award, that require your immediate attention. If applicable, these must be addressed and submitted through the On-line Grants Management System (OGMS) at <https://ogms.dcjs.virginia.gov>.

We are committed to supporting you throughout the life of your grant and are available to assist in any way to help ensure your project's success. To formally accept the award and its conditions, please sign the enclosed Statement of Grant Award/Acceptance (SOGA) and return it electronically within 60 days to grantsmgmt@dcjs.virginia.gov. If you have questions, contact your DCJS Grant Monitor **Jennifer Quitiquit** at **804-363-6027** or via email at Jennifer.Quitiquit@dcjs.virginia.gov.

Sincerely,


Jackson Miller
Director

STATEMENT OF GRANT AWARD (SOGA)

Virginia Department of Criminal Justice Services
1100 Bank Street, 12th Floor
Richmond, VA 23219

557678-2026 Operation Ceasefire

DCJS Grant Information

Please note grant awards are contingent on the availability of funding.

| | | | |
|--------------------------|----------------|-----------------------------|------------|
| Subgrantee: | Richmond, City | DCJS Grant Number: | 560927 |
| UEI Number: | EG4LF5GYLK81 | Indirect Cost Rate*: | % |
| Grant Start Date: | 1/1/2026 | Grant End Date: | 12/31/2028 |

Award Amounts

| | |
|-----------------------------|------------------|
| State General Funds: | \$ 0 |
| State Special Funds: | \$344,100 |
| Local Match: | \$ 0 |
| TOTAL BUDGET: | \$344,100 |

Authorized Officials

| Project Director | Project Administrator | Finance Officer |
|---|--|--|
| Mrs. Henristra Richburg-Wilson Grant Coordinator 730 East Broad Street Richmond, Virginia 23222 804-646-3035 Henristra.Richburg-Wilson@rva.gov | Mr. Oldie Donald, III Chief Administrative Officer 900 East Broad Street Richmond, Virginia 23222 804-646-3810 odie@rva.gov | Ms. Leticia Shelton Director of Finance 900 East Broad Street Richmond, Virginia 23219 804-646-5667 Leticia.Shelton@rva.gov |

*If applicable, please indicate your ICR in the space provided and attach written documentation.

As the duly authorized representative, the undersigned, having received the Statement of Grant Awards (SOGA) and reviewing the Special Conditions, hereby accepts this grant and agrees to the conditions and provisions of all other Federal and State laws and rules and regulations that apply to this award. If there has been a change in an authorized official, cross out the information on the document and write the new contact information. Do not electronically alter this document.

Signature: _____
Authorized Official (Project Administrator)

Title: _____

Date: _____

560927 - Ceasefire Pilot Program - City of Richmond OGVF

Grant Details

Funding Opportunity: 557678-2026 Operation Ceasefire
Funding Opportunity Due Date: Oct 10, 2025 5:00 PM
Program Area: Operation Ceasefire Grant Fund
Status: Awarded
Project Start Date:
Project End:

Contact Information

Primary Contact Information

Name: Mrs. Henistra C Richburg-Wilson Suffix
Title: Salutation First Name Middle Name Last Name
Grant Coordinator
Email: Henistra.Richburg-Wilson@va.gov
Address: 730 E. Broad Street

Phone: Richmond Virginia 23219 Zip +4
City State/Province Postal Code/Zip
804-646-3035 Ex
Phone
###-###-####
Fax: ###-###-####

Organization Information

Federal ID Number: 546001556
Organization Name: Richmond, City

Organization Type*:

City Government

SAM Validation:

Yes

SAM Expiration Date:

2026-07-22

SAM Status:

Active

SAM Exclusion Flag:

No

SAM Type:

Private Expiration Date:

For example: <http://www.dqis.virginia.gov>

Organization Website:

City of Richmond

Address*:

900 E. Broad Street

Richmond Virginia

23219

Zip +4

City

State/Province

Postal Code/Zip

Phone*:

(804) 646-5829 ExL

###-###-####

Fax:

###-###-####

Faith Based Organization*:

No

FIPS Code (Only Required for Local Government):

760-Richmond City

Face Sheet

Face Sheet

Select the congressional district(s) that will benefit from the program.

Congressional District(s)*:

4th

Choose all that apply.

Best Practice?:

Yes

For JJDJ programs only.

Select all jurisdiction(s) served. If appropriate, select "STATEWIDE"

Jurisdiction(s) Served*:

RICHMOND CITY

Choose all that apply.

Click [here](#) to see if you are certified.

Certified Crime Prevention Community?*

Yes

Type of Application*:

New

Check the box(s) that best describes the applicant service area.

Community Setting*:

Urban

In this space, provide a short description of the project.

Brief Project Overview*:

The City of Richmond's Office of Gun Violence Prevention (OGVP) will launch a three-year Safety & Healing Initiative (CY2026-2028) to disrupt cycles of violence in high-risk neighborhoods. The grant application primary focus area will be Programmatic Support, focusing on the following categories, Positive Youth Development, and Community-based Initiatives, such as CPTED (Crime Prevention Through Environmental Design) and violence interrupter programs.

Project Director

Name: Mrs. Henistra C Richburg-Wilson Suffix

Prefix First Name Middle Name Last Name

Grant Coordinator

Address*: 730 East Broad Street

Address Line 2

Richmond Virginia 23222 +4

City State Zip Code

Phone Number*: 804-646-3035

Fax Number:

Email Address*: Henistra.Richburg-Wilson@va.gov

Is the mailing address the same as the physical address?

Mailing Address*:

Yes

Project Administrator

Name: Mr. Olde Donald III

Prefix First Name

Middle Name Last Name

Suffix

Title*: Chief Administrative Officer

Address*: 900 E. Broad Street

Address Line 2

Richmond Virginia 23222 +4

City State Zip Code

804-646-3810

Phone Number*:

Fax Number:

Email Address*: odie@va.gov

Mailing Address*:

Yes

Finance Officer

Name: Ms. Leticia Shelton

Prefix First Name

Middle Name Last Name

Title*:

Director of Finance

Address*:

900 East Broad Street

Room 1002

Address Line 2

Richmond Virginia 23219 +4

City State Zip Code

804-646-5667

Phone Number*:

Fax Number:

Email Address*:

Leticia.Shelton@va.gov

Mailing Address*:

Yes

Project Narrative Form

Project Narrative

Demonstration of Need*:

The City of Richmond continues to face a persistent crisis of community violence that disproportionately impacts Black youth, young adults, and families in historically underserved neighborhoods. Gun violence remains the leading cause of death among Richmond's youth and young adults, with more than 90% of homicides in recent years involving a firearm. In 2024 alone, Richmond recorded 57 homicides and nearly 500 aggravated assaults, at a 11% reduction from the previous year at 64. While there has been a decline in violent crime compared to previous years, Richmond's homicide and shooting rates remain significantly higher than state and national averages.

The leading drivers of firearm homicides was arguments (28%), followed by robberies (13%), drug-related disputes (11%), retaliation (10%), and domestic incidents (10%). Smaller but notable portions involved innocent bystanders, drug robberies, and gang activity. These findings suggest a mix of personal disputes and opportunistic crimes driving lethal violence.

The highest concentration of victims and offenders fell between 18-34 years old, with 18-24-year-olds making up 26% of victims and 38% of offenders. Victims averaged 32.2 years of age, while offenders averaged 28.7 years, demonstrating that the bulk of firearm-related homicides involved younger adults.

The drivers of violence in Richmond are multifaceted and systemic. Nearly 40% of children in the city live in poverty, one of the highest rates in Virginia, contributing to housing instability, food insecurity, and limited access to quality education and employment opportunities. Many youth experience disconnection from school and the workforce, leaving them vulnerable to negative peer influences, cycles of retaliation, and criminal justice involvement. Structural inequities-rooted in decades of disinvestment, segregation, and concentrated disadvantage--have created hot spot neighborhoods where opportunity is scarce, and violence is tragically normalized.

The ripple effects of violence extend far beyond the immediate victim or perpetrator. Survivors of shootings and their families often face lifelong trauma, compounded by limited access to mental health resources and social supports. Research shows that exposure to gun violence is a strong predictor of post-traumatic stress, depression, and poor academic outcomes for children and youth. For individuals returning from incarceration, barriers to housing, employment, and health care increase the likelihood of recidivism and re-involvement in violence. Without coordinated interventions, these challenges perpetuate a cycle of instability and harm that undermines community resilience.

Local data confirm the urgency of targeted interventions. Analysis from the Richmond Police Department and Department of Justice Services indicates that a relatively small group of individuals--often young men ages 25-37--are disproportionately involved in shootings, either as victims or suspects. Many have prior justice involvement, histories of trauma, and limited family or community supports. At the same time, certain neighborhoods, particularly in the East End, Southside, and public housing communities, account for a disproportionate share of violent incidents.

The need for holistic, evidence-based, and community-centered solutions is clear. Traditional enforcement approaches, while necessary, are insufficient to address the root causes of violence or to rebuild trust in neighborhoods most affected. Residents consistently call for prevention, healing, and opportunity creation-approaches that not only save lives but also restore hope and resilience. The Safety & Healing Initiative directly responds to this demand by integrating violent interrupter programming, and Crime Prevention Through Environmental Design (CPTED) strategies to transform high-violence environments.

Failure to act now risks losing hard-won momentum in reducing violence. Without dedicated resources for targeted interventions, the city faces continued loss of life, ongoing trauma in families, and eroding trust in government. The Safety and Healing Initiative provides an opportunity to demonstrate that a comprehensive, multi-year approach can produce measurable reductions in shootings, support community healing, and build sustainable pathways for safety. By investing in people, families, and neighborhoods, Richmond can begin to disrupt the entrenched cycles of violence that have plagued its communities for decades.

Project Description:

The City of Richmond, through its Office of Gun Violence Prevention (OGVP), will implement the Safety & Healing Initiative the three-year initiative is designed to reduce community violence, improve neighborhood safety, and strengthen families most impacted by gun violence.

The Safety and Healing Initiative integrates two mutually reinforcing strategies: (1) Violence Interrupter Programming, and (2) Crime Prevention Through Environmental Design (CPTED). Together, these approaches offer both individual- and community-level impact, disrupting cycles of violence while fostering long-term resilience.

1. Violence Interrupters - The OGVP will partner with nonprofit local reentry services, to pilot a Community Mediation Program for high-risk adults. This program targets returning citizens and justice-involved individuals who are at elevated risk of either perpetrating or becoming victims of violence. OGVP will recruit, train, and deploy Community Mediation Violence Interrupters - trusted peers and credible messengers (often individuals with lived experience in the justice system) - to engage this population. Violence interrupters will be trained in conflict resolution, trauma-informed care, resource navigation, and mediation techniques. They will conduct proactive outreach in the selected hotspot neighborhood, building relationships with high-risk individuals (e.g. gang-affiliated youth or recently released adults) to prevent conflicts from escalating into violence. Key activities include mediating brewing disputes (gang, beefs or personal conflicts) before they result in shootings, mentoring participants in life skills and positive decision-making, and connecting them with wraparound support (job training, education, substance abuse treatment, housing assistance, etc.). The pilot will intentionally invest in training Richmond residents as credible messengers, case managers, and outreach workers. By developing a locally rooted workforce with lived experience, the City builds lasting capacity that persists beyond the grant. Training will be standardized and aligned with national CVI best practices, positioning Richmond to become a regional leader and to attract additional funding

2. Crime Prevention Through Environmental Design (CPTED) - Neighborhood conditions play a critical role in shaping both perceptions of safety and opportunities for crime. Drawing on evidence-based CPTED principles, the pilot will target high-violence hot spots for concentrated environmental interventions. Working in collaboration with City departments such as Public Works, Parks & Recreation, and Code Enforcement, the CPTED strategy will include improving street lighting, cleaning vacant lots, removing blight, enhancing recreational spaces, and creating safe, accessible community gathering places. These improvements will be coupled with community engagement activities to strengthen neighborhood ownership and trust. By demonstrating visible, rapid changes to the physical environment, this component seeks to reduce crime opportunities, increase resident confidence, and restore collective efficacy in historically disinvested neighborhoods.

Anticipated Outcomes

- Measurable reduction in shootings and retaliatory violence in target areas.
- Successful reentry and stabilization of returning citizens engaged through the program.
- Visible improvements in environmental conditions in targeted hotspot neighborhoods, coupled with increased community trust and engagement.
- Institutionalization of best practices into the City's long-term violence prevention infrastructure.

Over three years, Richmond will demonstrate how comprehensive strategies that engage individuals, families, and neighborhoods can create safer, stronger communities for generations to come.

Service Area Demographic/Target Population:

Service Area/ Target Population:

The Safety & Healing Initiative will serve the City of Richmond, focusing on neighborhoods and populations most directly impacted by persistent cycles of gun violence. Analysis from the Richmond Police Department, shows that incidents of shootings and homicides are geographically concentrated in a handful of hot spot areas, while victimization and perpetration are disproportionately

borne by youth and young adults of color. The program is intentionally designed to reach both the places and the people most in need of intervention.

The program will prioritize high-violence neighborhoods where homicide and shooting review data consistently highlight disproportionate concentrations of gun-related harm. These include communities such as Creighton, Fairfield, Hillside, Gilpin, Mosby, and Southside corridors, which represent both historical disinvestment and current violence hot spots.

Service delivery will be place-based, integrating program resources into community spaces and focusing environmental improvements where residents experience the highest levels of fear and insecurity. Crime Prevention Through Environmental Design (CPTED) efforts will include enhanced lighting, blight removal, safe recreational spaces, and neighborhood greening projects to reduce crime opportunities and foster resident ownership. By concentrating interventions in these geographic hot spots, the program aims to demonstrate measurable reductions in shootings and community violence while building a replicable model for citywide scale.

The Safety and Healing Initiative will focus on individuals, families, and groups most impacted by or at risk of involvement in gun violence. Target populations include:

- High-Risk youth and young adults: Individuals identified as most likely to be involved in shootings, either as victims or perpetrators. Includes gang/group-involved youth, those recently injured in violent incidents, or those with multiple prior arrests for violent offenses. Emphasis will be placed on individuals disconnected from school and work, who are most vulnerable to cycles of violence and retaliation.
- Reentry Population: Adults and young adults transitioning from incarceration who face heightened risk of reoffending without structured supports. These individuals often experience barriers to housing, employment, and behavioral health services that directly increase recidivism and community instability.
- Neighborhood Residents in Violence Hot Spots: Community members living in areas most impacted by shootings, who experience the indirect harms of violence including trauma, fear, and reduced quality of life. CPTED interventions will benefit these residents by transforming unsafe spaces into visible signs of investment, safety, and resilience. Community engagement activities will elevate resident voices, fostering trust and collective ownership of violence prevention strategies.

Demographic Considerations: Many victims and offenders had prior justice involvement, and more than one-third were residents of public housing communities. This data underscores the need for interventions that address both systemic inequities and the immediate risks facing young Black men and their families.

Cross-System Referrals:

- Participants will be identified and engaged through multiple referral pathways, including:
- Richmond Police Department and shooting review teams (hot spot analysis and intelligence data).
- Self-referrals and community engagement through violence interrupters/credible messengers.

By concentrating services in Richmond's most vulnerable neighborhoods and tailoring interventions to high-risk individuals, returning citizens, fathers, and families, the Safety & Healing Initiative that resources are deployed where they will have the greatest impact. This targeted approach balances prevention, intervention, and environmental transformation, creating safer, healthier communities while advancing equity and healing for those most affected by gun violence.

Sustainment Plan:

The Safety & Healing Initiative is intentionally designed not only as a short-term demonstration project but as a foundation for long-term, institutionalized violence prevention in Richmond. Sustainability will be achieved by embedding successful practices into existing city systems, diversifying funding streams, and building community ownership to ensure continuity beyond the initial three-year grant period.

Institutionalization within City Systems - The Office of Gun Violence Prevention (OGVP) will coordinate pilot implementation in partnership with internal city agencies, and community-based organizations. By leveraging Richmond's whole-of-government model, pilot activities such as violence interrupters and Crime Prevention Through Environmental Design (CPTED) interventions will be embedded into agency workflows and budgets.

Diversified Funding Streams - While the pilot is initially funded through the Operation Ceasefire grant, Richmond will actively pursue braided funding streams to maintain and expand programming. These include:

- City General Fund Allocation: Demonstrated outcomes will justify dedicated line items in the City's public safety and human services budgets.

Community Ownership and Buy-In - The pilot will embed resident voices through advisory groups, participatory planning, and community forums. By ensuring that residents see visible improvements-whether through CPTED projects, reduced violence in hot spots, or mentorship for youth-the program builds public demand for continuation. Local organizations will be supported to grow their internal capacity, strengthening grassroots infrastructure so that sustainability does not rely solely on city agencies.

The Safety & Healing Initiative sustainment plan is grounded in three pillars: institutionalization within City systems, diversification of funding, and empowerment of local communities. By embedding services, braiding resources, and demonstrating measurable outcomes, Richmond will ensure that investments made through this grant yield long-term reductions in violence, stronger families, and safer neighborhoods. Far from a temporary initiative, the pilot is a catalyst for a lasting, citywide transformation of public safety.

Status Reports

Lobbying and Debarment (2025)

Lobbying and Debarment Certification

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

Certification*:

Yes

Project Administrator*:

Odle Donald

First Name Last Name

Chief Administrative Officer 10/09/2025

Title Date

Claims

Goals and Objectives

Requested

If this is not requested, please indicate that here and then mark this form as complete.

Are Goals and Objectives required by the funding opportunity?*

Yes

Goals and Objectives

| Goal Number | Goal | Objective | Activities | Month (in which implementation step occurs) |
|-------------|--|---|---|---|
| Goal 1 | Reduce violent crime and improve public safety in targeted hotspot communities through integrated interventions. | Reduce violent incidents by 5-10% over 3 years by improving neighborhood safety through environmental upgrades, resident-led engagement, and sustained community oversight. | Remediate blight, improve lighting, launch safety task force, engage 30+ residents in cleanups/walks, and track reductions in violence and improved safety perceptions. | January |

| | | | | |
|--------|--|---|--|---------|
| Goal 2 | Promote successful reentry and reduce recidivism among high-risk individuals through targeted mentorship and support. | Enroll high-risk adults/youth in reentry/mentorship, mediate conflicts, and reduce recidivism by 25% over 3 years, while strengthening family engagement through parenting/fatherhood workshops. | Recruit high-risk participants, create reentry plans, pair with interrupters, mediate conflicts, track recidivism, and deliver fatherhood/parenting workshops to strengthen family ties. | January |
| Goal 3 | Engage and empower community members (ages 18+) through positive mentorship and activities to prevent future violence. | Engage 20% of community members in mentorship and support groups, train 10-15 Violence Interrupters and achieve 75% retention with reduced violent offenses and improved employment outcomes by Year 3. | Recruit community members, run weekly groups, train interrupters, provide 100+ hours/quarter mentorship, track retention, support job placement, and monitor violence-free outcomes. | January |
| Goal 4 | Strengthen multi-agency collaboration and community trust to support sustainable violence reduction. | Build a multi-agency team, host 4+ annual community events to strengthen trust, and secure a Year 3 sustainment plan with commitments to continue services beyond the grant. | Hold monthly multi-agency meetings, host 4+ community events yearly, June gather resident feedback, and develop a Year 3 sustainment plan with funding and partner commitments. | June |

Contract Amendments

Site Visits

Contract

Personnel and Employee Fringe Benefits

Requested

If this is not requested, please indicate that here and then mark this form as complete.

Is Personnel being requested?: Yes

Personnel

| Employee Name | Position | Total Hours Per Week (if applicable) | Total Hours Per Year | Total Annual Salary (grant-funded plus other sources) | Percent being requested | Number of Grant-Funded Hours | Grant-Funded Full Time Equivalent (FTE?) | Total Salary Amount Requested from Grant | New Position? | Federal Funds | State Funds | Special Funds | Cash In-Kind Match | Personnel Match | Total |
|-------------------|----------|--------------------------------------|----------------------|---|-------------------------|------------------------------|--|--|---------------|---------------|-------------|---------------|--------------------|-----------------|-------|
| No Data for Table | | | | | | | | | | | | | | | |

Employee Fringe Benefits

| Employee Name | FICA Retirement | Group Life | Health Insurance | Workers? Comp | Unemployment | Disability | Other | Requested Employee Fringe Benefits Total | If Other, Please Describe | Federal Funds | State Funds | Special Funds | Cash Match | In-Kind Match | Employee Fringe Benefits Total |
|---------------|-----------------|------------|------------------|---------------|--------------|------------|-------|--|---------------------------|---------------|-------------|---------------|------------|---------------|--------------------------------|
|---------------|-----------------|------------|------------------|---------------|--------------|------------|-------|--|---------------------------|---------------|-------------|---------------|------------|---------------|--------------------------------|

No Data for Table

Position and Justification

| Employee Name | Description of Position | Justification for Position |
|---------------|-------------------------|----------------------------|
|---------------|-------------------------|----------------------------|

No Data for Table

Personnel and Employee Fringe Benefits Totals

DCJS FUNDS

Federal Funds: \$0.00
 State Funds: \$0.00
 Special Funds: \$0.00

Match Funds

Cash Match: \$0.00
 In-Kind Match: \$0.00

Personnel/Fringe Total

TOTAL: \$0.00

Consultants

Requested

If this is not requested, please indicate that here and then mark this form as complete.

Are Consultant and/or Consultant Travel being requested?: Yes

Consultant

| Name of Consultant | Consultant Hourly Rate | Total Number of Hours | Total Consultant Cost | Federal Funds | State Funds | Special Funds | Cash Match | In-Kind Match | Consultant Total |
|---------------------------------------|------------------------|-----------------------|-----------------------|---------------|-------------|---------------|------------|---------------|------------------|
| TBD - Violence Interrupter 1 (24 mos) | \$16.00 | 3120 | \$49,920.00 | \$0.00 | \$0.00 | \$49,920.00 | \$0.00 | \$0.00 | \$49,920.00 |

TBD - Violence interrupters are central to the Ceasefire Pilot Program's intervention strategy. These credible messengers, selected for their lived experience and trusted standing in Richmond's most impacted neighborhoods, will serve as frontline mediators and community connectors. Under this contract, an interrupter will receive a stipend of approximately \$8,333 per year to provide consistent outreach and conflict mediation services. While not full-time employees, interrupters will dedicate roughly 10 hours per week to: Conduct street-level outreach in high-violence hot spots during peak hours, mediate high-risk disputes (at least 25 cases across the pilot) to prevent retaliation, and serve as mentors to high-risk youth and young fathers.

TBD - Violence interrupters are central to the Ceasefire Pilot Program's intervention strategy. These credible messengers, selected for their lived experience and trusted standing in Richmond's most impacted neighborhoods, will serve as frontline mediators and community connectors. Under this contract, an interrupter will receive a stipend of approximately \$8,333 per year to provide consistent outreach and conflict mediation services. While not full-time employees, interrupters will dedicate roughly 10 hours per week to: Conduct street-level outreach in high-violence hot spots during peak hours, mediate high-risk disputes (at least 25 cases across the pilot) to prevent retaliation, and serve as mentors to high-risk youth and young fathers.

Consultant Subsistence & Travel Totals

DCJS FUNDS

Federal Funds: \$0.00
 State Funds: \$0.00
 Special Funds: \$249,600.00

Match Funds

Cash Match: \$0.00
 In-Kind Match: \$0.00

Consultant Subsistence & Travel Total

TOTAL: \$249,600.00

Encumbrances

Encumbrances

| Status | Compliance Date | Description | Due Date | Hold Payment |
|--------|-----------------|-------------|----------|--------------|
|--------|-----------------|-------------|----------|--------------|

No Data for Table

Correspondence

Correspondence

| Date | From | Subject | Message | Attachment | Attachment | Attachment | Attachment |
|----------------------|--|--|--|---|--------------------------|-----------------------|------------|
| Dec 19, 2025 9:52 AM | 17448139094691 706561344662 1591119676280 1726066392231 DCJS | DCJS Grant Award Package - Richmond City | The Virginia Department of Criminal Justice Services is pleased to announce that your application has been awarded. Attached is your grant Award Package that contains an Award Letter, Statement of Grant Award/Acceptance (SOGA), Special Conditions, and SOGA Instructions. In addition to the general Special Conditions, there may be action items related to your Grant Award called Encumbrances. If there are any, you are required to adhere to these conditions via the On-line Grants Management System (OGMS) at https://ogms.dqs.virginia.gov/ . The instructions for Submitting Action Item Encumbrances are posted here: https://www.dqs.virginia.gov/grants/ogm-training-resources along with other resources and training videos. | CY26 Operation Ceasefire Grant Special Conditions.pdf | Grant SOGA Richmond City | Instructions 2024.doc | 560927.pdf |

Travel

Requested

If this is not requested, please indicate that here and then mark this form as complete.

Is Travel being requested?*

Local Mileage

| Number of Miles | Mileage Rate | Total Local Mileage | Federal Funds | State Funds | Special Funds | Cash Match | In-Kind Match | Local Mileage Total |
|-------------------|--------------|---------------------|---------------|-------------|---------------|------------|---------------|---------------------|
| No Data for Table | | | | | | | | |

Non-Local Mileage

| Number of Miles | Mileage Rate | Total | Federal Funds | State Funds | Special Funds | Cash Match | In-Kind Match | Non-Local Mileage Total |
|-------------------|--------------|-------|---------------|-------------|---------------|------------|---------------|-------------------------|
| No Data for Table | | | | | | | | |

Mileage Description and Justification

| Type | Description of Mileage | Justification for Mileage |
|-------------------|------------------------|---------------------------|
| No Data for Table | | |

Travel Totals

DCJS FUNDS
 Federal Funds:
 State Funds:
 Special Funds:
Match Funds
 Cash Match:
 In-Kind Match:
Travel Total
 TOTAL:
 Closeout

Closeout Tasks

| Category | Task | Anticipated Completion Date | Status | Completed Date | Description |
|-------------------|------|-----------------------------|--------|----------------|-------------|
| No Data for Table | | | | | |

Subsistence/Other Travel Costs

Requested

If this is not requested, please indicate that here and then mark this form as complete.

Are Subsistence/Other Travel Costs being requested?: Yes

Subsistence

| Event Title | Number of People Attending | Number of Nights | Lodging Rate | Total | Number of Days | Per Diem Rate | Total | Total Subsistence | Federal Funds | State Funds | Special Funds | Cash Match | In-Kind Match | Subsistence Total |
|--|----------------------------|------------------|--------------|--------|----------------|---------------|--------|-------------------|---------------|-------------|---------------|------------|---------------|-------------------|
| Local Mileage - Community Outreach & Mediation | 5 | 0 | \$0.00 | \$0.00 | 0 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$8,500.00 | \$0.00 | \$0.00 | \$8,500.00 |
| Community Violence Intervention (CVI) Training | 1 | 0 | \$0.00 | \$0.00 | 0 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$1,500.00 | \$0.00 | \$0.00 | \$1,500.00 |
| Community Support - Local Events | 5 | 0 | \$0.00 | \$0.00 | 0 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$3,000.00 | \$0.00 | \$0.00 | \$3,000.00 |
| | 11 | 0 | \$0.00 | \$0.00 | 0 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$13,000.00 | \$0.00 | \$0.00 | \$13,000.00 |

Subsistence Description and Justification

| Event | Description of Costs | Justification for Costs |
|-------|----------------------|-------------------------|
|-------|----------------------|-------------------------|

Local Mileage - Violence Interrupters must regularly travel within target neighborhoods to mediate conflicts, attend events, Mileage reimbursement ensures they can access participants and provide timely Community Outreach and conduct outreach. interventions.

Community Violence Intervention (CVI) Training - Funds will support participation in CVI and violence prevention trainings offered by DCJS and other partners. These opportunities strengthen program capacity, ensure adherence to evidence-based practices, and build staff expertise. These opportunities strengthen program capacity, ensure adherence to evidence-based practices, and build staff expertise.

Community Support - Local Events - Violence interrupters and staff will attend and facilitate community events across target neighborhoods. Providing meals ensures that outreach staff remain engaged during long events without financial hardship. These events are key to building resident trust and advancing community engagement goals.

Other Travel Costs

| Event Title | Number of People Attending | Number of Airfare Tickets | Airfare Rate | Total Airfare | Other Travel Costs | Total Cost for Air and Other | Federal Funds | State Funds | Special Funds | Cash Match | In-Kind Match | Other Travel Costs Total |
|-------------|----------------------------|---------------------------|--------------|---------------|--------------------|------------------------------|---------------|-------------|---------------|------------|---------------|--------------------------|
|-------------|----------------------------|---------------------------|--------------|---------------|--------------------|------------------------------|---------------|-------------|---------------|------------|---------------|--------------------------|

No Data for Table

Other Travel Costs Description and Justification

| Event | Description of Other Costs | Justification for Other Costs |
|-------|----------------------------|-------------------------------|
|-------|----------------------------|-------------------------------|

No Data for Table

Subsistence/Other Travel Costs Totals

DCJS FUNDS

Federal Funds: \$0.00
 State Funds: \$0.00
 Special Funds: \$13,000.00

Match Funds

Cash Match: \$0.00
 In-Kind Match: \$0.00

Subsistence/Other Travel Costs Total

TOTAL: \$13,000.00

Equipment

Requested

If this is not requested, please indicate that here and then mark this form as complete.

Is Equipment being requested?: No

Equipment

| Equipment Item | Cost Per Item/Monthly Rate | Total Number of Items/Number of Months | Total Cost | Federal Funds | State Funds | Special Funds | Cash Match | In-Kind Match | Equipment Total |
|----------------|----------------------------|--|------------|---------------|-------------|---------------|------------|---------------|-----------------|
|----------------|----------------------------|--|------------|---------------|-------------|---------------|------------|---------------|-----------------|

No Data for Table

Equipment Description and Justification

| Equipment Item | Description of Equipment | Justification for Equipment |
|----------------|--------------------------|-----------------------------|
|----------------|--------------------------|-----------------------------|

No Data for Table

Additional Documentation

| Description | File Name | Type | Size | Upload Date |
|-------------|-----------|------|------|-------------|
|-------------|-----------|------|------|-------------|

No files attached.

Equipment Totals

DCJS FUNDS

Federal Funds: \$0.00

State Funds: \$0.00
 Special Funds: \$0.00

Match Funds

Cash Match: \$0.00
 In-Kind Match: \$0.00

Equipment Total

TOTAL: \$0.00

Supplies & Other Expenses

Requested

If this is not requested, please indicate that here and then mark this form as complete.

Are Supplies & Other Expenses being requested?:

Yes

Supplies & Other Expenses

| Supply/Item Requested | Cost Per Item/Monthly Rate | Total Number of Items/Number of Months | Total Cost | Federal Funds | State Funds | Special Funds | Cash Match | In-Kind Match | Supplies & Other Expenses Total |
|---|----------------------------|--|--------------------|---------------|---------------|--------------------|---------------|---------------|---------------------------------|
| Outreach Gear (Shirts, Jackets, & Phones) | \$2,800.00 | 5 | \$14,000.00 | \$0.00 | \$0.00 | \$14,000.00 | \$0.00 | \$0.00 | \$14,000.00 |
| Community Engagement Material Events, Printing, Flyers, Incentives) | \$5,000.00 | 3 | \$15,000.00 | \$0.00 | \$0.00 | \$15,000.00 | \$0.00 | \$0.00 | \$15,000.00 |
| Office & General Supplies | \$2,500.00 | 3 | \$7,500.00 | \$0.00 | \$0.00 | \$7,500.00 | \$0.00 | \$0.00 | \$7,500.00 |
| CPTED Projects | \$45,000.00 | 1 | \$45,000.00 | \$0.00 | \$0.00 | \$45,000.00 | \$0.00 | \$0.00 | \$45,000.00 |
| | | | \$81,500.00 | \$0.00 | \$0.00 | \$81,500.00 | \$0.00 | \$0.00 | \$81,500.00 |

Supply/Item Requested Description and Justification

Supply/Item Description of Supply/Item

Justification for Supply/Item

Outreach The program will provide branded gear (shirts, jackets, ID badges, and tents) and mobile phones for interrupters to ensure visibility, safety, and gear (Shirts, accessibility during community outreach. Estimated costs include \$200 per interrupter for gear annually x 5 interrupters x 3 years = \$3,000. In addition, 5 program phones at \$40/month x 12 months = \$2,400 per year, or \$7,200 over 3 years. Tents, signage, and replacement gear are budgeted at \$1,300 annually x 3 years = \$3,900. The total is \$14,100, rounded to \$14,000.

Jackets, & Phones) These tools allow interrupters to work safely and effectively while building visibility in hot spot neighborhoods.

Community Supplies will support 4+ community events annually, including safety walks, town halls, and neighborhood cleanups. Costs cover printing, engagement flyers, signage, food, and event materials. Funds will support at least four community engagement events per year, including neighborhood cleanups, resource fairs, and town halls. Costs are estimated at \$1,250 per event x 4 events = \$5,000 annually. This includes printing, flyers, Events, signage, food, and event supplies. Over 3 years, the total is \$15,000.

Printing, Flyers, Incentives) These events foster trust, increase resident participation, and promote violence prevention resources across high-need neighborhoods.

Training Training costs include manuals, binders, handouts, and meeting supplies for interrupters and mentors. Each training is estimated at \$1,250 for Material and materials x 2 trainings annually = \$2,500 per year. Over 3 years, the total is \$7,500. These resources build staff capacity, improve service delivery, and strengthen long-term program fidelity.

Meeting standards in de-escalation, trauma-informed mentoring, and bystander intervention. Supplies Office & General management are essential for compliance with DCJS requirements and for transparent tracking of participant progress and program outcomes. Office supplies including paper, ink, binders, and consumables support daily program operations. Accurate reporting, documentation, and case management are essential for compliance with DCJS requirements and for transparent tracking of participant progress and program outcomes. and program operators, ensuring interrupters and mentors have the resources to effectively deliver violence prevention services. These supplies are necessary for compliance with DCJS reporting requirements and accurate case management.

Supplies General supplies include paper, ink, binders, and consumables to support day-to-day program operations and documentation. Costs are estimated at \$2,500 per year for three years, totaling \$7,500.

CP/ED Projects Funds will be used for small- to medium-scale environmental interventions in neighborhoods identified by Richmond Police Department shooting data and the Homicide & Shooting Review Commission. Target areas include public housing communities and corridors in the East Department shooting data and the Homicide & Shooting Review Commission. Target areas include public housing communities and corridors in the East End and Southside that experience high concentrations of shootings.

End and Southside that experience high concentrations of shootings. The allocation is based on the following estimated costs: - Lighting improvements: \$2,000 per fixture x 20 = \$40,000 - Blight remediation/greening: \$1,000 per site x 10 = \$10,000 - Community-use enhancements and supplies (graffiti removal, benches, signage, small gardens): \$3,333/year x 3 years = \$10,000 These figures reflect conservative estimates based on City of Richmond Public Works and Code Enforcement high concentrations of shootings.

Supplies & Other Expenses Totals

DCJS FUNDS

Federal Funds: \$0.00

State Funds: \$0.00

Special Funds: \$81,500.00

Match Funds

Cash Match: \$0.00

In-Kind Match: \$0.00

Supplies & Other Expenses Total

TOTAL: \$81,500.00

Non-Supplantation

Non-Supplantation

Applicants under this grant program are required to certify to DCJS, that the funding requested in this application does not supplant or replace, in whole or in part, federal, state, or local funds already supporting current program services.

I certify that the grant funds requested under this grant program will be used to supplement existing funds and will not replace (supplant) funds that have been appropriated for the same purposes.

Certification*:

Yes

Project Administrator*:

Odie Donald
 First Name Last Name
Chief Administrative Officer 10/09/2025
 Title Date

Attachments

Attachments Required?

Are additional attachments required by the funding opportunity?*

Yes

Attachments

| Description | File Name | Type | Size | Upload Date |
|----------------------------|---------------------------|------|--------|---------------------|
| OGP Draft Operational Plan | Operational Narrative.pdf | pdf | 739 KB | 12/08/2025 08:36 PM |

Budget

Budget

| Budget Categories | Federal | State | Special | Total |
|-------------------|---------------|---------------|---------------------|---------------------|
| Personnel | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Consultant | \$0.00 | \$0.00 | \$249,600.00 | \$249,600.00 |
| Travel | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Subsistence | \$0.00 | \$0.00 | \$13,000.00 | \$13,000.00 |
| Equipment | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Supplies/Other | \$0.00 | \$0.00 | \$81,500.00 | \$81,500.00 |
| Indirect Cost | \$0.00 | \$0.00 | \$0.00 | \$0.00 |
| Total | \$0.00 | \$0.00 | \$344,100.00 | \$344,100.00 |

Funds From Other Sources

Source

Amount

No Data for Table

Contract Document

Signed SOGA

| Named Attachment | Required | Description | File Name | Type | Size | Upload Date |
|------------------|----------|-------------|-----------|------|------|-------------|
| Original SOGA | ✓ | | | | | |
| Original SOGA | | | | | | |
| Revised SOGA | | | | | | |
| Revised SOGA | | | | | | |
| Revised SOGA #2 | | | | | | |
| Revised SOGA #2 | | | | | | |

Award Package

| Named Attachment | Required | Description | File Name | Type | Size | Upload Date |
|--------------------------|----------|------------------------|---|------|--------|---------------------|
| Original Award Package | | | | | | |
| Original Award Package | ✓ | Original Award Package | Richmond Civ-560927.pdf | pdf | 445 KB | 12/19/2025 10:50 AM |
| Revised Award Package | | | | | | |
| Revised Award Package | | | | | | |
| Revised Award Package #2 | | | | | | |
| Revised Award Package #2 | | | | | | |

Authority Delegation

| Named Attachment | Required | Description | File Name | Type | Size | Upload Date |
|------------------|----------|-------------|-----------|------|------|-------------|
| | | | | | | |

Authority/Delegation

Additional Documentation

| Description | File Name | Type | Size | Upload Date |
|--------------------|-----------|------|------|-------------|
| No files attached. | | | | |

Authority Certification

Authority Certification

Authorized Individual:

Odie Donald
First Name Last Name
Chief Administrative Officer
Title Date
10/09/2025

**GRANT SPECIAL CONDITIONS
REPORTING REQUIREMENTS AND
PROJECTED DUE DATES**

CY 2026 - 2028 Operation Ceasefire Grant Program (OCGP)

Funding Opportunity #557678

Virginia Department of Criminal Justice Services (DCJS)
1100 Bank Street, 12th Floor
Richmond, Virginia 23219

Acceptance of this grant award by the grantee constitutes its agreement that it assumes full responsibility for the management of all aspects of the grant and the activities funded by the grant, including assuring proper fiscal management of and accounting for grant funds; assuring that personnel paid with grant funds are hired, supervised and evaluated in accordance with established employment and personnel policies; and assuring that all terms, conditions and assurances--those submitted with the grant application, and those issued with this award--are complied with.

By signing the Statement of Grant Award/Acceptance, the grantee agrees to:

- use the grant funds to carry out the activities described in the grant application, as modified by the terms and conditions attached to this award or by subsequent amendments approved by DCJS;
- comply with all relevant sections of the *Code of Virginia*;
- adhere to the approved budget contained in this award and amendments made to it in accord with these terms and conditions; and,
- comply with all terms, conditions and assurances either attached to this award or submitted with the grant application.

1. Performance and obligation periods

Grant funds, including local match, may be expended and/or obligated during the grant award period of performance. Grantees may only charge to the award allowable costs incurred during this grant award period. All properly incurred obligations must be liquidated no later than 45 days after the end of the award period. No new obligations may be made during the liquidation period. The grantee agrees to submit a final financial report and return all received and unexpended grant funds to DCJS within 45 days of the end of the grant award period.

2. Financial management systems

All grantees are required to establish and maintain adequate accounting systems and financial records and to accurately account for funds awarded to them. They must have a financial management system in place that is able to record and report on the receipt, obligation, and expenditure of grant funds. Grantees must properly track the use of award funds and maintain adequate supporting documentation including maintaining proper documentation for all paid grant and match staff and volunteer time reported.

3. Access to grant records

The grantee must authorize DCJS and the Virginia Auditor of Public Accounts (APA) access to, and the right to examine, all records, books, papers, or documents related to this grant.

4. Documentation requirements

The grantee agrees to, upon request, promptly provide financial or programmatic-related documentation related to this award, including documentation of expenditures and achievements.

5. Additional monitoring requirements

The grantee understands that it may be subject to additional financial and programmatic on-site monitoring, which may be on short notice, and agrees that it will cooperate with any such monitoring.

6. Record retention and access

Records pertinent to the award must be retained for a period of three (3) years from the date of submission of the final expenditure report. Grantees must provide access, including performance measurement information, in addition to the financial records, supporting documents, statistical records, and other pertinent records.

7. Non-Supplanting requirement

State appropriations are typically allocated for specific purposes. Therefore, funds made available through this award will not be used to replace federal, state or local funds that would, in the absence of this grant, be made available for the same purposes. Please contact the Grant Monitor for questions or concerns regarding this condition.

8. Travel policy

Grantees may follow their own established travel rates if they have an established travel policy. DCJS reserves the right to determine the reasonableness of an organization's travel policy. If the grantee does not have an established policy, then they must adhere to State travel policy. DCJS allows reimbursement for actual reasonable expenses and meals according to per diem. Please refer to the following IRS website for the most current mileage rate: <https://www.irs.gov/tax-professionals/standard-mileage-rates>. Transportation costs for air and rail must be at coach rates.

9. Project initiation

Within 60 days of the starting date of the grant, the grantee must initiate the project funded. If not, the grantee must report to DCJS, in writing, the steps taken to initiate the project, the reasons for the delay, and the expected starting date. If the project is not operational within 90 days of the start date, the grantee must obtain approval in writing from DCJS for a new implementation date or DCJS may cancel and terminate the project and redistribute the funds.

10. Contract amendments

Contract/budget amendments must be submitted for review in the On-line Grants Management System (OGMS). These contract amendments include, but are not limited to, the following:

- Budget Amendment – Revision
- Budget Amendment – In Line Adjustment
- Change in Grant Funded Staff
- Change in Authorized Official
- Change in Award Sponsorship
- Project Scope of Work Revision
- Reporting Extension
- Liquidation Period Extension

Check with your grant monitor for details regarding submitting contract amendments via OGMS.

No amendment to the approved budget may be made without the prior approval of DCJS. No more than two (2) budget amendments will be permitted during the grant period. Budget Revision – Amendment requests, along with accompanying narrative, are to be submitted using the On-line Grants Management System (OGMS). The submission deadline for budget amendments is 45 days prior to the end of the grant period. Changes in grant funded staff and authorized officials must be made in a contract amendment within 30 days of the change occurring.

11. Financial audits

If the grantee is a local government or non-profit organization and expends \$1,000,000 or more in federal awards (from all sources) during its fiscal year, the grantee is required to submit the appropriate single or program specific audit in accordance with the provisions outlined in 2CFR Part 200 Subpart F. *Title 2 U.S. CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards ("Uniform Guidance")* requires DCJS to monitor subrecipients to which we pass-through Federal grant funding. This responsibility includes verifying that all subrecipients that meet the threshold for a Single-Audit, are audited in accordance with the Uniform Guidance requirements. At the end of the fiscal year, the grantee will receive the DCJS Subrecipient Single Audit Certification Form, by email. The grantee agrees to complete the form and return it to the Grant Compliance Monitor. Failure to remit this form to DCJS may result in encumbrances being placed on current awarded grants and may also impact future awarding decisions.

The grantee agrees to forward, to DCJS or to the Auditor of Public Accounts, a copy of the grantee's scheduled financial statement audit for the fiscal year that covers the grant award period. Grantees must communicate in writing any known or suspected violations of law encountered during audits, including fraud, theft, embezzlement, forgery, or other serious irregularities.

12. Project income

Any funds generated as a direct result of DCJS grant-funded projects are deemed project income. Project income must be reported to DCJS. Examples of project income might include service fees; client fees; usage or rental fees; sales of materials; and income received from sale of seized and forfeited assets (cash, personal or real property included). Project income may only be used for allowable program costs and must be spent prior to draw downs. Project income should be reported quarterly by completing the Financial Report in OGMS.

13. Required reports

The grantee agrees to submit, on or before scheduled due dates, such reports as required by DCJS. This includes filing required reports using the On-line Grants Management Information System (OGMS). Failure to submit reports by the deadline dates may result in delay for reimbursement requests and/or cancellation of the award.

14. Delegation of responsibility

Any delegation of responsibility for carrying out grant-funded activities to an office or department not a part of the local government must be pursuant to a written memorandum of understanding by which the implementing office or department agrees to comply with all applicable grant terms, conditions and assurances. Any such delegation notwithstanding, the applicant acknowledges by its acceptance of the award its ultimate responsibility for compliance with all terms, conditions and assurances of the grant award.

15. Procurement

All purchases for goods and services must comply with local established written procurement policies. If a grantee does not have an established written policy, then they must adhere to the Virginia Public Procurement Act:

<https://dgs.virginia.gov/procurement/policy-consulting--review/policy/>.

Procurement transactions, whether negotiated or advertised and without regard to dollar value, shall be conducted in a manner to provide maximum open and free competition.

Any exemption to this regulation requires the prior approval of DCJS and is only given in unusual circumstances. Any request for exemption must be submitted in writing to DCJS.

16. Nondiscrimination under state grants and programs

No person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination on the basis of race, color, religion, national origin, sex, pregnancy, childbirth or related medical conditions, age, marital status, sexual orientation, gender identity, disability, or status as a veteran under any program or activity receiving state financial assistance or under any program or activity conducted by or on behalf of any state agency.

The formal grant awards that DCJS enters into with all recipients require compliance with all applicable federal, state, and local laws, regulations, executive orders and ordinances related to expenditure of the grant money and the activities financed with the grant money.

17. Program Guidelines

The grantee agrees to comply with the applicable Grant Program Guidelines and Attachments, available here: <https://www.dcjs.virginia.gov/grants>

18. Personnel Cost

Grant funds may only be used for personnel costs and related benefits for individuals employed on the grant project. Payroll records must specify the grant program and funding sources, with clear identification by cost center or code. Charges for salaries, wages, and fringe benefits must accurately reflect the actual work performed by grant-funded staff during the project period. If a pay period extends beyond the project end date, you do not need to split the costs as long as the subrecipient is receiving a continuation grant. However, costs for salaries, benefits, or other related expenses cannot be charged to the grant after an individual leaves the grant program or outside the grant period.

19. Duplicative Funding

If the subgrantee currently has other active awards of federal funds, or if the subgrantee receives any other award of federal funds during the period of performance for this award, the subgrantee promptly must determine whether funds from any of those other federal awards have been, are being, or are to be used (in whole or in part) for one or more of the identical cost items for which funds are provided under this award. If so, the subgrantee must promptly notify DCJS in writing of the potential duplication, and, if so, requested by DCJS, must seek a budget-modification or change-of-project-scope to eliminate any inappropriate duplication of funding.

20. Employment Eligibility Verification

The subrecipient is required to properly verify the identity and employment eligibility of all individuals that will be funded (in whole or in part) with these award funds. For the purpose of satisfying the requirement of this condition a subrecipient must use Form I-9 Employment Eligibility Verification process, more information can be found at <https://www.uscis.gov/i-9> . As part of the recordkeeping for the award, the subrecipient must maintain records of all employment eligibility verifications pertinent to compliance with this award condition in accordance with Form I-9 record retention requirements. Any questions about this condition please contact your grant monitor.

21. Remedies for non-compliance of award requirements

Failure to comply with any one or more of these award requirements -- whether a condition set out in full above, a condition incorporated by reference below, or a certification or assurance related to conduct during the award period -- may result in the Department of Criminal Justice Services (DCJS) taking appropriate action with respect to the subrecipient and the award. Among other things, DCJS may withhold award funds, disallow costs, or suspend or terminate the award.

22. Reporting potential fraud, waste, and abuse, and similar misconduct

The subgrantee must notify the DCJS Grant Monitor of any suspected fraud, waste, abuse, or misconduct involving or relating to funds under this award.

23. Payment Offset Notification

This is the reduction or withholding of a subrecipient payment to satisfy a delinquent debt owed to the Commonwealth of Virginia or the United States federal government. Grantees are advised if delinquent debts are owed to the Commonwealth of Virginia or the United States Government, The Virginia Department of Taxation or United States Department of Treasury could withhold or reduce (offset) your claim reimbursement to satisfy the debt.

The Virginia Department of Taxation (TAX) is responsible for administering the Set-Off Debt Collection Program. The Set-Off Debt Collection Program is a legal remedy for collecting delinquent debts owed to the Commonwealth of Virginia by withholding reimbursement claim payments. If your reimbursement is reduced to satisfy a Virginia unpaid debt, and you have any questions or disagree, please contact The Virginia Department of Taxation Collections at [804.367.8045](tel:804.367.8045).

The United States Department of Treasury (USDT) is responsible for administering the Treasury Offset Program (TOP). The Treasury Offset Program is a federal government-wide debt collection program that recovers delinquent debts owed to the United States federal government by withholding reimbursement claim payments. If a TOP offset is applied, the subrecipient will receive a letter via USPS mail, that identifies the TOP offset amount and the federal agency(ies) to which the debt was applied. The federal agency contact(s) information will be included in the letter.

Before the Virginia Department of Criminal Justice Services issues a reimbursement claim payment, the Commonwealth's Financial Accounting System checks to see if there are any overdue debt claims owed to state or federal agencies. If there is a pending claim, or multiple claims, The Virginia Department of Taxation or The United States Department of Treasury may withhold or reduce your reimbursement claim payment by the amount of the debt owed. There is the possibility that subrecipient payment can have both CDS and TOP offsets applied.

DCJS does not maintain records of debts that may be owed to other state or federal agencies. If you have already paid your debt in full, or you don't owe the debt for other reasons, the agency collecting the debt is responsible for returning any part of your payment that should not have been reduced.

To avoid disruption in funding, we strongly encourage all grantees to regularly verify their organization's status with respect to any outstanding debts owed to the Commonwealth of Virginia or the United States federal government.

24. Suspension or Termination of Funding

DCJS may suspend (in whole or in part) or terminate funding, or impose another sanction on a grantee, 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 award 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.
5. Failure to meet service objectives in the previous award period of performance.
6. Filing a false certification in this application or other report or document.

DCJS reserves the right to request the return of any funds disbursed to the grantee, including funds later determined to be unallowable, inadequately documented, unsupported, or otherwise inconsistent with federal, state or grant regulations.

25. Subrecipients may not use these grant funds to:

1. Cover indirect costs.
2. Purchase equipment unless it is a necessary part of, and incidental to, an approved project.
3. Supplant or replace, in whole or in part, federal, state, or local funds already supporting current program services.
4. Cover capital construction, renovation, or remodeling costs.
5. Pay for personal entertainment, personal calls, or alcohol.
6. Pay for lobbying.

26. Additional “Action Item” encumbrances

Any additional “action item” encumbrances related to your award will be listed online on the DCJS On-Line Grant Management System (OGMS) website under the menu item Grants > Encumbrances. The grantee must address these items before DCJS staff can approve a claim marked as “Submitted” and disburse funds. If an encumbrance is placed on a grant while claims are in “Awaiting Payment, Correcting, Editing or Submitted” status, the claims will be voided or withdrawn by DCJS staff. The subrecipient may resubmit claims that were withdrawn or voided once the encumbrance is resolved.

Unless otherwise stated, these encumbrances must be met by the stated deadline in OGMS. If they remain unmet after this date, then the grantee must report to the DCJS, by letter, the steps taken to achieve compliance, the reasons for non-compliance, and the expected date of compliance. DCJS may terminate grant funding based upon unexplained or unreasonable failure to substantially comply with encumbrances within reasonable specified time frames.

REPORTING REQUIREMENTS AND PROJECTED DUE DATES

Virginia Department of Criminal Justice Services
1100 Bank Street, 12th Floor
Richmond, Virginia 23219

**CY 2026 - 2028 Operation Ceasefire Grant Program (OCGP)
Funding Opportunity #557678**

REPORTING REQUIREMENTS

By accepting the accompanying grant award, you are agreeing to submit online quarterly financial reports and quarterly status reports for this grant throughout the grant period, as well as any required final reports to close the grant. No eligible current recipient of funding will be considered for continuation funding if, as of the continuation application due date, any of the required financial and progress reports for the current grant are more than 30 days overdue. For good cause, submitted in writing by the grant recipient, DCJS may waive this provision.

To submit reports, requests, and to view your grant award, refer to the On-line Grants Management System (OGMS) at our website: <https://ogms.dcjs.virginia.gov/>. In order to use this web-based system, if you have not previously done so, you must register in OGMS.

- **FINANCIAL REPORTS & REIMBURSEMENTS (Claims)** – OGMS Detail of Expenditure/ Reimbursement forms are due within 15 days after the end of each calendar quarter. Claim reports are due even if no expenditures occurred during the quarter. If the due date falls on a weekend or non-business day, the report is due on the next business day. For financial questions, contact Joseph Thompson at (804) 225-2782 or via email at Joseph.thompson@dcjs.virginia.gov.
- **PROGRESS (Status) REPORTS** for most grant programs are due within 30 days after the end of each calendar quarter and must be approved by your DCJS Grant Monitor. For status report questions, contact your assigned Grant Monitor.
- **BUDGET (Contract) AMENDMENTS** may be submitted for consideration through OGMS. Please refer to “#10. Contract amendments”, above. Please review your Special Conditions carefully to determine the requirements and procedures for amending budgets. For contract amendment questions, contact your assigned Grant Monitor.

- GRANT CLOSEOUT:** The subrecipient has up to 45 days from the end of the award period to liquidate any unpaid obligations and submit a final financial report. The liquidation period exists to allow projects time to receive final invoices and make final payments -- no new obligations may be incurred during this period. Unclaimed funds will have the potential to be reappropriated by DCJS, 60 days from the end of the award period. The closeout financial reconciliations process can begin after the last claim is marked as 'Final Request – YES', even if the project end date has not arrived. Once the claims have been reconciled, any unexpended funds will be de-obligated from the award amount and subrecipient access to funds may not be available.

Closeout questions should be directed to Joseph Thompson at (804) 225-2782 or via email at Joseph.thompson@dcjs.virginia.gov.

FINANCIAL & STATUS REPORTING SCHEDULE

| Calendar Quarter Ending Dates | Report Due Dates |
|--------------------------------------|-------------------------|
| 3/31/2026 | 4/15/2025 |
| 6/30/2026 | 7/15/2025 |
| 9/30/2026 | 10/15/2026 |
| 12/31/2026 | 1/15/2027 |
| 3/31/2027 | 4/15/2027 |
| 6/30/2027 | 7/15/2027 |
| 9/30/2027 | 10/15/2027 |
| 12/31/2027 | 1/15/2028 |
| 3/31/2028 | 4/15/2028 |
| 6/30/2028 | 7/15/2028 |
| 9/30/2028 | 10/15/2028 |
| 12/31/2028 | 1/15/2029 |
| Final Report | 2/15/2029 |

Grant Special Conditions, Reporting Requirements and Project Due Date

For technical assistance regarding OGMS, please e-mail:
ogmssupport@dcjs.virginia.gov.

For grant related questions or requests, please contact your assigned DCJS Grant Monitor.