



STATE OF CONNECTICUT
Office of Policy and Management

2019 JAG Local VCP Grant Program
Violent Crime Prevention (VCP)
(Distribution of JAG Local FY 2015 and FY 2016 Federal Grant Funds)
Instructions

Administration

This program will use the following on-line resources to help administer this program:

- Dedicated Web Page to post allocation table, instructions, and the application package:
<https://www.ct.gov/opm/cwp/view.asp?a=4722&Q=606002&PM=1>
- Dedicated Email Address to collect contact information and other required information:
Nichole.Howe@ct.gov
- A **NEW** On-line Grants Management System known as **GRANTIUM**; logins and passwords will provided when applications are approved

Next Steps

STEP #1: Provide a Notice of Intent to Apply and Contact Information: OPM will be e-mailing the Chief Elected Official, Chief Financial Official and the Police Chief of your municipality with the announcement of the availability of this grant on October 26, 2018. Please respond with the following information no later than **November 9, 2018:**

1. The name and email address of (1) the Project Officer AND (2) the Financial Officer assigned to the this grant by the municipality or police department
2. Affirm your Notice of Intent to Apply with a basic 1 sentence response: "**The town/city of [_____] intends to apply for the 2019 JAG Local VCP Grant Program.**"
3. Please send the information via email to: Nichole.Howe@ct.gov (860-418-6443)

STEP #2: Complete Application Package. Once the contact information has been returned to OPM, the grant Project Officer will be e-mailed the Application Package and instructions. The Application package will include a Project Narrative and a Detailed Budget spreadsheet template:

1. Complete the Project Narrative and Detailed Budget spreadsheet template
2. Return the completed Application Package to : Nichole.Howe@ct.gov

STEP #3: Application Package Review/Approved. OPM/CJPPD staff will review the Application Package

1. If the application package is approved – move to Step #4
2. If the application package requires changes, it will be returned to the Project Officer for modification.

STEP #4: Notice of Grant Award Mailed/Returned. Once the application package is approved, OPM/CJPPD will mail (via U.S. Mail) the Notice of Grant Award package to the Chief Elected Officials/Town Manager for their signature.

1. Return the signed Notice of Grant Award package to OPM/CJPPD via U.S. Mail
2. The **START DATE** for this grant award is **January 1, 2019**

STEP #5: GRANTIUM Registration. Once OPM/CJPPD has received the signed grant award, the process will shift to the **NEW** On-line Grants Management System known as GRANTIUM:

1. Each Municipality will have its own proprietary workspace
2. Logins and passwords and additional instruction will be provided to each Project Officers
3. Project Officers must login and "certify" their applications in **GRANTIUM**
4. The first payment will be provided to municipalities at this point.