



*Triad Crime Prevention  
for  
Seniors Grant Program*

**Issued by the Office of Attorney General Mark R. Herring**



OFFICE OF THE ATTORNEY GENERAL  
COMMONWEALTH OF VIRGINIA

**Grant Program Officer:**

**Mary Vail Ware**  
(804)-786-1088  
seniors@oag.state.va.us

**Applications must be received no later than 5:00 PM on Monday October 10, 2016.**

**Mail, hand-deliver, e-mail (preferred), or fax grant applications to:**

**Office of the Attorney General  
TRIAD Grant Program  
Attn: Mary Vail Ware  
900 East Main Street  
Richmond, VA 23219  
seniors@oag.state.va.us  
fax: (804) 371-0200**

**FAXES, EMAILS, OR APPLICATIONS RECEIVED AFTER THE DEADLINE  
WILL NOT BE ACCEPTED**

**TRIAD CRIME PREVENTION FOR SENIORS GRANT PROGRAM**

***Application Guidelines***

**Introduction**

In January 1995, Triad was introduced in Virginia by the Office of the Attorney General (OAG) to promote, foster, and support the development of local Triads based on a program from the National Sheriffs' Association. In Virginia, local Triad groups aim to reduce criminal victimization of older citizens, enhance the delivery of law enforcement services, and improve their quality of life. Triad is a comprehensive crime prevention program and community policing strategy. Typically initiated by a three-way commitment among a locality's chief of police, sheriff, and senior citizen leaders, Triads work through cooperative community efforts and partnerships to develop and implement strategies to combat the causes of crime, disorder, fear of crime, and other quality of life issues among senior citizens.

Attorney General Mark Herring recognizes the importance of crime prevention for seniors and understands that many Triad units rely solely upon some source of grant funding to provide programs or services to the seniors in their community. OAG grant funding comes from the Attorney General's Regulatory, Consumer Advocacy, Litigation and Enforcement Revolving Trust Fund, which consists primarily of money resulting from consumer protection and anti-trust litigation.

The purpose of this grant program is to support and enhance the efforts of new and existing Triad organizations in developing or enhancing crime prevention and consumer protection projects for seniors. Applicants should focus their proposals on crime prevention and/or consumer protection and education. Applicants are strongly encouraged to think of creative and innovative ways to ensure that seniors in their community will benefit from the grant funding.

### **Eligibility Requirements**

Any Virginia city, county, or town which has, as part of its crime prevention or community policing program, a functioning Triad unit recognized by the OAG is eligible to apply for grant funds. The Virginia State S.A.L.T. Council and the State Director of Triad define a functioning Triad unit as:

- Possessing a Triad agreement signed by the chief law enforcement leaders within the locality (sheriff, police chief, area senior groups/advocate/leader, State Triad Director or Attorney General)
- Having an active Seniors And Law enforcement Together (S.A.L.T.) Council that meets at least quarterly with representation from local law enforcement, local civic and/or governmental agencies that serve seniors, and local senior leaders/volunteers.
- Having an updated 2016 Triad form on file with the Office of the Attorney General. No program's forms have been submitted for 2016, so all applicants should complete one.
- Must be an active member of the Virginia SALT Council, attending at least two meetings per year.

### **Source of Funding and Amount Available**

This grant program is supported by funds from the OAG's internal funding resources. Grants are limited to a maximum award of \$2,500.00 (including the required 10% local match). This means the OAG will provide maximum funding in the amount of \$2,250.00 and the requestor should provide a minimum of a \$250.00 match.

This grant funding operates on a cost reimbursable basis. Upon receiving receipts or invoices, grantees will be required to submit those items along with the appropriate paperwork to the OAG, so reimbursement can be made to the locality/law enforcement agency. Further details of this reporting requirement will be provided in the grant award packet.

### **Other Requirements/Restrictions**

The Office of the Attorney General will pay 90% of the grant funded project. The locality will be required to provide a cash match or in-kind match of 10% for the funded project.

**In order to comply with the procurement guidelines established by the Commonwealth of Virginia, we encourage applicants to be governmental agencies (police departments/sheriff's offices).**

Localities are encouraged to secure their local cash match from community donors such as civic organizations or businesses, especially if the local government does not have sufficient funds to use for the 10% match.

### **Funding Limitations**

*Due to the scope of this grant program, funding for the following items will not be considered:*

- All or a portion of salary, benefits, or bonuses for law enforcement agency or other staff.
- Food or beverage request for senior fairs, conferences, seminars, etc. Due the source of funding, food or beverages cannot be covered under this grant.
- Fire extinguishers
- Smoke alarms
- Refreshments or rental fees for regular S.A.L.T. Council monthly meetings. Applicants are encouraged to search for local donations of items to meet these needs.
- Project Lifesaver tracking equipment or supplies will be considered if they are directed toward senior citizens.
- Any item/activity that does not fall under the category of crime prevention or consumer protection/education.
- Mileage
- Standard office supplies (paper, pens, etc.)

Grant funds may not be used to take the place of state or local funds that would otherwise be available for the same purposes.

Only expenses that are a necessary part of an incidental to an approved project may be paid for with grant funds (an approved project is one that meets all of the eligibility and application requirements). Funds may only be used for project-related expenses that directly benefit senior citizens in the locality.

### **Grant Award Period**

Grants will be awarded for the period beginning October 2016 and ending June 15, 2017. Should additional funding become available there will be a new grant announcement and application process.

### **Reporting Requirements**

Grant awardees will be required to submit a short financial/narrative report on forms provided by the OAG at the end of the grant cycle. Failure to submit these reports on the proper forms or in a timely manner may result in the OAG withholding reimbursement or deeming an awardee ineligible to apply for future funding. Details of this reporting requirement will be provided in the grant award packets. .

### **How to Apply**

It is the intent of the OAG that applications be accurate and precise, but not impose significant paperwork burdens on applicants. Applications should be as thorough and detailed as necessary to properly evaluate the organization’s capacity to carry out the grant project. *The form is a fillable table that can be altered by the writer.*

Applicants should complete and submit one (1) original. Forms are available on the Office of the Attorney General's Triad webpage or can be mailed upon request. **Each application set must include the Grant Application, a Signed Copy of the Assurances, and the 2016 Update Form.** Below, please find a completed grant application form sample:

**TRIAD GRANT APPLICATION**  
**Office of the Attorney General, 900 East Main Street, Richmond, Virginia 23219**

<b>Grant Program:</b>	<b>Triad –Commonwealth of Virginia</b>		
<b>Applicant:</b>	<b>Fabulous Sheriff’s Office</b>		
<b>Applicant Federal ID Number:</b>	<b>54-123456</b>		
<b>Jurisdiction(s) Served:</b>	<b>Good town, Pretty View and River Run</b>		
<b>Program Title:</b>	<b>Crime Prevention for Seniors Grant Program</b>		
<b>Grant Period:</b>	<b>September 1, 2015 to June 01, 2016</b>		
	<b>Project Director</b>	<b>Project Administrator</b>	<b>Finance Officer</b>
<b>Name:</b>	<b>Officer Sally Smith</b>	<b>Sheriff Chase Jones</b>	<b>Edward Brown</b>
<b>Title:</b>	<b>Crime Prevention Officer</b>	<b>Sheriff</b>	<b>Finance Director</b>
<b>Address:</b>			
<b>Phone:</b>			
<b>Fax :</b>			
<b>E-mail :</b>			

**Signature of Project Administrator** (*signature indicates understanding that this grant operates on a cost reimbursable basis*):

**Brief Project Description (responding in bullet points is acceptable):**

<p><b>Activity to be funded, including information regarding the success of the activity if it was conducted in prior years. (25 pts.)</b></p>	<ul style="list-style-type: none"> <li>• The tri-county Triad learned that many seniors do not have flashlights to use in emergencies. Flashlights will be purchased to enhance senior health and safety during power outages.</li> <li>• Flashlights will be hand cranked models and not dependent on batteries.</li> <li>• This project has never been attempted as the need was just identified by first responders during the 2014 hurricane.</li> </ul>
<p><b>Relationship between activity and crime prevention/consumer protection. (20 pts.)</b></p>	<ul style="list-style-type: none"> <li>• According to BJA, crime increases during major power outages and seniors are the population most likely to be victimized. Flashlights indicate the home is occupied and also prevent slip and fall injuries.</li> </ul>
<p><b>Timeline for completion of activity. (5 pts.)</b></p>	<ul style="list-style-type: none"> <li>• Flashlights will be disseminated during our annual senior safety fair in May 2017.</li> </ul>
<p><b>Describe Triad/SALT's role in this activity. (15 pts.)</b></p>	<ul style="list-style-type: none"> <li>• The Triad plans and hosts the senior safety fair and will give a presentation on the importance of working flashlights during the fair. Triad members will distribute the flashlights.</li> </ul>
<p><b>Describe how many seniors will be reached and the methods for reaching them. (15 pts.)</b></p>	<ul style="list-style-type: none"> <li>• 600 seniors attend the fair annually and Triad members will personally hand them flashlights.</li> </ul>
<p><b>How will the success of the activity be evaluated? (5 pts.)</b></p>	<ul style="list-style-type: none"> <li>• If all fair attendees can receive a flashlight, the project will be considered a success.</li> </ul>
<p><b>How will this activity be continued if OAG funding is not available? (5 pts)</b></p>	<ul style="list-style-type: none"> <li>• Without OAG funding, we would try to reach out to local businesses, but they already sponsor other aspects of the fair.</li> </ul>

<b>Project Budget Detail</b>	<b>OAG Funds</b>	
<b>Item descriptor, number and cost of item</b>	<b>State</b>	<b>10% Match Cash or In-Kind</b>
<i>700 flashlights x \$1.00 ea</i>	<i>\$700.00</i>	<i>\$70.00 in staff time to distribute</i>
<b>Other Expenses</b>		

<b>Totals:</b>	<b>\$700.00</b>	<b>\$70.00</b>
<b>Grand Total: \$770.00</b>		

- **Definitions:**
  - Project Director: Person who will have day-to-day responsibility for managing the project and will be the main contact person for the OAG. (In most cases this will be the Crime Prevention Officer or other law enforcement officer working with their Triad group).
  - Project Administrator: Person who has authority to formally commit the locality or agency to comply with all the terms of the grant application, including the provision of the cash match. This must be the county, city, or town manager; or the Chief of Police or Sheriff. If someone other than these officials has been delegated the authority to sign, and signs the grant application, provide a copy of the letter, memorandum, or other document by which the signing authority was delegated.
  - Finance Officer: Person who will be responsible for fiscal management of funds. This usually will be the Finance staffer housed in the law enforcement agency or in the locality’s budget office.
  - Contact information (email, fax, phone) for each person must be completed.
  
- **Grant Conditions/Assurances Page**
  - Signed by Program Administration
  
- **2016 completed Triad Update Form –These have not been requested this year, so a form is needed for each applicant.**

**Review Process**

The Triad Crime Prevention for Seniors Grant Program review is competitive. Due to a limited funding source and the number of anticipated applications, each application may not receive full funding. Each application will be reviewed and scored based on the point system listed on the application. Reviewers will be basing scores on eligibility; detail and justification of answers/explanation; creativity of proposed project; overall ease in reading; adherence to the grant guidelines, criteria, and page limits; and total benefit to seniors/Triad. Reviewers may recommend or impose special conditions or fund an applicant at a reduced level based on the applicant’s adherence to the guidelines or strength of application.

Grant applications will be reviewed and scored by a grants screening committee. The committee will then make recommendations to the Project Director. **The OAG will email notification packets to each applicant (regardless of the decision) by October 2016.**

## **Technical Assistance**

If at any time throughout the application process, you have additional questions or concerns about the Triad Crime Prevention for Seniors Grant Program, you are encouraged to contact the grant program officer. Applicants may request guidance on programs/activities in which to apply; review of draft proposal; grant writing; the review process; or other areas of the grant program.

If you have any questions or concerns about the Triad Crime Prevention for Seniors Grant Program, please contact Mary Vail Ware, Director of Programs and Community Outreach at (804)-786-1088 or [seniors@oag.state.va.us](mailto:seniors@oag.state.va.us).