



Comprehensive Community Corrections Act (CCCA) and Pretrial Services Act (PSA)

Guidelines and Application Procedures State
Fiscal Year 2026

Application Due Date
Friday, March 28, 2025, 5:00pm

Late applications will not be accepted.

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

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I. Introduction

The Virginia Department of Criminal Justice Services (DCJS) administers general funds designated to support Comprehensive Community Corrections Act (CCCA) for Local Responsible Offenders and Pretrial Services Act (PSA) programs.

Applications for need-based funding for State Fiscal Year (SFY) 2026 are now being accepted. The Comprehensive Community Corrections Act (CCCA) and Pretrial Services Act (PSA) Grant Program Guidelines and Application Procedures provide detailed guidance to aid applicants in determining eligibility, developing itemized budgets and budget narratives, and completing other related forms. Using the guidance presented in this document, applicants can efficiently and effectively prepare complete applications.

A. Grant Period

The grant period is for 12 months, SFY2026, July 1, 2025, through June 30, 2026. Grant period extensions will not be considered.

B. Funding Source

CCCA/PSA funding is made available through discretionary grants to the extent funded in the Appropriation Act.

C. Authority, Funding Purpose, and Priority Areas

The purpose of these grant programs is to support local community-based probation and pretrial services programs established and operating under the authority of the CCCA, as specified in §§ [9.1-173](#) *et seq.* of the *Code of Virginia*, and/or the PSA as specified in §§ 19.2-152.2 *et seq.* of the *Code of Virginia*.

Local community-based probation programs were created in 1995 by the Comprehensive Community Corrections Act (CCCA, § 9.1-173 *Code of Virginia*). They were created to provide an alternative to incarceration for persons convicted of certain misdemeanors or non-violent felonies for which sentences would be 12 months or less in a local or regional jail. Local community-based probation services programs provide services or referrals to services, including community service; substance abuse screening, assessment, testing, and treatment; risk/need assessments; success planning; and treatment interventions.

Pretrial Services were first created in Virginia in 1989, pursuant to authorizing language in the Appropriation Act. In 1995, Pretrial services programs were authorized by statute with the passage of the Pretrial Services Act (PSA, § 19.2-152.2 *Code of Virginia*). Pretrial services programs provide information and investigative services to judicial officers (judges and magistrates) to help them decide whether persons charged with certain offenses and awaiting trial need to be held in jail or can be released to their communities. They also provide supervision to appropriate individuals awaiting trial in the community.

D. Amount Available

CCCA/PSA funding is made through discretionary grants to the extent funded in the Appropriation Act. Applicants should submit a needs-based application and budget requesting the anticipated amount needed for the successful implementation of CCCA/PSA programming and services in SFY2026. DCJS has the discretion to make awards for greater or lesser amounts than requested and to negotiate the scope of work and budget with applicants prior to making an award.

Award amounts will be determined by justification of need, past funding, and availability of funds. Applicants will be expected to revise budgets based on the final award amount.

E. Match

For the majority of CCCA/PSA agencies, there are no matching funds required. Currently, Albemarle County and Wise County are the only localities that have match requirements in the Appropriation Act. Localities are encouraged to contribute local funds to ensure the program is fully resourced based on local needs. Additional funds to support programs must be documented in the Funds From Other Sources section in the DCJS Online Grants Management System (OGMS).

Where applicable, match may be in the form of cash match or in-kind match. Cash match is direct funding for the project obtained from other, funding sources. In-kind match is a contribution of something of value other than cash, such as donated items, space, and services, that are used for allowable project activities. For more information on Match, see Section IX, E, Itemized Budget, Budgeting Match.

F. Disbursement of Funds

Disbursement of funds will occur on a cost-reimbursement basis for actual funds expended through a “claim” process. Actual expenditures must be reported quarterly and invoiced pursuant to approved line-item budget categories in the approved grant application.

Subgrantees will only be reimbursed for costs that have been incurred within the grant period, and which are reported on the detail of expenditures (financial report). Grant funds, including matching funds, may only be expended and/or obligated during the grant period. A final claim for all obligations must be submitted within 45 days after the end of the grant period. Claims and financial reports must be submitted through the DCJS Online Grant Management System (OGMS).

II. Applicant Eligibility Requirements

This funding opportunity is open to county or city governments currently receiving DCJS grants for CCCA/PSA programs. For multi-jurisdictional efforts, one of the participating localities must submit the grant application on behalf of all participating jurisdictions and must assume responsibility for the operation and evaluation of programs and services established under the CCCA/PSA and for the grant administrative and financial matters by serving as the Administrative and Fiscal Agent. Private organizations may not provide local

probation or pretrial services unless they were doing so on or before July 1, 1995. To be eligible for funding under this grant program, organizations:

1. Must not be excluded or debarred from doing business with the Commonwealth of Virginia.
2. Must be in good standing with all state agencies with which they have an existing grant or contractual relationship.
3. Must hold current professional and state licenses and certifications as needed for individual grant-funded projects.

III. Grant Project Requirements

By applying for these grant funds, the applicant asserts that they have read, understand, and will comply with the following state requirements and policies (click each topic below for additional information).

[DCJS Minimum Standards for Local Community-Based Probation](#)

[DCJS Minimum Standards for Pretrial Services](#)

[Guideline 1: Supervision and Intervention Fees](#)

[Guideline 8: Procedures for Oath of Office](#)

DCJS may suspend (in whole or in part) or terminate funding, issue a Corrective Action Plan, or impose other sanctions on a subgrantee, 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. Filing a false certification in this application or other report or document.
6. Other significant grant compliance or implementation concerns as identified by DCJS.

IV. Grant Application Technical Assistance

DCJS staff is available to provide technical assistance regarding the funding announcement and the application procedures. For guidance on preparing and submitting a grant application, please contact Angelica Brown at angelica.brown@dcjs.virginia.gov or (804) 659-6762.

OGMS instructions for **registering for a new account** and OGMS instructions for **applying for funding** are found here: <https://www.dcjs.virginia.gov/grants/ogms-training-resources>.

V. Grant Application Deadline

Submit applications through the DCJS Online Grants Management System (OGMS) no later than 5:00pm on Thursday, March 28, 2025. Early submissions are encouraged. The OGMS link is <https://ogms.dcjs.virginia.gov/index.do>. The Funding Opportunity number is 544593.

VI. Programmatic Compliance Measures

CCCA/PSA programs are expected to strive to meet minimum compliance performance data measures. DCJS will provide technical assistance to help programs show significant improvement in the following measures with the goal of meeting or exceeding minimum compliance.

A. Pretrial Services

1. Minimum Pretrial Investigation Rate of 85%
2. Minimum Supervision Level (Release Level) Concurrence Rate of 85%
3. Minimum Appearance Rate of 95%
4. Minimum Public Safety Rate of 95%
5. Minimum Compliance Rate of 90%

B. Local Probation

1. Minimum Risk/Need Assessment Completion Rate of 90%
2. Minimum Success Plan Development Rate of 90%
3. Minimum Success Rate of 85%
4. Minimum Public Safety Rate of 95%
5. Minimum Compliance Rate of 90%

VII. Restrictions and Limitations

A. Non supplantation

This funding opportunity is supported with state general funds. State general funds must be used to supplement existing state and local funds for program activities and must not supplant (replace) those funds that have been appropriated for the same purpose. Additionally, requests for “new” staff positions must be justified, must not supplant federal or local funds, and must result in significant additional service delivery.

B. Non-allowable expenses

CCCA/PSA grant recipients may not use these grant funds to pay for:

1. Any portion of salary for the time not dedicated to approved, grant-funded activities.
2. Capital construction, renovation, remodeling, or land acquisition.
3. The purchase or lease of any vehicles.
4. Firearms, ammunition, or related equipment.
5. Lobbying or political contributions.
6. Overtime or Honoraria.

7. Personal entertainment, personal calls, or alcohol.
8. Clothing and/or uniforms.
9. Bonuses and raises unless specifically authorized as part of the locality's compensation plan.

C. Other Considerations

1. Collecting fees from pretrial individuals for pretrial supervision is prohibited, including fees for drug testing and confirmation.
2. Indirect costs are fees charged against the grant for the local government's administration of the funds. Included in this are any administrative personnel and operational costs incurred by the local government that cannot be attributed directly to a given project. If charging indirect costs against the grant is necessary, the following conditions apply:
 - Indirect costs cannot exceed 1% of the total state-funded grant award.
 - Charging the grant for indirect costs cannot violate non-supplanting requirements.
 - Charging the grant for indirect costs will reduce the total amount available for supervision, treatment, personnel, and other program operating expenses.
3. Long-term residential treatment and long-term residential placements (i.e., 28 days or more) are not an appropriate use of these state funds and not a substitute for supervision.
4. It is the responsibility of CCCA officers to monitor the collection of restitution for individuals placed on local supervised probation but not to collect restitution. The responsibility for the collection of costs, fines, and restitution is with the clerks of circuit and district courts and Commonwealth's Attorneys pursuant to § 19.2-305.1 of the *Code of Virginia*.
5. CCCA programs may not use state CCCA funds to supervise placements specifically for:
 - Cases deferred prior to a trial/preliminary hearing or deferred dispositions that have not had a disposition hearing in court so there is no finding of facts (sometimes referred to as taken under advisement).
 - Individuals sentenced to community service in lieu of fines/costs.
 - Extended supervision solely to collect restitution, fines, costs, or fees beyond what is allowable by law, unless ordered by the court as a condition of probation supervision.
 - Individuals that do not reside in Virginia. Out of state supervision is not supported by DCJS guidelines and minimum standards, and local sworn officers do not have the authority to supervise individuals outside of Virginia.
6. Probation supervision fees for CCCA programs are governed by § 9.1-182 of the *Code of Virginia* and the statewide policy for supervision and intervention fees established by DCJS:

<https://www.dcjs.virginia.gov/sites/dcjs.virginia.gov/files/correctional-services/forms/ccca-psa-guideline-1-supervision-and-intervention-fees.pdf>. The same terms, conditions, and assurances that apply to state funds also apply to supervision fees collected by CCCA agencies with the following exceptions:

- Supervision/intervention fees collected may replace local funds contributing to the grant.
- Unspent or unexpended fees collected in one fiscal year must be rolled over from year to year into the CCCA/PSA budget and be used solely for the CCCA/PSA program operations.

VIII. Availability of Continuation Funding

CCCA/PSA funding is made through discretionary grants to the extent funded in the Appropriation Act. The award of a CCCA/PSA grant does not guarantee funding awards in subsequent years. In addition to the availability of funds, a project's operation, performance, measurable impacts, compliance with grant requirements, and any special conditions placed on the grant are key factors in determining eligibility for continued funding.

IX. Application Review Process

This is a competitive grant application process. Applications will be reviewed and evaluated based on adherence to these grant guidelines, and the clarity, substance, and strength of the request made for funding.

Reviewers may consider current and past performance, project progress and implementation, demonstrated need, geographic location, budget justification, program design and services provided, sustainability, cost effectiveness of proposed projects, adherence to grant guidelines, and the availability of funds.

Current DCJS grant recipients will not be considered for funding if, as of the application due date, any of the required claims, financial reports (detail of expenditure reports in OGMS) or progress reports (status reports in OGMS) for the current grant are more than 30 days overdue. DCJS may waive this provision for good cause, which may be submitted via a contract amendment reporting extension in OGMS.

The Criminal Justice Services Board is expected to make award determinations at its meeting in June 2025. Award determinations are final and may not be appealed.

DCJS will issue grant awards based on approval from the Criminal Justice Services Board. Fiscal and/or programmatic revisions may be required as a condition of funding; such revisions must be submitted in OGMS prior to project initiation.

X. Application Instructions

Grant applications must be entered in OGMS (<https://ogms.dcjs.virginia.gov>). Register and/or confirm existing registration at least two weeks prior to the application due date to ensure that the individual who will be submitting the application has

OGMS access. To apply for this grant, select Funding Opportunity 544593 Community Corrections & Pretrial Services - FY2026. OGMS instructions for **registering for a new account** and OGMS instructions for **applying for funding** are found here: <https://www.dcjs.virginia.gov/grants/ogms-training-resources>.

A. Instructions for Face Sheet (in OGMS)

1. **Congressional District:** Select all [congressional districts](#) served by your agency.
2. **Best Practice:** Do not use.
3. **Jurisdiction(s) Served:** Select all jurisdictions that are proposed to be served by this grant program.
4. **Program Title:** Program titles must include your organization's name, name of the grant program, and the state fiscal year or calendar year. Ex. Enter "Comprehensive Community Corrections Act & Pretrial Services Act FY2026 [your locality name without brackets]"
5. **Certified Crime Prevention Community:** Do not use.
6. **Type of Application:** Enter "Continuation"
7. **Grant Number:** Provide your **FY2025** OGMS grant number
8. **Performance Statement:** Provide data on the performance of activities for the current year (maximum 250 characters) as follows: As of December 31, 2024:
 - i. Pretrial: number of screenings, number of investigations, number of placements, Average Daily Caseload (ADC), Average Length of Supervision (ALOS), appearance rate, public safety rate, and compliance rate.
 - ii. Probation: number of placements, ADC, ALOS, public safety rate, and success rate.
9. **Community Setting:** Check all that apply (rural, urban, suburban, or statewide).
10. **Brief Project Overview:** Provide a description of the proposed project and the anticipated implementation activities. Summarize what the funds will support, including the number of people that will be served, items that will be purchased, and the number of staff that will be supported including position titles.
11. **Project Director:** Name and contact information for the person who will have day-to-day responsibility for managing the project and who will be the contact if DCJS needs project-related information.
12. **Project Administrator:** Name and contact information for the person who has authority to formally commit the organization, locality, or agency to complying with all the terms of the grant application, including the provision of match, if applicable. This **must be** the president of the board of directors of a nonprofit organization; the county administrator; the city, county, or town manager; the chief elected officer of the locality, such as the mayor or chairman of the board of supervisors; or, in the case of a state agency, the agency head. If someone other than one of these officials has been delegated the authority to serve as Project Administrator, attach a letter specifically delegating authority to serve in this capacity. Such letter must be specific to this funding opportunity, signed by the person granting this authority, on agency letterhead, and dated after the release of these guidelines.

13. Finance Officer: Name and contact information for the person responsible for fiscal management of the funds associated with this grant. For example, treasurer of the agency's board, locality financial manager, or hired accountant.

Note: Appropriate internal controls necessitate that the Project Director, Project Administrator, and Finance Officer are different people.

B. Budget Summary Form (in OGMS)

Report the amount of funds requested by category: Personnel, Fringe Benefits, Consultants, Travel, Subsistence and Other Travel, Equipment, Supplies and Other Expenses, and Indirect Costs. Funding reported on the grid should represent the whole grant period. Include matching funds in the budget grid if match is required. Round all amounts to the nearest dollar.

Funding for this grant program comes from state general funds, place requests for funding under the *State* column.

If applicable, place budgeted match amounts under the Funds From Other Sources columns. Please see more information about match in *Section E, Itemized Budget*.

Each budget line must correspond to the itemized budget forms. Prior to submitting the application, please ensure that each itemized budget form aligns with the total amount requested on the budget grid.

Funds from Other Sources: Enter all funds from other sources that support the *project/organization applying for funding*. If the proposed project will generate program income, enter the anticipated amount of program income that will be earned and explain how these funds will be used to support the grant project.

C. Project Narrative Form (in OGMS)

Demonstration of Need (Maximum of 5,000 characters)

Provide a description of the needs or issues that this grant project will address. Describe the existing resources and services (regardless of funding source) that are available to address the identified problems and explain why these grant funds are needed to address the needs. Describe the problem which your project intends to address and provide the data to support this need. Summarize local and multi-jurisdictional criminal justice and jail population data and information which describes the current situation and the trends and factors defining or demonstrating the growth or magnitude of the problems being addressed.

Project Description (Maximum of 5,000 characters)

Provide a clear and concise summary of the program, including any relevant performance data or agency evaluation procedures used that demonstrate that the program's activities, policies, and practices contribute to the reduction of recidivism for individuals placed on local probation supervision and the reduction of pretrial misconduct (failure to appear or new arrest) for individuals placed on pretrial services supervision. Include the number and types of courts served and the number and type of jails served.

Service Area Demographic/Target Population (Maximum of 5,000 characters)

Provide a description of how the program and services will be used and the intended target population served by your program. In addition, describe the intended local system impact and expected outcomes.

Sustainment Plan (Maximum of 5,000 characters)

Provide a description of your locality's sustainment plan including, but not limited to, staff resources, operational budgets, quality assurance, hiring/recruitment/retention, and succession planning. Include any adaptations to operations and practices over the past three years your agency plans to sustain in the future.

D. Goals and Objectives Form (in OGMS)

All applicants must complete project-specific Goals and Objectives. Awarded applicants will report on the status of their goals and objectives quarterly. Goals and objectives must be reflective of the work anticipated to occur in the grant period with awarded funds.

This section on the application is designed to assist programs in focusing on adherence to research-informed practices. The performance measures are automated for the goals and objectives section. These goals cannot be edited. Objectives and activities for each goal should demonstrate how the program intends to achieve each goal throughout the grant award period.

This section will also include an option for additional goals related to a local initiative, project, or special programming. This is an opportunity to highlight the work of the program beyond the required performance measures. Each objective must be specific, measurable, action-oriented, realistic, time bound, and directly related to the program. Applicants will report on the status of their goals and objectives quarterly.

1. Pretrial Investigation Rate

Goal: Our pretrial services agency will have a minimum pretrial investigation rate of **85%**.

Objective: Within fiscal year 2026, our pretrial services agency will improve the investigation rate by ____%.

Indicator Data:

- Total number of individuals available at screening.
- Total number of individuals screened in.
- Total number of individuals investigated.
- Total number of individuals not investigated (this indicator is needed to identify the reasons a pretrial investigation is not completed so that action may be taken to resolve).

2. Pretrial Supervision Level Concurrence Rate

Goal: Our pretrial services agency will assign supervision levels by using the Praxis without staff overrides a minimum of **85%** of the time.

Objective: Within fiscal year 2026, our pretrial services agency will improve the Praxis supervision assignment concurrence percentage by ____%.

Indicator Data:

- Total number of individuals Praxis recommends supervision level Monitoring.
- Total number of individuals agency assigned to supervision level Monitoring.
- Total number of individuals Praxis recommends supervision to Level 1.
- Total number of individuals agency assigned to Level 1.
- Total number of individuals Praxis recommends supervision to Level 2.
- Total number of individuals agency assigned to Level 2.
- Total number of individuals Praxis recommends supervision to Level 3.
- Total number of individuals agency assigned to Level 3.

3. Pretrial Appearance Rate

Goal: Our pretrial services agency will have an appearance rate of at least **95%**.

Objective: Within fiscal year 2026, our pretrial services agency will improve appearance rate by ____%.

Indicator Data:

- Total number of individuals closed.
- Total number of individuals closed with failure to appear (FTA).

4. Pretrial Public Safety Rate

Goal: Our pretrial services agency will have public safety rate of at least **95%**.

Objective: Within fiscal year 2026, our pretrial services agency will improve the public safety rate by ____%.

Indicator Data:

- Total number of individuals closed.
- Total number of individuals closed with new arrest.

5. Pretrial Compliance Rate

Goal: Our pretrial services agency will have a minimum compliance rate of at least **90%**.

Objective: Within fiscal year 2026, our pretrial services agency will improve the minimum compliance rate by ____%.

Indicator Data:

- Total number of placements closed
- Total number of conditions violated

6. Probation Risk/Need Assessment Completion Rate

Goal: Our local probation agency will have a minimum risk assessment completion rate of **95%**.

Objective: Within fiscal year 2026, our local probation agency will improve the successful completion rate ____%.

Indicator Data:

- Total number of completed MOST
- Total number of completed OST

7. Probation Success Plan Development Rate (Case Plans)

Goal: Our local probation agency will develop success plans for a minimum of **90%** of the individuals that score medium or high on the Offender Screening Tool (OST).

Objective: Within fiscal year 2026, our local probation agency will increase the number of success plans developed by ____%.

Indicator Data:

- Total number of individuals placed on probation supervision that score medium or high on the OST.
- Total number of success plans developed for individuals that scored medium or high on the OST.

8. Probation Success Rate

Goal: Our local probation agency will have a minimum success rate of **85%**.

Objective: Within fiscal year 2026, our local probation agency will improve the success rate by ____%.

Indicator Data:

- Number of probation closures
- Number of unsuccessful closures

9. Probation Public Safety Rate

Goal: Our local probation agency will have a minimum public safety rate (successful probation completions) of **95%**.

Objective: Within fiscal year 2026, our local probation agency will improve the successful completion rate by ____%.

Indicator Data:

- Number of probation closures
- Number of successful closures
- Number of unsuccessful closures
- Number of new arrests
- Number of new convictions

10. Probation Minimum Compliance Rate

Goal: Our local agency will have a minimum compliance rate of **90%**.

Objective: Within fiscal year 2026, our local probation agency will improve the minimum compliance rate.

Indicator Data:

- Total number of closed cases
- Total successful closed
- Total conditions violated

E. Itemized Budget Form

In OGMS, complete an itemized budget form for each section for which funding is requested. Total amounts on each itemized budget form must match amounts listed on the applicant's budget grid.

Requirements:

- All items requested in each budget form, including those supported by funds from other sources, must be allowable, reasonable, and justified.
- For all items (including those supported by funds from other sources), under item justification, explain how the item is needed to support this grant project and the goals and objectives of the grant.
- All items (including those supported by funds from other sources) must include a basis of computation in the description of the item and an explanation of how the requested cost was determined.
- At the bottom of each itemized budget form, the applicant must identify the funding source for the budgetary items. Allocate all expenses under federal funds, additional state funds, cash match, or in-kind match, as appropriate.
- For all items (including those supported by funds from other sources), the applicant must indicate in the description whether the item is used exclusively for the proposed project. Items that are not used exclusively for the project must be prorated, and the applicant must include an explanation of how the items were prorated.
 1. Prorating means the request for funding is proportional to the use of each item for this grant program.
 2. If an item is used exclusively for this proposed project, prorating is not needed. If the item is used to support other projects in the agency, prorating is needed.
 3. How to prorate.
 - a. Proration Based on Budget: If your request for funding is 15% of your total operating budget, you can prorate items that are not used exclusively for this proposed project by 15%.
 - b. Proration Based on grant funded staff: If your staff is funded 50% by this grant, you can prorate this person's computer, office supplies, office furniture or other assigned items by 50%.

- Budgeting Match

Unless otherwise indicated in the State Appropriation Act, there are no matching funds required for this grant; however, additional funds to support programs must be documented in the Funds From Other Sources section in the DCJS Online Grants Management System (OGMS). Currently, Albemarle County and Wise County are the only localities that have match requirements in the Appropriation Act. Localities are encouraged to contribute local funds to ensure the program is fully resourced based on local needs.

Cash match or Other Sources is direct funding for the project obtained from other, non-state funding sources.

Supervision Fees must be documented in the Funds From Other Sources section of the budget.

In-kind match or In-kind sources may include, but are not limited to, the following:

- Donated supplies or equipment, the value of which shall not exceed its fair market value.
- Donated space and facilities. The value of rent shall not exceed the fair rental value

of comparable space and facilities in the same locality.

- Volunteer services. The hourly rate of volunteers must be consistent with compensation to paid staff for similar work, or applicants may use a rate similar to what is listed on the websites:

<https://independentsector.org/resource/value-of-volunteer-time/> or
<https://www.pointsoflight.org/blog/updated-value-of-a-volunteer-hour-in-the-u-s/>

Volunteer hours should be placed under the Personnel section.

Matching funds must be shown on the budget grid (funds from other sources) and in relevant budget itemization forms. On the budget itemization forms, under Description, describe the amount and origin of cash match (ex., \$2,000 state funded grant funds). Describe in-kind match items including values (ex. 30 hours of volunteer time valued at \$20/hour, totaling \$500). Under Justification, describe how the item or funds will be used in the project.

1. Personnel and Employee Fringe Benefits Itemized Budget Form (If no personnel are funded by this project use \$0.00 on the budget grid.)

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

- A. Indicate if personnel costs are included in your budget – yes or no. If “yes” under “Personnel” enter the employee’s name, position title, if it is full time or part time, the total hours per week worked, the total hours per year, the total annual salary (regardless of funding source), and the amount requested under the grant. Indicate if this is a new position. If the position is vacant, enter “Vacant” in lieu of an employee name.

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

- B. Under “Employee Fringe Benefits” select the employee’s name and enter the fringe benefit costs (FICA, Retirement, Group Life, Health Insurance, Workers’ Compensation, Unemployment, Disability, and other).
- C. Under the Positions and Justification, select the employee’s name and enter in the description of position (maximum of 500 characters) and justification for position (maximum of 500 characters) for each item.

Under Description, describe grant-related duties performed (do not list job duties that are not under this grant), how the position was prorated, and provide basis of computation for fringe benefits.

Under Justification, explain how the position is essential to the goals in the proposed project and justify the rate of compensation by providing assurance that the rate is approved by the Board of Directors or aligned with the locality compensation plan, and similar to other positions in the geographic area that perform similar work.

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

2. Consultants Form (If no consultants are funded by this project use \$0.00 on the budget grid.)

Services provided by a third party, regardless of whether there is a contract in place, should go under consultants; for example, training facilitators, consulting firms, employment agencies, interpreters, translation services, property management, daycare providers, etc.

Do not include membership fees in consultants. Membership fees must be placed in supplies and other expenses, and they must be in the name of the applicant organization, rather than an individual.

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

3. Travel Form (If no travel is funded by this project use \$0.00 on the budget grid.)

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

within the immediate service area (satellite offices, court, meetings, etc.). **Non-local mileage** is outside of the immediate service area (trainings, conferences, meetings, etc.).

- A. Indicate if travel (mileage) costs are included in your budget – yes or no. If “yes” under “Local Mileage” or “Non-local mileage” enter the number of miles and the mileage rate.
- B. Itemize total travel expenses of program personnel by local mileage and non-local mileage. Unless a local policy governs, mileage is reimbursed at the federal rate (<https://www.irs.gov/tax-professionals/standard-mileage-rates>). Local mileage is travel within the immediate service area (satellite offices, court, meetings, etc.). Non-local mileage is outside of the immediate service area (trainings, conferences, meetings, etc.).
- C. Under the Description and Justification, select the mileage being requested and enter in the description of mileage (maximum of 500 characters) and justification for mileage (maximum of 500 characters) for each item. If local travel policy differs from the federal/state travel policy, please provide or describe the policy in the justification. State in the description whether the request is based on the federal/state travel policy or the agency’s policy.

4. Subsistence and Other Travel Costs Form (If not funded by this project use \$0.00 on the budget grid.)

Subsistence and other travel costs must be for staff or volunteers of this grant project to assist them with meeting the goals of the grant.

- A. Indicate if subsistence and other travel costs are included in your budget – yes or no. If “yes” under “Subsistence” enter the event title, under “Lodging” enter the number of rooms required, number of nights and rate cost and under “Meals” enter the number of people, number of days, and the per diem rate.
- B. Recipients must follow the federal per diem rates (<https://www.gsa.gov/travel/plan-book/per-diem-rates>) unless there is a written local travel policy. Transportation costs, such as air and rail fares, are at coach rates. Subsistence is paid according to a per diem rate.
- C. Under Other Travel Costs, enter the event title, number of people attending, number of trips with airfare, the rate, and other travel costs.
- D. Under the Description and Justification, select the event item being requested and enter in the description of costs (maximum of 500 characters) and justification for costs (maximum of 500 characters) for each item. If local travel policy differs from the federal/state travel policy, please provide or describe the policy in the justification. State in the description whether the request is based on the federal/state travel policy or the agency’s policy.

5. Equipment Form (If no equipment is funded by this project use \$0.00 on the budget grid.)

Requests for equipment are allowable under this grant program.

Grant funds may be used to purchase equipment needed to meet the goals of the grant. Grant funded equipment must be tracked, managed, and disposed of in a manner consistent with the subrecipient’s policies.

- A. Equipment means tangible personal property (including information technology systems) having 1) a useful life of more than one year and 2) a per-unit acquisition cost of \$5,000 or greater (or the organization's capitalization policy, if it is less than \$5,000). If the organization does not have a capitalization policy in place, the amount of \$5,000 must be followed.
- B. Indicate if equipment is included in your budget – yes or no. If “yes” enter the item requested, the cost per item or monthly rate, and the total number of items or months for each item.
- C. Under the Description and Justification, select the equipment item being requested and enter in the description (maximum of 500 characters) and justification (maximum of 500 characters) for each item.

Under Description, provide the basis of computation for the requested amount and explain how the item is prorated to its support of the grant project. Provide an explanation of how the amount being requested is reasonable. Grant reviewers will want to know whether the cost of the item is typical for similar items. Explain how you determined the cost of an item, for example, you received a quote from a vendor. Attach applicable documentation of estimated cost.

Under Justification, explain how the item is essential to the goals in the proposed project. If equipment is requested to replace outdated or “old” equipment, briefly describe why replacement is necessary and when the “old” equipment was acquired.

6. Supplies and Other Expenses (If not funded by this project use \$0.00 on the budget grid.)

Supplies are all other items of tangible personal property that are not equipment. This includes computing devices that cost less than \$5,000 per unit (or the organization's capitalization threshold, if that is less than \$5,000). Supplies and Other Expenses include, but are not limited to, the following: office supplies, postage, training registration, telephone services, cell phone services, equipment maintenance, internet provider contracts, membership fees and printing projects. All computers purchased with DCJS grant funds must be equipped with updated anti-virus protection software.

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

- A. Indicate if supplies and other expenses is included in your budget – yes or no. If “yes” enter the item requested, the cost per item or monthly rate, and the total number of items or months for each item.
- B. Under the Description and Justification, select the supply or item being requested and enter in the description (maximum of 500 characters) and justification (maximum of 500 characters) for each item. Under Description, explain what the item is and provide a basis of computation that explains how the total cost of the item was determined. Under Justification, explain why the item is needed to meet the goals of the grant. If the item is replacing an older item, include the age of the older item and explain why it must be replaced.

Also under Description, explain whether the item is for exclusive use of this grant project. Grant funds cannot support the entire cost of an item that is not used for activities solely related to this grant program; however, grant funds can support a prorated share of such an item. Prorating calculations must be provided under description.

Applicants are encouraged to limit computer purchase requests to \$1,500 per workstation.

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

7. Indirect Costs (If no indirect costs are funded by this project use \$0.00 on the budget grid.)

Indirect costs may not exceed 1% of the total grant award.

Indirect costs are allowable under this grant program. Indirect costs are costs of an organization that are not readily assignable to a particular project but are necessary to the operation of the organization and the performance of the project. Indirect costs are those that benefit more than one activity and are common or joint purpose costs. For example, costs of an office manager or receptionist position that answers general phone calls and greets clients are considered indirect costs.

Indirect costs requested may only be used for allowable purposes. For example, the applicant cannot use indirect costs to support lobbying activities as lobbying is an unallowable cost under this grant program.

The salaries of administrative and clerical staff should generally be treated as indirect costs. Salaries of administrative and clerical staff may be appropriate to include as direct costs only if all the following conditions are met:

1. Administrative or clerical services are integral to the grant project or activity.
2. Individuals involved can be specifically identified with the grant project or activity.
3. Such costs are explicitly included in the budget or have the prior written approval of the awarding agency.
4. The costs are not also recovered as indirect costs on the proposed project or other grant programs.

Requesting Indirect Costs:

- A. Indicate if indirect costs are included in your budget – yes or no.
If “yes” enter “Indirect Costs” in “Item Description” and provide a brief justification (maximum of 250 characters). Enter the amount of indirect costs for pretrial and probation under “DCJS FUNDS – State” and leave the other funding sources as “\$0.”

F. Attachments

Upload in OGMS the following attachments.

- A. Resolution, providing for the implementation of the Comprehensive Community Corrections Act for Local Responsible Offenders, the Pretrial Services Act, and the establishment of the local Community Criminal Justice Boards (CCJB) (all agencies - excluding those that DCJS received in FY2025).
- B. Current CCJB member list (all agencies).
- C. If applicable, a letter designating signing authority if someone other than the specified individual signs any of the certifications in the application. The letter must be on official organization letterhead, include an effective date, list applicable grant numbers or application titles, and include the contact information of the person being granted signatory authority.
- D. Applicants seeking increased funding under Personnel must attach job descriptions or work profiles for each new staff position for which they are requesting funding. Job descriptions must correspond to each new staff person (position) listed on the application.

G. General Conditions and Assurances

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

H. Non-Supplantation

All applicants must complete the Non-Supplantation form. The form must be signed by the Project Administrator or Finance Officer.

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

I. Authority Certification

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

XI. Grant Reporting Requirements

Failure to comply with grant reporting requirements in a timely manner may result in DCJS withholding disbursement of grant funds and/or termination of the award. DCJS will provide grant reporting requirements at the time of grant award. Listed below are the anticipated requirements.

A. Financial Reports (called Claims and Detail of Expenditures in OGMS)

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

Projected SFY2026 Financial Report Due Dates for SFY Grants:

1 st Quarter, July – September	October 15
2 nd Quarter, October – December	January 15
3 rd Quarter, January – March	April 15
4 th Quarter, April – June	July 15

B. Progress reports (called Status Reports in OGMS)

Grant recipients must submit quarterly status reports through the DCJS Online Grants Management System (OGMS).

If the status report due date falls on a weekend or state recognized holiday, the reports are due on the next business day.

Projected SFY2026 Quarterly Status Report Due Dates for SFY Grants:

1 st Quarter, July – September	October 15
2 nd Quarter, October – December	January 15
3 rd Quarter, January – March	April 15
4 th Quarter, April – June	July 15

Additionally, subrecipients must report program income to DCJS quarterly. Program income is defined as any income earned as a result of grant funded activities. Activities that are anticipated to generate program income should be noted in the funds from other sources section of the application.

XII. How and Where to Submit Application

Submit applications and required attachments through the DCJS Online Grants Management System (OGMS) by 5:00 pm on Friday, March 28, 2025. After such time, OGMS will no longer permit applications to be submitted.

For technical issues and questions regarding OGMS, email ogmssupport@dcjs.virginia.gov (and include your grant name and application number) or visit OGMS Training & Resources at <https://www.dcjs.virginia.gov/grants/ogms-training-resources>.

DCJS staff are available to provide technical assistance and support during the application process via email at Angelica.Brown@dcjs.virginia.gov or (804) 659-6762. You may also use the “Question” feature in the funding opportunity in OGMS. A response will be sent within two business days.