



## **Children's Justice Act (CJA) One-Time Grant**

Guidelines and Application Procedures  
Grant Period: April 1-September 30, 2025  
Federal Funds Competitive Solicitation

**Application Due Date**  
**January 24, 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](http://www.dcjs.virginia.gov)

Issued December 30, 2024

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## I. Introduction

The Virginia Department of Criminal Justice Services (DCJS) is accepting applications for a one-time grant through the Children’s Justice Act (CJA).

### A. Grant Period

The grant period is for six months, April 1, 2025-September 30, 2025. Grant period extensions will not be considered.

### B. Funding Source

Funding for this grant program is made available from federal CJA allocations.

### C. Authority/Funding Purpose and Priority Areas

The Department of Criminal Justice Services (DCJS) administers funds for Virginia through the federal Children’s Justice Act (CJA). CJA supports improvement of the investigation, prosecution, and judicial handling of child abuse and neglect cases.

The Children’s Justice Act (CJA) is a part of the Child Abuse Prevention and Treatment Act (CAPTA), a federal grant for states to develop, establish, and operate programs designed to improve the child-protection system in four primary areas:

1. The handling of child abuse and neglect cases, including cases of child sexual abuse and exploitation, in a manner which limits additional trauma to the child victim;
2. The handling of cases of suspected child abuse and neglect related fatalities;
3. The investigation and prosecution of cases of child abuse and neglect, including child sexual abuse and exploitation; and
4. The handling of cases involving children with disabilities or serious health-related problems who are the victims of abuse and neglect.

The purpose of this grant solicitation is to support child-serving entities in the following areas:

- Trauma-informed child friendly spaces,
- Forensic interview equipment,
- Multidisciplinary Team (MDT) Development and Enhancement, and
- Volunteer Support and Recruitment.

### D. Amount Available

Applicants may request up to \$20,000.

### E. Match

Recipients of these subgrants are not required to provide matching funds.

### 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. 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 may only be obligated during the grant period. A final claim for all expenditures 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

Under this solicitation, eligible applicants include those working to improve investigation, prosecution, and judicial and administrative handling of child abuse and neglect. This may include, but is not limited to, Child Advocacy Centers (CACs), domestic and sexual violence (DVSV) programs, Commonwealth's Attorneys, courts, healthcare providers (including those providing telehealth services for children), and law enforcement.

To be eligible for funding under this grant program, organizations:

- A. Must have current federal [System of Award Management](#) (SAM) registration and Unique Entity Identifier (UEI) number,
- B. Must not be excluded or debarred from doing business with the federal government or the Commonwealth of Virginia,
- C. Must be in good standing with all state and federal agencies with which they have an existing grant or contractual relationship, and
- D. 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 and/or federal requirements and policies (click each topic below for additional information).

[Civil Rights and Nondiscrimination](#) (training required of all authorized officials and grant funded staff)

[Limited English Proficiency \(LEP\) Individuals](#)

[Equal Employment Opportunity Plans](#)

[Code of Federal Regulations Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#)

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:

- A. Failure to adhere to the standard terms and conditions or special conditions,
- B. Failure to submit reports (programmatic and/or financial) in a timely manner,
- C. Filing a false certification in this application or other report or document, and

D. 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 Jenna Foster at [jenna.foster@dcjs.virginia.gov](mailto:jenna.foster@dcjs.virginia.gov) or (804) 968-8146.

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 ET on Thursday, January 24, 2025. Early submissions are encouraged. The OGMS link is <https://ogms.dcjs.virginia.gov/index.do>. The Funding Opportunity number is 544381.

#### VI. Restrictions and Limitations

##### A. Non-supplantation

This funding opportunity is supported with federal funds. Federal 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.

##### B. Non-allowable expenses

These grant funds may not be used to pay for:

- Salaries,
- Pay raises, bonuses, premium pay and/or hazard pay for executive/administrative staff,
- Travel for board of directors or advisory council (mileage),
- Subsistence for board of directors or advisory council members,
- Vehicle purchase or lease,
- Conference registration for an event that will occur after September 30, 2025,
- Promotional items,
- Gift cards,
- Food for trainings or conferences,
- Food for staff or board members, or
- Matching funds for other grants.

#### VII. Availability of Continuation Funding

Continuation funding is not available under this grant program.

## VIII. Application Review Process

This is a competitive grant application process. Applications will be reviewed, evaluated, and scored 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.

Each application can earn a maximum score of 100 points. The primary grant program elements are evaluated based on ratings of excellent, acceptable, marginal, or unacceptable. Points that can be awarded for each primary grant program element are:

- Itemized Budget (15%) 0–15 points
- Budget Narrative (25%) 0–25 points
- Needs Justification (30%) 0–30 points
- Project Description (30%) 0–30 points

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 budget amendment reporting extension in OGMS.

The Criminal Justice Services Board is expected to make award determinations at its meeting on March 13, 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.

## IX. 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 544381, CJA One-Time Grant.

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 this initiative.

2. **Best Practice:** N/A.
3. **Jurisdiction(s) Served:** Select all jurisdictions that are proposed to be served by this grant.
4. **Program Title:** Program titles must include your organization's name and the name of the grant opportunity.
5. **Certified Crime Prevention Community:** Not applicable to this grant program.
6. **Type of Application:** Enter "New."
7. **Community Setting:** Check all that apply (rural, urban, suburban, or statewide).
8. **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 consultants hired as a result of this grant opportunity.
9. **Project Director:** Provide the 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.
10. **Project Administrator:** Provide the 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 signed by the person granting this authority, on agency letterhead, and dated after the release of these guidelines.
11. **Finance Officer:** Provide the 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 and 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: 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 federal funds. Place requests for funding under the “Federal” column.

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.

### C. Project Narrative Form (in OGMS)

1. **Demonstration of Need, 1,000-character limitation:** Describe the need in the community to be served by the proposed one-time grant funding. Include information about the children currently served in the existing program. Include relevant data, unique characteristics of the locality, and any assessment tools used. Be sure to specify what program you are supporting, if any, in your needs statement.
2. **Project Description, 1,000-character limitation:** Describe how the one-time purchases will be used to meet the identified need. Include details on collaboration that has taken place with community stakeholders including the judiciary, law enforcement, the Department of Social Services, and other system stakeholders.
3. **Service Area Demographic/Target Population, 500-character limitation:** Describe the geographic location of intended services to children. Include any other relevant demographic and target population information.
4. **Sustainment Plan, 500-character limitation:** Provide a clear plan for continued use of and service and maintenance of the purchased goods.

### D. 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:

1. All items requested in each budget form must be allowable.
2. For all items, under “Item Justification”, explain how the item is needed to support this grant project and the goals and objectives of the grant.
3. All items must include a basis of computation in the description of the item and an explanation of how the requested cost was determined.
4. For all items, 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.
  - a. Prorating means the request for funding is proportional to the use of each item for this grant program.
  - b. 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.

- c. How to prorate:
  - i. 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%.
  - ii. Proration based on staff: If your staff doing work supported by this purchase dedicates 50% of time improving investigation, prosecution, and judicial and administrative handling to child abuse, you can prorate this person's computer, office supplies, office furniture, or other assigned items by 50%.
- E. **Personnel and Employee Fringe Benefits Itemized Budget Form** (If no personnel are funded by this project, use \$0.00 on the budget grid.)  
Personnel and Employee Fringe Benefits are not available under this funding.
- F. **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.

1. 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.
2. 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.
3. 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.
4. 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.

5. Under “Description and Justification,” select the name of the consultant, enter the description of consultant’s role (maximum of 500 characters), and enter the justification for use of the 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.
- G. 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 assist staff or volunteers of this grant project 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.).
1. 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.
  2. 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>).
  3. Under “Description and Justification,” select the mileage being requested and enter 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.
- H. 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 assist staff or volunteers of this grant project with meeting the goals of the grant.
1. 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.
  2. 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.
  3. Under “Other Travel Costs,” enter the event title, number of people attending, number of trips with airfare, the rate, and other travel costs.
  4. Under “Description and Justification,” select the event item being requested and

enter 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.

Funds through this solicitation may not be used for travel or subsistence to attend overnight out-of-state trainings or conferences held within the grant timeframe (April 1-September 30, 2025).

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

Grant funds may be used to purchase equipment needed to improve investigation, prosecution, or judicial and administrative handling of child abuse or neglect. Grant funded equipment must be tracked, managed, and disposed of in a manner consistent with the subrecipient's policies and applicable federal regulations.

1. Equipment means tangible personal property (including information technology systems) having a useful life of more than one year and 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.
2. 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.
3. Under "Description and Justification," select the equipment item being requested and enter the description (maximum of 500 characters) and justification (maximum of 500 characters) for each item.
  - a. 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.
  - b. 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.

For example, if requesting forensic interview equipment (must be valued at over \$5,000; otherwise, it would be listed in "Supplies and Other Expenses"), provide the equipment name, unit cost, equipment description, and justification for the need of such equipment that correlates to a priority area.

J. **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, including 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, and telecommunications). If the item includes more than one component, identify subcomponents under "Description."

1. Indicate if supplies and other expenses are 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.
  2. Under "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.
    - a. Under "Description," explain what the item is and provide a basis of computation that explains how the total cost of the item was determined.
    - b. 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.
    - c. 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."
    - d. 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.
- K. **Indirect Costs** (If no indirect costs are funded by this project, use \$0.00 on the budget grid.) 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:**

1. Indicate if indirect costs are included in your budget – yes or no.
2. Determine the indirect costs rate that will be used for this grant program. Applicants have two rate options.
3. Applicants may have a negotiated indirect cost rate agreement (NICRA). To use a NICRA, the applicant must attach a current, signed, federally approved (or DCJS approved) indirect cost rate agreement. Applicants may apply with a provisional rate; however, if their final rate is lower, they will need to pay back the difference in any funds paid out with the higher rate.
4. Applicants without a current NICRA may elect to use the de minimis rate of 15%.
5. Complete the OGMS de minimis rate certification. If the applicant will use the de minimis rate of 15%, answer “yes.” If the applicant will use a NICRA, answer “no.” This certification must be signed by the Project Administrator.
6. Under Direct Expenditures, enter the amount of funds in the application budget per each category. Do not include anticipated indirect costs in this grid. Save the form before continuing.
7. Under Expenditure Totals, enter the indirect costs rate (either the de minimis 15% or the applicant’s NICRA).
8. Under DCJS funds, enter the total allowable amount of indirect costs (or less if needed to fit into the budget) under the appropriate funding category.
9. Applicants using a NICRA must attach a copy of their current, signed, final or provisional agreement to this OGMS form.

**Indirect Costs Reporting Requirements**

Subrecipients who request reimbursement for indirect costs will include their reimbursement requests on quarterly claims. The amounts requested must be based on the actual MTDC amount incurred each quarter. This amount will likely vary from quarter to quarter. The amount of indirect costs requested for reimbursement each quarter cannot simply be the total for the year divided by four. For assistance determining the appropriate amount of indirect costs that can be claimed, subrecipients may use the [MTDC Worksheet](#) each quarter.

**L. Attachments**

Upload the following attachments in OGMS:

1. A copy of your 501(C)(3) confirmation letter (if your organization is a non-profit),
2. A verification of active SAM registrations,
3. A list of the members of the Board of Directors (if applicable),
4. A statement by the Project Administrator describing your governing structure (if not governed by a board),
5. A completed Project Narrative, and
6. 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.

**If an attachment is required and not provided, reviewers will subtract 10 points per missing attachment.**

**M. General Conditions and Assurances**

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

**N. Lobbying and Debarment Certification**

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

**O. SAM Registration**

All applicants must complete this form. Upload proof of active SAM registration with the Unique Entity Identifier number (UEI) and its expiration date.

**P. Non-Supplantation**

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

**Note:** Federal 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.

**Q. Civil Rights Certification of Compliance**

The Civil Rights Certification of Compliance is applicable to all projects under this funding opportunity. All applicants should comply and select “Yes” on the Certification of Compliance in OGMS.

The Project Director must certify that they have viewed the civil rights training offered by the Office for Civil Rights (OCR) and that they will ensure all grant funded staff will be trained to understand their responsibilities as outlined in the OCR training. A link to the OCR training is attached to the certification form. All applicants should select “Yes” on the Project Director Certification in OGMS, then complete the form with their information.

The Project Administrator must select whether the applicant agency falls under Equal Employment Opportunity Plan (EEO) Certification A or Certification B. Awarded applicants that fall under EEO Certification B must have an EEO on file and provide it to DCJS upon request. All applicants should select “Yes” on the Project Administrator Certification in OGMS and then complete the form.

**R. Authority Certification**

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

**X. 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 narrative report of program implementation must be submitted prior to a reimbursement claim for the full award amount. Funds may be claimed at any time during the six-month grant period once the outlined grant activities have been accomplished. If the status report due date falls on a weekend or state recognized holiday, the reports are due on the next business day.

**XI. How and Where to Submit Applications**

Submit applications and required attachments through the DCJS Online Grants Management System (OGMS) by 5:00pm on Friday, January 24, 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](mailto:ogmssupport@dcjs.virginia.gov) (include your grant name and application number) or visit OGMS Training & Resources at <https://www.dcjs.virginia.gov/grants/ogms-training-resources>.

Please contact Jenna Foster at [jenna.foster@dcjs.virginia.gov](mailto:jenna.foster@dcjs.virginia.gov) or 804-968-8146 for provide technical assistance and support during the application process. You may also use the “Question” feature in the funding opportunity in OGMS. A response will be sent within two business days.