



Grant Management 101

Grant Writing and OGMS Navigation Overview

September 26, 2025



DCJS

Virginia Department of Criminal Justice Services

Today's Presenters



Chad Felts, *Capacity Building & Sustainability Coordinator*

Focus areas: FVIP—Local Units of Government, FVIP—Hospitals, Safer Communities



Jenna Foster, *Capacity Building & Sustainability Coordinator*

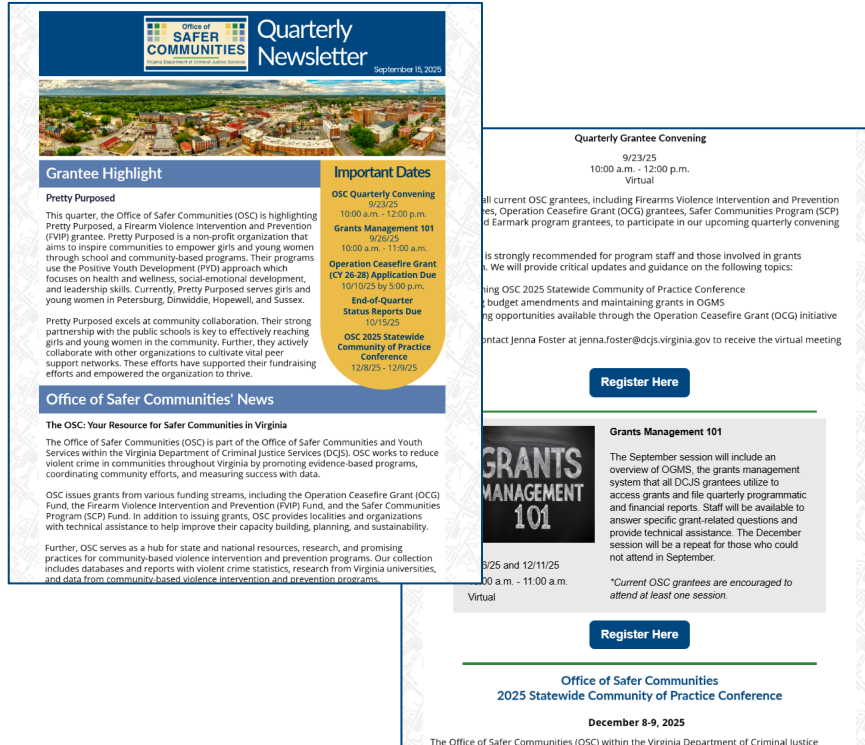
Focus areas: FVIP—Nonprofits, Earmarks



Jenn Quitiquit, *Office of Safer Communities Coordinator & Program Analyst*

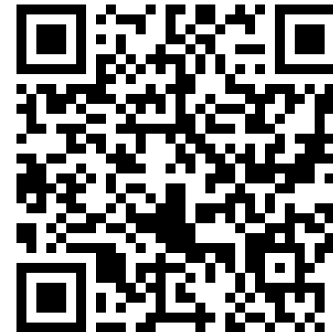
Focus areas: Operation Ceasefire

OSC Quarterly Newsletter



The OSC Quarterly Newsletter:

- Provides the latest information on upcoming convenings and events,
- Highlights the successes of an OSC grantee, and
- Offers resources and news within the grantee community.



Sign up here!

<https://lp.constantcontactpages.com/sl/I4qU0Lu>

OSC 2025 Statewide Community of Practice Conference

December 8-9, 2025

The Founders Inn & Spa, Virginia Beach

Free event with lunch provided both days!

This event will bring law enforcement agencies, local government agencies, and non-profit organizations together from across the Commonwealth for collaborative and informative sessions that will discuss a range of topics, share innovative interventions, and build stronger networks. We are honored to announce that Jens Ludwig, author of *Unforgiving Places: The Unexpected Origins of American Gun Violence*, will deliver our keynote address. Breakout sessions will include program highlights, real-world case studies, and panel discussions.

Scan the QR code for details and to register!



Virginia Department of Criminal Justice Services
www.dcjs.virginia.gov

Agenda

Who We Are

Funding Opportunity Announcements

Pre-Application Considerations

Writing Applications

Application Components

Review Process

Your Resources

Questions



Who We Are



Who We Are

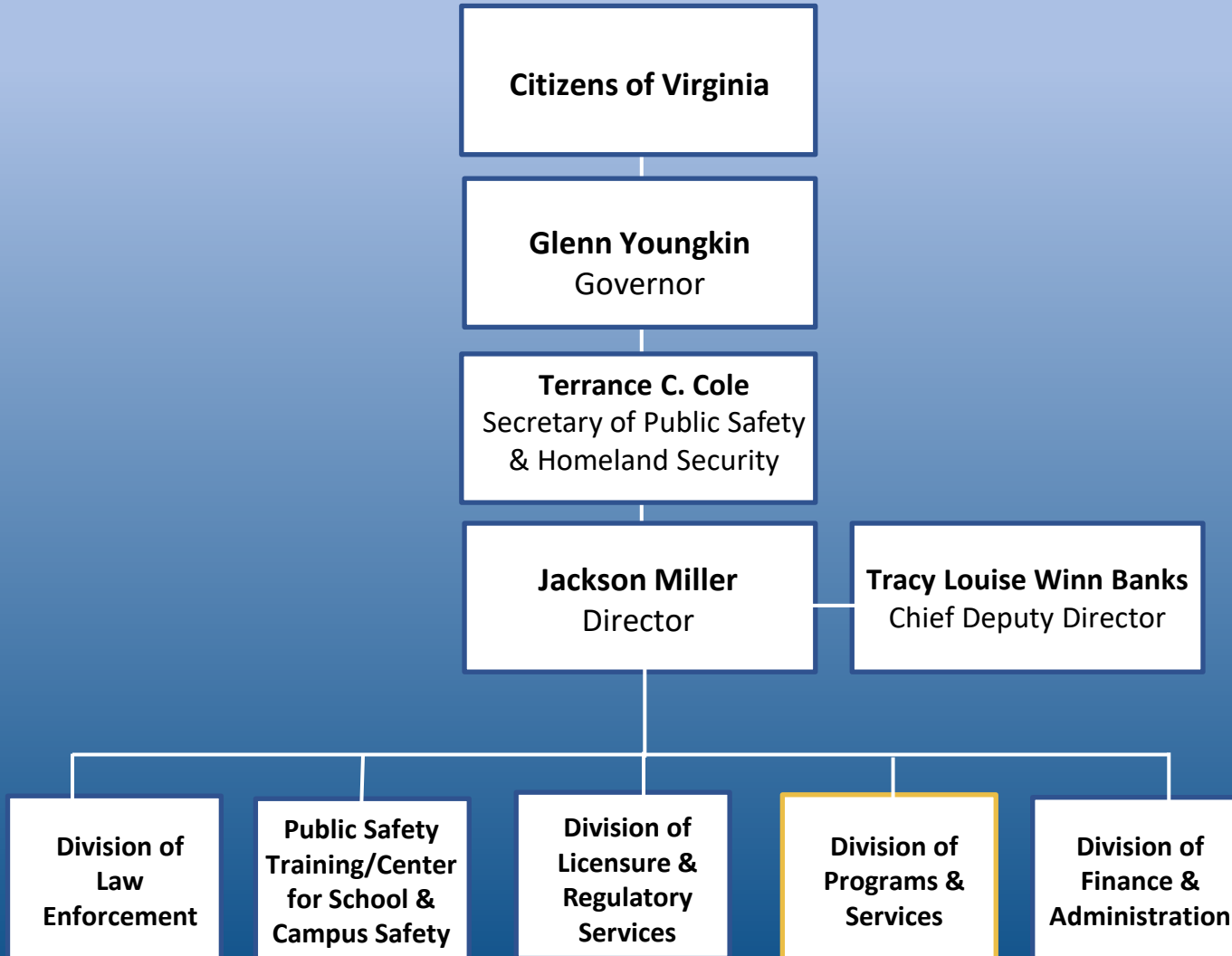
The mission of the Virginia Department of Criminal Justice Services (DCJS) is to provide leadership to improve the criminal justice system in Virginia's communities through effective training, partnerships, grant funding, research, regulation, and support.



DCJS

Virginia Department of Criminal Justice Services

DCJS Organization



DCJS Grants Management

State Administering Agency (SAA)

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graph TD; A[State Administering Agency (SAA)] --> B[Manages and distributes federal and state funding to localities, states agencies, and nonprofit organizations]; B --> C[Ensures fiscal and programmatic compliance for all state and federal grant funds];
```

Manages and distributes federal and state funding to localities, states agencies, and nonprofit organizations

Ensures fiscal and programmatic compliance for all state and federal grant funds

DCJS Grants Management

Responsibilities Behind the Scenes: Grant Program Coordinators and Monitors

Coordinate and monitor grants programs

Review grant applications and provide information to the Criminal Justice Services Board (CJSB)

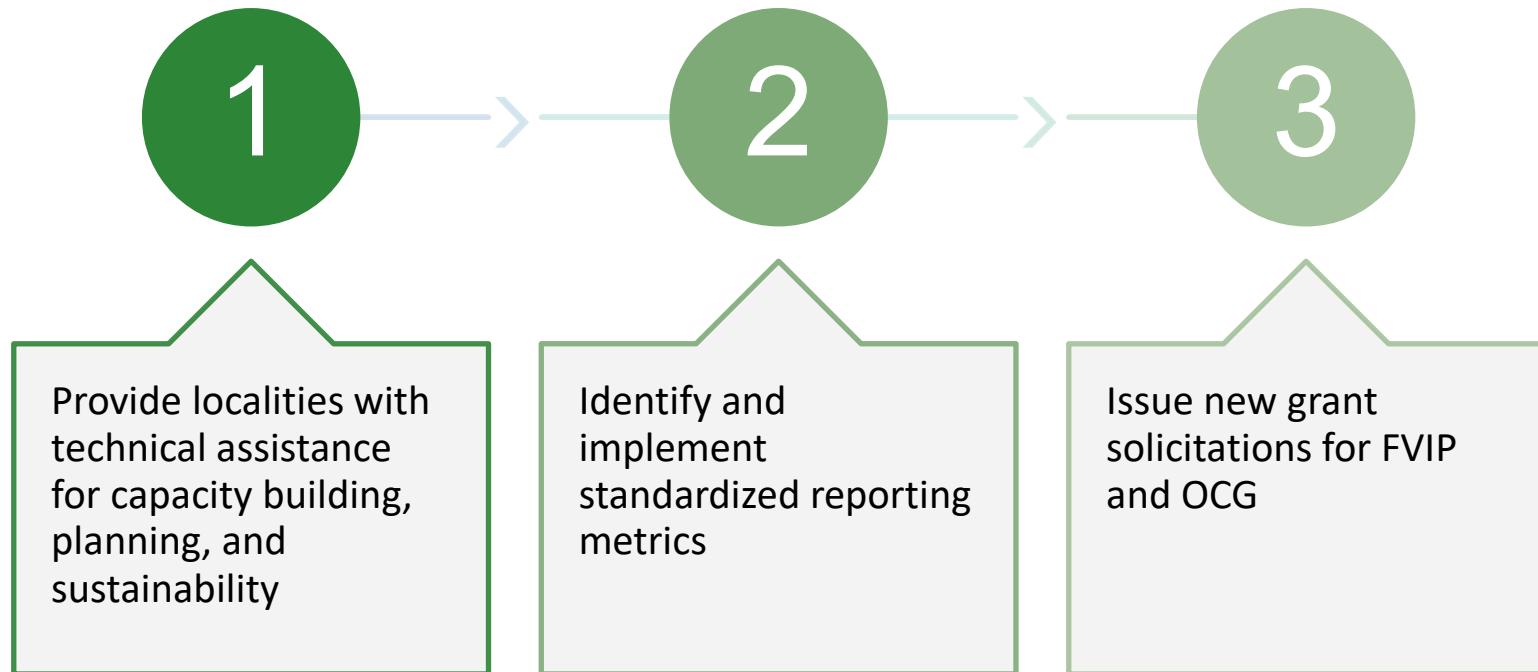
Provide technical assistance to applicants and grantees

Review and negotiate status reports

Conduct desk reviews and on-site monitoring activities

Work closely with other DCJS Divisions

Office of Safer Communities



OSC Funding Streams



OSC Funding Streams

Operation Ceasefire Grant (OCG) Fund

This program:

- Supports the implementation of violent crime reduction strategies;
- Provides training for law-enforcement officers and prosecutors;
- Provides equipment for law-enforcement agencies; and
- Awards grants to organizations, such as state and local law enforcement agencies, local Commonwealth's Attorneys, localities, social services providers, and non-profit organizations, that are engaged in group violence intervention efforts.

OSC Funding Streams

Firearm Violence Intervention and Prevention (FVIP) Grant Fund

- This program supports the implementation of evidence-informed gun violence intervention and prevention efforts, including street outreach, hospital-based violence intervention, and other violence intervention programs.

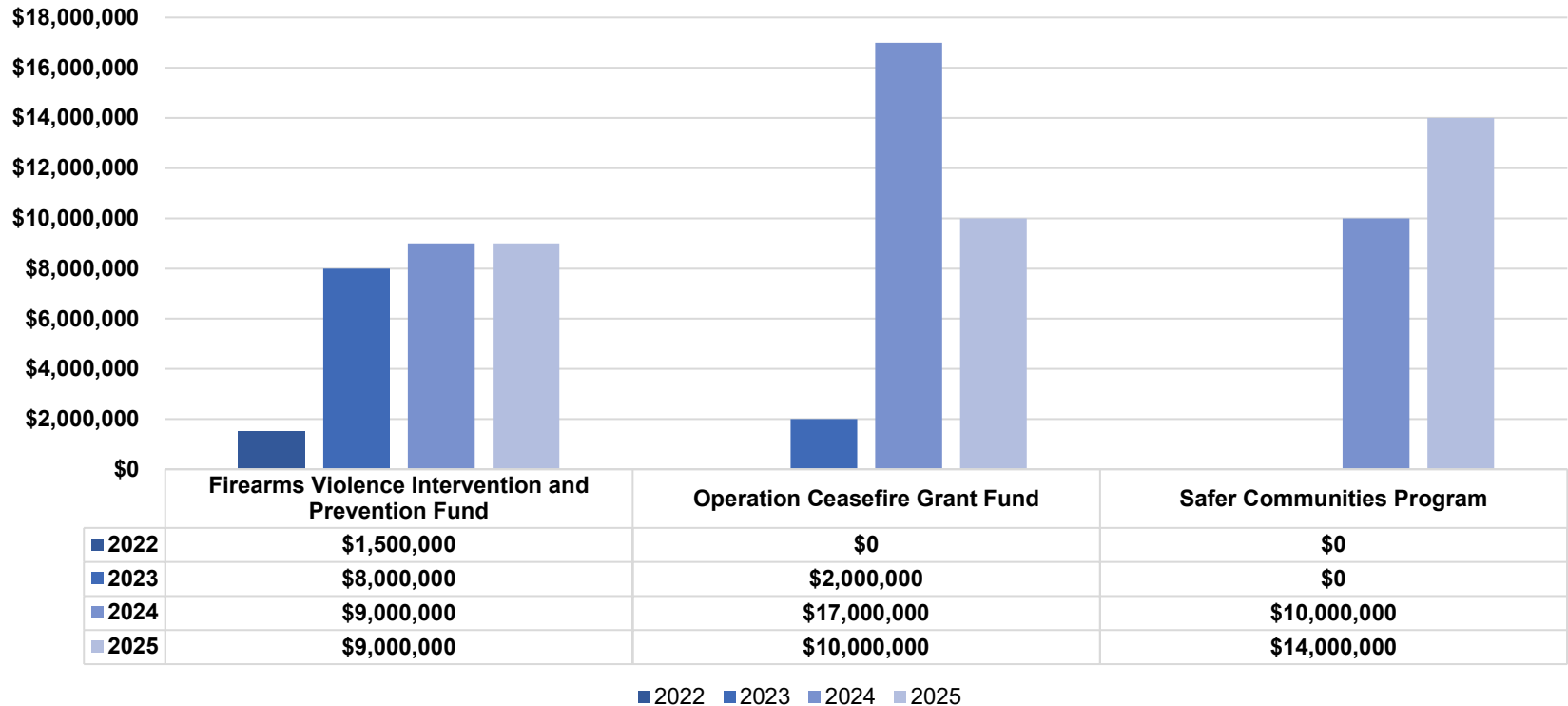
OSC Funding Streams

Safer Communities Program (SCP)

- This program provides funding to address the needs of communities impacted by violent crime through the promotion and expansion of evidence-based interventions, strategic coordination, and data-driven performance metrics.
- Current Safer Communities:
 - Roanoke
 - Richmond
 - Portsmouth
 - Norfolk

Program Funding

Violent Crime Funding





The Announcement:

Where to Find Funding Opportunities



DCJS Website

dcjs.virginia.gov

Virginia Department of Criminal Justice Services
Improving and promoting public safety in the Commonwealth

Apply for License/Registration

About | Licensing / Regulation | Law Enforcement | School-Campus Safety | Juvenile / Victims / Adult Justice | Grants | Research

VIRGINIA REGULATORY TOWN HALL
Virginia Regulatory Town Hall is a source of information about proposed changes to Virginia's regulations, including a calendar for meetings and board minutes. This site also facilitates public participation through online comment forums and an email notification service.

Use this link:
<http://townhall.virginia.gov/L/meetings.cfm>
Select the *Department of Criminal Justice Services* as the "Agency" and "submit" to access the list of DCJS meetings and public hearings.

News | Conferences | Trainings | Grants | Calendar

Grant Program Guidelines are now available for the FY 2025 Combatting Hate Crimes Grant Program Funding Opportunity
June 5, 10:15 am

NEW TRAINING: Regional Family Assistance Center Workshop - July 23, 2024 - Hopewell, VA
May 16, 12:17 pm

SPOTS STILL AVAILABLE: K-12 Behavioral Threat Assessment and Management Train-the-Trainer Program - July 18 and 19, 2024 in Frederick, VA - July 22 and 23, 2024 in Roanoke, VA
May 2, 12:32 pm

NEW TRAINING: Regional Family Assistance Center Workshop - June 24, 2024 - Lynchburg, VA
April 30, 12:58 pm

NEW SESSION ADDED: Active Attack Integrated Response (AAIR) - June 27-28, 2024 in Amelia Court House, VA
April 30, 12:55 pm

[View All Announcements](#)

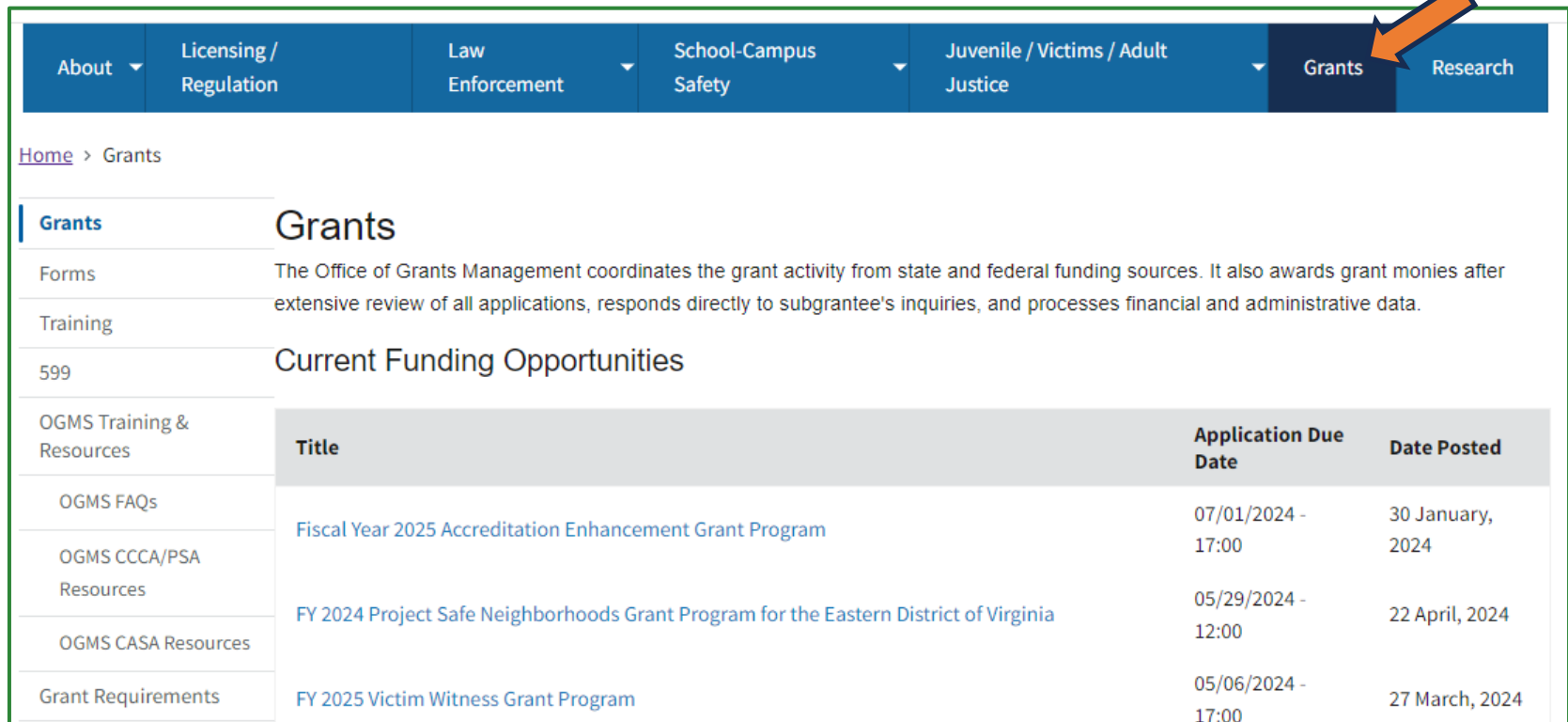
Register for Trainings & Events

Online Services

- ✓ Apply for License/Registration
- ✓ Criminal Justice Directory
- ✓ TRACER
- ✓ Benchmark LMS (Learning Management System)
- ✓ Publication Directory
- ✓ Employment Opportunities
- ✓ Forfeited Asset Sharing Program
- ✓ DCJS Funding Profiles
- ✓ Report a Campus or Local Emergency
- ✓ Sign Up for DCJS Updates

DCJS Website

dcjs.virginia.gov



[Home](#) > [Grants](#)

Grants

The Office of Grants Management coordinates the grant activity from state and federal funding sources. It also awards grant monies after extensive review of all applications, responds directly to subgrantee's inquiries, and processes financial and administrative data.

Current Funding Opportunities

| | Title | Application Due Date | Date Posted |
|---|---|----------------------|------------------|
| Forms | | | |
| Training | | | |
| 599 | | | |
| OGMS Training & Resources | | | |
| OGMS FAQs | Fiscal Year 2025 Accreditation Enhancement Grant Program | 07/01/2024 - 17:00 | 30 January, 2024 |
| OGMS CCCA/PSA Resources | FY 2024 Project Safe Neighborhoods Grant Program for the Eastern District of Virginia | 05/29/2024 - 12:00 | 22 April, 2024 |
| OGMS CASA Resources | | | |
| Grant Requirements | FY 2025 Victim Witness Grant Program | 05/06/2024 - 17:00 | 27 March, 2024 |

OSC Website—Grantee

<https://www.dcj.virginia.gov/safer-communities-youth-services/information-grantees-and-applicants>



The screenshot shows the Virginia Department of Criminal Justice Services website. The header includes the department's logo, name, and tagline "Improving and promoting public safety in the Commonwealth". A navigation bar contains links for About, Licensing / Regulation, Law Enforcement, School-Campus Safety, Juvenile / Victims / Adult Justice, Grants, and Research. The main content area is titled "Office of Safer Communities" and features a sidebar with links for About, Resources, CASA, Children's Justice Act, JJDPa Compliance Monitoring Program, Training, and Publications. The "GRANTEES" link is highlighted with an orange circle and an arrow. The main content area also displays a "Office of SAFER COMMUNITIES" banner with a grid of colored squares.

Current Funding Opportunities

Operation Ceasefire Grant (CY 2026–2028)

This OCG funding opportunity supports local law enforcement agencies and local units of government and their efforts to implement effective and sustainable solutions that intercept and eliminate local cycles of violence throughout the Commonwealth.

Application Due: October 10, 2025 by 5:00 p.m.

[Grant Guidelines and Application Procedures](#)

Operation Ceasefire Grant (CY 2026–2027) for Forensic and Analytical Technology

This initiative supports local law enforcement efforts to intercept and eliminate local cycles of violence through the use of forensic and analytical technology. Projects funded under this program will support local initiatives to fight violent crime by providing resources for law enforcement.

Application Due Date: October 10, 2025 by 5:00 p.m.

[Grant Guidelines and Application Procedures](#)

DCJS On-Line Grants Management System (OGMS)

The screenshot shows the login interface for the DCJS On-Line Grants Management System (OGMS). On the left, there is a login section titled "Enter your user id and password" with input fields for "User ID" and "Password", a green "SIGN IN" button, and links for "Forgot User ID?" and "Forgot Password?". Below this is a yellow "Click here to Register" button. Further down is a section for "Single Sign On For Internal Users Only" with a blue "Click Here to Access Single Sign On Tool" button. On the right, there is an "Announcements" section with a disclaimer about system ownership and usage, followed by "OGMS Training & Resources" and "OGMS Technical Support" sections, each providing additional information and contact details.

Enter your user id and password

User ID

Password

SIGN IN

[Forgot User ID?](#) [Forgot Password?](#)

[Click here to Register](#)

Single Sign On For Internal Users Only

[Click Here to Access Single Sign On Tool](#)

Announcements

This system is the property of the Commonwealth of Virginia and the Virginia Department of Criminal Justice Services. By accessing and using this system, you are consenting to system monitoring. All activity on this system is monitored. Unauthorized access, unauthorized use, misuse, or abuse of this system or the information contained in this system is prohibited and subject to all criminal and civil penalties allowed by the law. Evidence of unauthorized access, unauthorized use, misuse, or abuse of this system or the information contained in this system shall be promptly reported to appropriate agency management, security personnel, in addition to federal, state, and local law enforcement officials for investigation and may be subject to criminal prosecution.

OGMS Training & Resources

We have also created a webpage designated for OGMS training and resources. This page will be updated frequently and will provide additional resources to help you navigate OGMS. You can access the webpage directly at <https://www.dcjs.virginia.gov/grants/ogms-training-resources>.

OGMS Technical Support

For questions and technical assistance, contact: ogmssupport@dcjs.virginia.gov. Please include your grant number and grant program area in the Subject line (Example: 20-A1234CC20 – CCCA/PSA Grant Program).

ogms.dcjs.virginia.gov



Register in OGMS

Register early

- Allow 3-5 business days for the registration process to be completed

Anyone conducting DCJS grant activity will need to create an account, including people who are:

- Submitting an application
- Uploading status reports
- Entering financial reports
- Reimbursements

Information on how to register for OGMS can be found on the DCJS website

- www.dcjs.virginia.gov/grants/ogms-training-resources

We recommend registering Authorized Officials who have different contact information

- Project Directors
- Project Administrators
- Finance Officers



Before You Apply





Which grant is right for you?

Answer these questions:

- What problem will the grant solve and how?
- What are your current resources and why are they not working?
- Who/what will the grant impact?
- What is the capacity of your organization to accomplish your goal?
- What are the challenges in completing the project?
- How much will the project cost and will the grant cover all expenses?
- How long will it take?
- What data will you need to collect to measure success?



First Things First...

Register

- Register in OGMS

Read

- Read the grant Guidelines and Application Procedures document

Eligibility

- Take note of eligibility requirements and program priorities

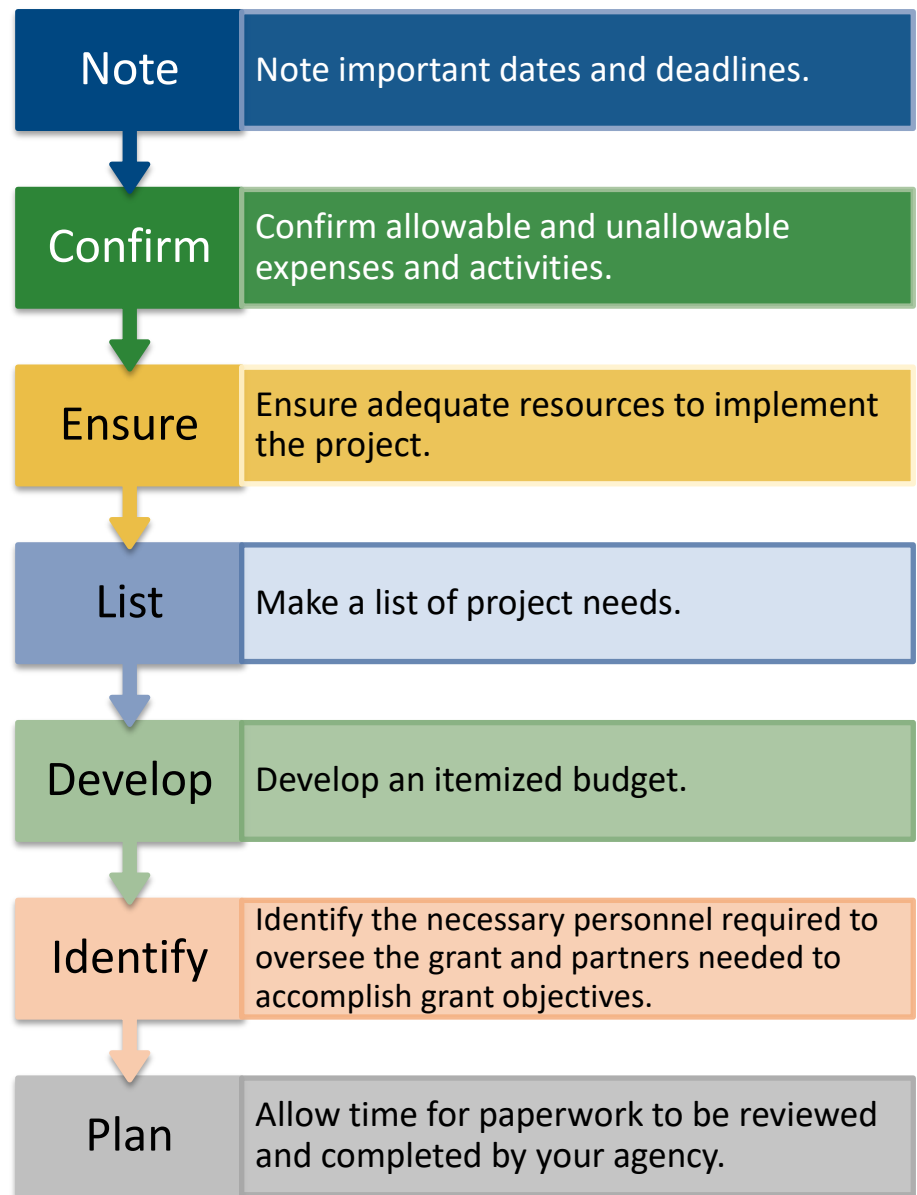
Requirements

- Note other requirements and restrictions

Funding

- Take note of available funding amounts and match requirements

How to Prepare





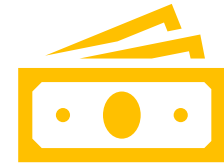
Planning



Meet with the finance team to determine funds needed and how the match will be met.



Understand the process in your locality, if applicable, for reviewing and signing applications.



Develop a timeline for completing sections of the application that allows for unexpected delays.



Things to Consider





What You Should Do

- ✓ Read the Guidelines and Application Procedures.
- ✓ Be clear and concise.
- ✓ Provide data to support your project.
- ✓ Check your math.
- ✓ Check grammar, spelling, and punctuation.
- ✓ Have another person review your application.
- ✓ Answer all the questions in the funding opportunity.
- ✓ Ask the program coordinator questions.
- ✓ Begin early.
- ✓ **Read!**

What You Should NOT Do

DO NOT:

- Use acronyms (unless written out at the beginning),
- Assume the grant reviewer is a subject matter expert in your field,
- Go on a tangent,
- Write complicated sentences or use grandiose language,
- Make the reviewer guess or assume, or
- Add information or items that are not requested.





More Tips

Read the entire funding opportunity.

Identify and communicate with partners that can support the intended program (including referral sources from other programs).

Write the grant so that someone unfamiliar with the project could still implement it.

Have the finance department review the proposed budget and check your math.

Follow the application guidelines exactly.

Be realistic.

Familiarize yourself with the forms and know what information you need to collect/provide.

Read everything!



A Few More Tips

- ✓ Ensure the budget items are tied to the activities in your project.
- ✓ Break down costs and explain how the requested amounts were determined.
- ✓ Review allowable and unallowable costs.
- ✓ Review definitions.
- ✓ Look for resource guides.
- ✓ **READ** the entire funding opportunity.
- ✓ You can expand/enhance, but you cannot supplant.

Supplementing vs. Supplanting

Supplementing:

- Occurs when grant funds are used to enhance existing state or local funds for program activities.

OJP TFSC Supplanting Guide Sheet

<https://www.ojp.gov/fmvs/supplanting-guide-sheet.pdf>

Supplanting:

- Occurs when a state or unit of local government reduces state or local funds for an activity, specifically, because grant funds are available (or expected to be available) to fund that same activity;
- To take the place of or replace.



Starting an Application





Application Components

- General Information
- Face Sheet
- Budget Forms
- Project Narrative
- Goals and Objectives/Targets
- Non-supplantation
- Authority Certification
- Certifications and Assurances
- Other requested documents



General Information

Application Title

Primary Contact

Organization

Additional Applicants



Face Sheet

Title

- Grant program specific

Contacts

- Project Director
- Project Administrator
- Finance Officer

Project Description

- Short description provided to CJSB *Important

Budget

Information used on reports to Grants Committee and CJSB:

- Funds Requested
 - Federal
 - **State**
 - **Special**

| Budget - Edit | | | | | | | Save Grid |
|-------------------|---------|--------|-------------|-------------|---------------|---------------|-----------|
| Budget Categories | Federal | State | Special | Cash Match | In-Kind Match | Total Program | |
| Personnel | \$0.00 | \$0.00 | \$74,250.00 | \$20,750.00 | \$0.00 | \$95,000.00 | |
| Consultant | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| Travel | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| Subsistence | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| Equipment | \$0.00 | \$0.00 | \$0.00 | \$5,000.00 | \$0.00 | \$5,000.00 | |
| Supplies/Other | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| Indirect Cost | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |



Project Narrative



A large gray circle occupies the left side of the slide. A small blue circle is positioned at the bottom-left edge of the gray circle.

Project Narrative

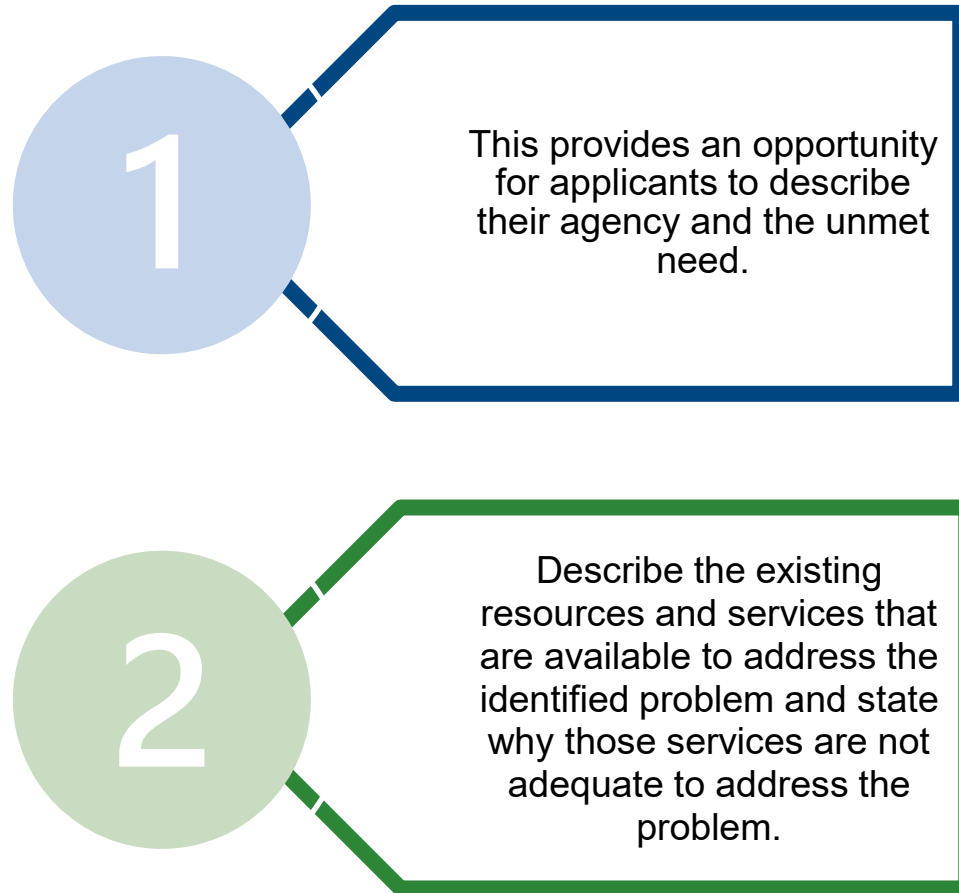
A series of five yellow curved dashes forming a partial arc in the upper right quadrant of the slide.

Includes multiple sections:

- Demonstration of Need
- Project Description
- Demographics/Target Population
- Sustainment Plan



Demonstration of Need





Project Description



Describe the project and planned implementation activities.



Describe how the project will reach the goals and match the capabilities of your organization.



Tie goals and objectives to implementation activities.



Demographics & Sustainment Plan

Demographics:

This is a description of the target population your organization will serve.

Sustainment Plan:

If the grant is funding a position, the application may require you to describe how you plan to maintain the position after the grant period ends.



Goals and Objectives

The goal is the **outcome** of your project and should be broad and general.

Objectives should directly support the goal and should be written in SMART format.

- **S**pecific
- **M**easurable
- **A**chievable
- **R**elated to the project
- **T**imebound

S.M.A.R.T. Approach





Goals and Objectives

Goals

- Describe what you hope to accomplish with the project.
 - Broad overview
 - Link to your original need
 - Final impact of the project

Objectives

- Identify the project's focus.
 - A step towards the goal
 - S.M.A.R.T approach
 - Does it support the larger goal?

Activities

- Measurable activities and tasks to accomplish each objective

Itemized Budget



Itemized Budget Forms: Description and Justification

Description

Clearly describe the expense and how it will be used or, in personnel, explain the job responsibilities and activities.

Justification

Explain how the request is essential to the project and, if needed, additional itemization on how you determined the cost in your request.



Itemized Budget Forms: Equipment

2 CFR Part 200: Equipment means **tangible** personal property (including information technology systems) having a **useful life of more than one year** and a **per-unit acquisition cost** which equals or exceeds the lesser of the capitalization level established by the non-Federal entity for financial statement purposes or **\$5,000**.

Equipment Item*:

Cost Per Item/Monthly Rate:

**Total Number of Items/Number
of Months:**

Total Cost:



Itemized Budget Forms: Supplies

Categorize by major types

- Office supplies - pens, paperclips, staples, etc.
- Conference registration

| | |
|---|----------------------------------|
| Supply/Item Requested*: | <input type="text"/> |
| Cost Per Item/Monthly Rate*: | <input type="text" value="\$0"/> |
| Total Number of Items/Number of Months*: | <input type="text"/> |
| Total Cost: | |



Additional Forms



Authority Certification

If someone else is signing, provide a memo from authorized official designating that person as having signing authority.

Authority Certification

[Edit Form](#)

To the best of my knowledge and belief, all data in this application is true and correct, the document has been duly authorized by the governing body of the applicant and the applicant will comply with all grant requirements if funding is awarded.

Your typed name, in lieu of your signature represents your legal binding acceptance of the terms of this application and the accuracy of the representations made in this application.

I have examined the information provided here regarding the signing authority and certify it is accurate. I am the signing authority, or have been delegated or designated formally as the signing authority by the appropriate authority of official, to provide the information requested throughout this application system on behalf of the person who has authority to formally commit the organization, locality, or state agency to complying with all the terms of the grant application. Information regarding the signing authority, or the delegation of such authority, has been placed in a file and is available on-site for immediate review.

Authorized Individual*: Joe Johnson
First Name Last Name
City Manager 01/26/2022
Title Date



Additional Forms

General Conditions and
Assurances

Lobbying and Debarment

Attachments

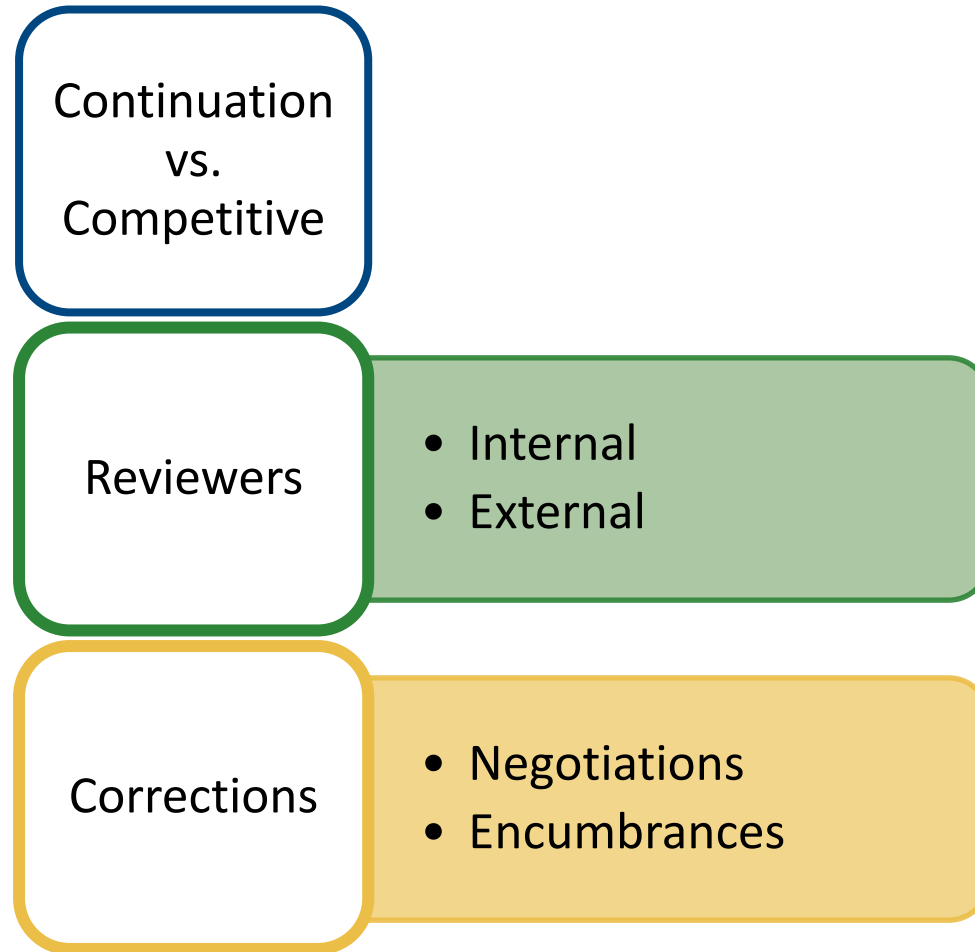


The Review Process





Grant Application Review Process





Criminal Justice Services Board (CJSB)

Grants Committee

- Reviews summaries of staff evaluations and application scores
- Makes recommendations to the full CJSB

Full CJSB Board

- Final grant award decisions



Grant Awards





Grant Management



Award Package



Review the grant requirements.



Record Retention



Determine who will complete reports.



Alerts and notifications will be sent through OGMS.



All changes to the grant must be reviewed and approved before they are implemented.



Payments will be held if an encumbrance has not been met.

Statement of Grant Award (“SOGA”)

- Acceptance of the grant award constitutes its agreement that the grantee assumes full responsibility for the management of all aspects of the grant and the activities funded by the grant.
- By signing the Statement of Grant Award/Acceptance, the grantee agrees to comply with all the special conditions outlined.
- READ all the Special Conditions.
- The signed SOGA should be sent to the DCJS grants administration division as outlined in the award package.





Encumbrances

Encumbrances are actions that need to be taken before you can implement the project or submit a claim.

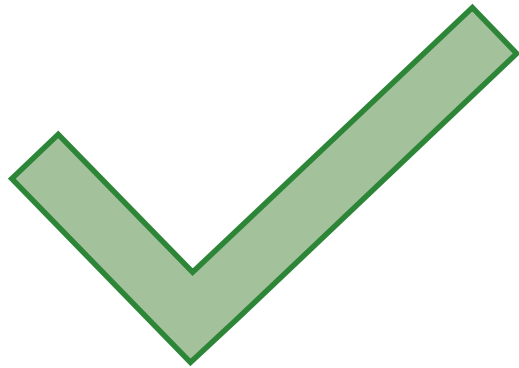




Grant Awards

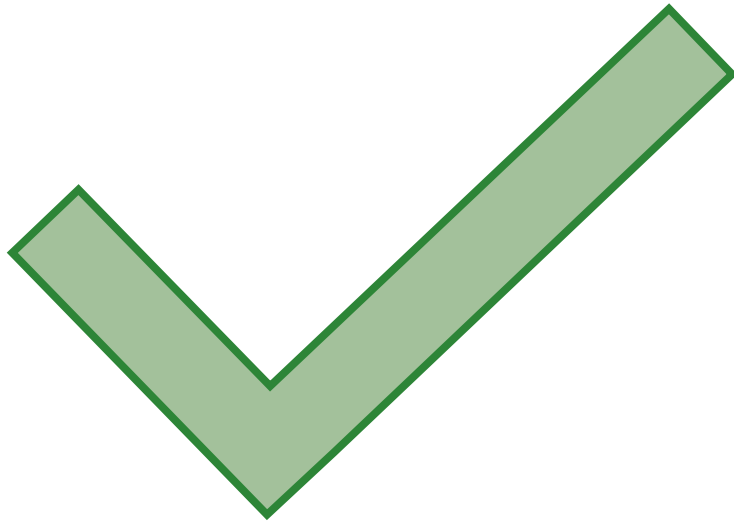
DENIED

Contact DCJS for technical assistance to apply for future funding opportunities.



Reporting Requirements

- Review Grant Requirements
- Quarterly Reporting
 - Financial Reports/Claims
 - Status reports
 - Other data as requested
- Payments may be held if status reports are not up to date.



Grant Writing:

- Note important due dates.
- Read all guidelines and instructions.
- Note match requirements.
- Check your math.

Grant Management:

- Read and understand grant requirements.
- Return the signed SOGA
- Inform DCJS of potential grant changes.
- Keep all records pertaining to the grant.



Contract Amendments

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

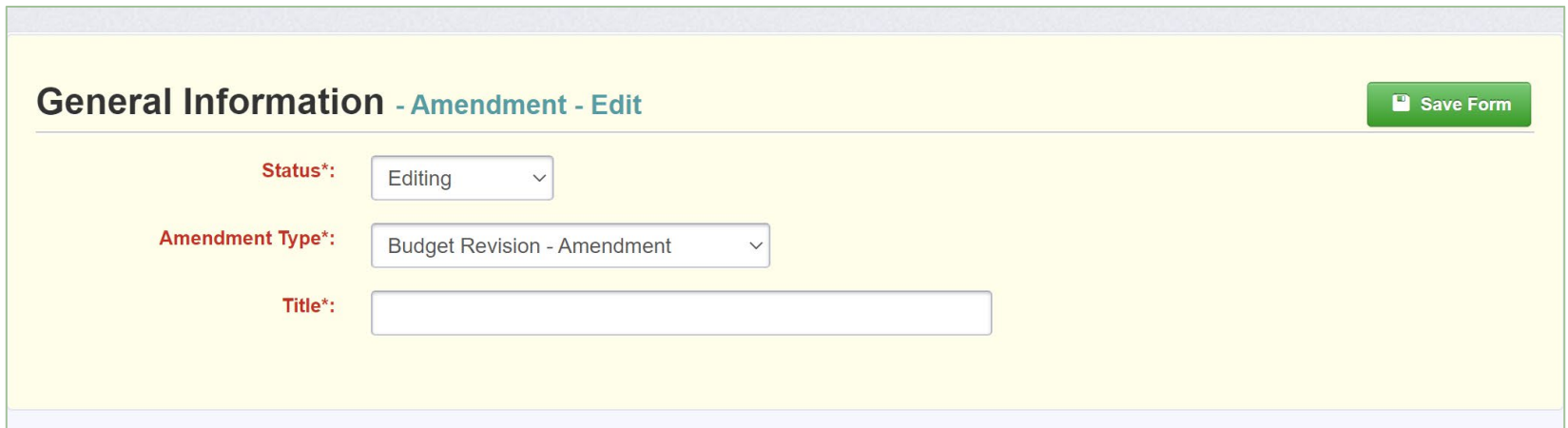
Be sure to reach out to your Grant Monitor for guidance before submitting an amendment.

When to Submit a Budget Amendment

- Grantees are allowed to submit two budget amendments per fiscal year.
- When the dollar amount for specific categories has changed or the grantee is seeking to move funds to other categories, a budget amendment is required prior to spending any of the funds for the proposed purpose.

Budget Amendments

- How to submit a budget amendment:
 - Open GRANTS COMPONENTS
 - Click CONTRACT AMENDMENT
 - Choose BUDGET REVISION - AMENDMENT



The screenshot shows a web form titled "General Information - Amendment - Edit". In the top right corner, there is a green button with a floppy disk icon and the text "Save Form". The form contains three fields, each with a red asterisk indicating it is required:

- Status*:** A dropdown menu with "Editing" selected and a downward arrow.
- Amendment Type*:** A dropdown menu with "Budget Revision - Amendment" selected and a downward arrow.
- Title*:** An empty text input field.

Completing the Budget Amendment Grid

Once the adjustment is approved, retain documentation of the adjustment for your records.

The final budget amendment request must be made no later than 45 calendar days from the end of the award period.

Summary - Grid

 Edit Grid

Complete the following with the current budget amounts and the proposed budget amounts and indicate the change.


| Category | Current Federal | Current State | Current Special | Current In-kind Match | Current Cash Match | Proposed Federal | Proposed State | Proposed Special | Proposed In-kind Match | Proposed Cash Match | Federal Change (+ / -) | State Change (+ / -) | Special Change (+ / -) | In-Kind Match Change (+ / -) | Cash Match Change (+ / -) |
|--------------------|--------------------|------------------|--------------------|-----------------------------|--------------------------|---------------------|-------------------|---------------------|------------------------------|---------------------------|------------------------------|----------------------------|------------------------------|---------------------------------------|------------------------------------|
| Personnel | | | | | | | | | | | | | | | |
| Consultants | | | | | | | | | | | | | | | |
| Travel/Subsistence | | | | | | | | | | | | | | | |
| Equipment | | | | | | | | | | | | | | | |
| Supplies/Other | | | | | | | | | | | | | | | |
| Indirect Costs | | | | | | | | | | | | | | | |

 Edit Grid


Be sure all funds are listed as STATE or SPECIAL.


Budget Amendment: Itemization

- Using the grid, indicate the increase/decrease of the categories needed to be amended, include the dollar figure, and include justification for the change.

 **Itemization - Grid**

| Category | Increase or Decrease | By \$ | Itemization | Justification |
|--------------------|----------------------------|-------|-------------|---------------|
| Personnel - Salary | | | | |
| Personnel - Fringe | | | | |
| Consultants | | | | |
| Travel | | | | |
| Equipment | | | | |
| Supplies and Other | | | | |
| Indirect Costs | | | | |

 Edit Grid

 Edit Grid

Completing Budget Amendment Grid

Be sure all funds are listed as **STATE** or **SPECIAL**, depending on funding area.

Budget amounts and the proposed budget amounts and indicate the change.

| | Current State | Current Special | Current In-kind Match | Current Cash Match | Proposed Federal | Proposed State |
|----|---------------|-----------------|-----------------------|--------------------|------------------|----------------|
| 0 | \$1000 | \$0 | \$0 | \$0 | \$0 | \$500 |
| 0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 0 | \$1000 | \$0 | \$0 | \$0 | \$0 | \$2000 |
| 0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 0 | \$1000 | \$0 | \$0 | \$0 | \$0 | \$500 |
| 0 | \$0 | \$0 | \$0 | \$0 | \$0 | \$0 |
| 00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 |

Once all figures are included from the original budget and proposed budget and in the correct categories, **mark as complete** and submit.

Budget Amendment Reminders

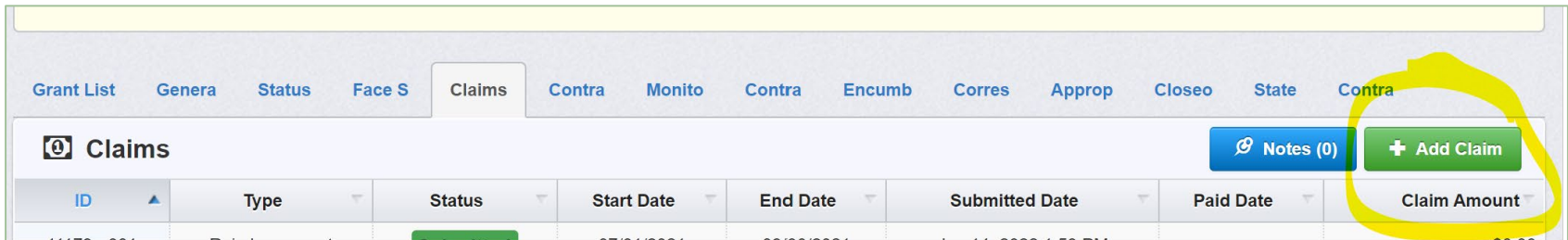
- Equipment includes any tangible items over \$5,000.
- All salary increases, supplies, and equipment MUST include supporting documentation. This includes:
 - Estimates
 - Copy of invoice
 - Screenshot of online shopping cart or other cost analysis
 - Approval of salary changes
- Be sure to include an itemized justification for all changes.
 - Example: List specific training/conference for staff and the type of consultant requested.

Quarterly Reporting Requirements

- To submit a quarterly Claim:
 1. Under Grant Components, select **Claims**.
 2. Click the **Add claim** button in the right corner.
 3. Select **Reimbursement**.
 4. Add the reporting period.
 5. Save form.
- Include figures that show how the funding was spent during that specific reporting period.
- Make sure to round all figures to the whole dollar.
- Mark as **COMPLETE** and submit.

Claims

- To file a claim for funding:
 1. Click **Claims** under Grant Components.
 2. Click **Add Claim**.
 3. Be sure the claim reflects **reimbursement** (or **report only** for advance payment grantees)
 4. List all funds under **State** or **Special**.
 5. Be sure that the total amount of the claim doesn't exceed the total amount of the grant award listed on the award letter.



The screenshot shows the DCJS Claims management interface. The top navigation bar includes tabs for Grant List, General, Status, Face Sheet, Claims, Contra, Monitor, Contra, Encumb, Corres, Approp, Closeo, State, and Contra. The 'Claims' tab is currently selected. Below the navigation bar, there is a 'Claims' section with a table of claims. The table has columns for ID, Type, Status, Start Date, End Date, Submitted Date, Paid Date, and Claim Amount. A yellow circle highlights the 'Add Claim' button in the top right corner of the table.

| ID | Type | Status | Start Date | End Date | Submitted Date | Paid Date | Claim Amount |
|-----------|---------------|-----------|------------|------------|--------------------|-----------|--------------|
| 11170-001 | Reimbursement | Submitted | 07/01/2021 | 06/30/2021 | 11/11/2021 4:50 PM | | 00.00 |

Reimbursement Form

- Enter the total amount of actual expenditures to be reimbursed. This grid should align with the Detail of Expenditures form. Be sure all figures are correct before continuing.

[Claim List](#) [General](#) [Reimbu](#) [Detail](#) [Claim](#)

Reimbursement - Current Version [Create New Version](#) [View Versions](#)

Reimbursement [Edit Reimbursement](#)

| Budget Category | Contract Budget | Expenses This Period | Prior Expenses (Paid) | Total | Available Balance (Unpaid) | Prior Expenses (Submitted Not Paid) | Total Claimed | Remaining Balance (Unclaimed) | Contract Match | Match Expenses This Period | Prior Match Expenses | Total Match | Remaining Match Requirement | Match Percentage |
|-----------------|-----------------|----------------------|-----------------------|--------|----------------------------|-------------------------------------|---------------|-------------------------------|----------------|----------------------------|----------------------|-------------|-----------------------------|------------------|
| Budget | | | | | | | | | | | | | | |
| Personnel | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| Consultant | \$3,947.00 | \$0.00 | \$0.00 | \$0.00 | \$3,947.00 | \$7,894.00 | \$7,894.00 | (\$3,947.00) | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| Travel | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| Subsistence | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| Equipment | \$15,000.00 | \$0.00 | \$0.00 | \$0.00 | \$15,000.00 | \$30,000.00 | \$30,000.00 | (\$15,000.00) | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| Supplies/Other | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| Indirect Cost | \$26,050.00 | \$0.00 | \$0.00 | \$0.00 | \$26,050.00 | \$52,100.00 | \$52,100.00 | (\$26,050.00) | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | 0.00% |
| | \$44,997.00 | \$0.00 | \$0.00 | \$0.00 | \$44,997.00 | \$89,994.00 | \$89,994.00 | (\$44,997.00) | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | .00% |

[Edit Reimbursement](#)

[Previous](#) [Next](#)

Detail of Expenditure with Attachment

1. Add rows under each approved budget category to reflect actual expenditures.
2. Save form.
3. Mark as complete.

The screenshot displays a web application interface for managing expenditures. At the top, there are tabs for 'Claim List', 'Genera', 'Reimbu', 'Detail', and 'Claim'. The 'Detail' tab is active, showing the title 'Detail of Expenditures with Attachment - Current Version'. To the right of the title are buttons for 'Create New Version' and 'View Versions'.

Below the title bar, there are three main sections, each with a header and a table:

- Personnel Expenditures - Multi-List**: This section has a green '+ Add Row' button. The table has columns: 'Description', 'Federal', 'State', 'Special', and 'Total'. The table is currently empty, showing 'No Data for Table'.
- Consultant Expenditures - Multi-List**: This section also has a green '+ Add Row' button. The table has columns: 'Description', 'Federal', 'State', 'Special', and 'Total'. The table is currently empty, showing 'No Data for Table'.
- Travel Expenditures - Multi-List**: This section also has a green '+ Add Row' button. The table has columns: 'Description', 'Federal', 'State', 'Special', and 'Total'. The table is currently empty, showing 'No Data for Table'.

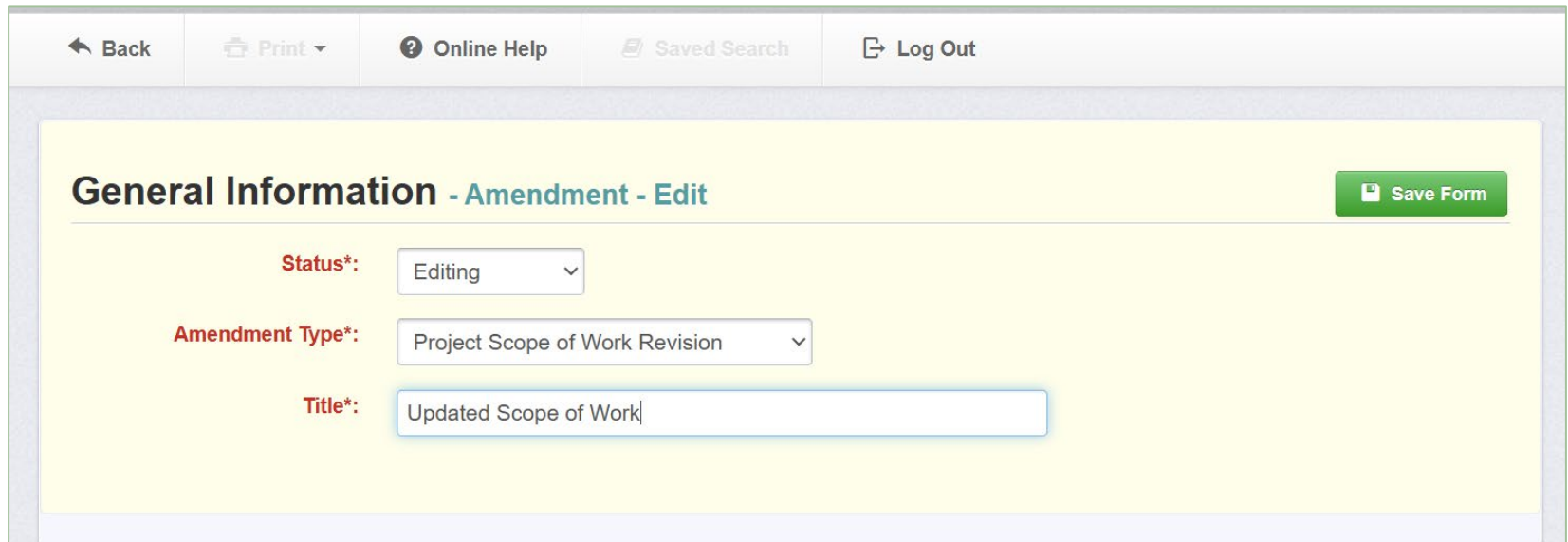
Claims Supporting Documentation

- Be sure to attach the **signed OGMS Claims Certification** form.
- The form must be signed by the Finance Officer.
- Save form.

The screenshot shows a web interface for 'Claim Supporting Documentation - Current Version'. Inside, there's a section for the 'OGMS Claim Certification Form'. It includes a 'Save Form' button in the top right. A blue text box explains the requirement for a signed certification form for all federally funded grants, noting that DCJS does not need additional invoices or receipts, but all supporting documentation must be maintained and available upon request for audit and reconciliation purposes. It provides a URL: <https://www.dcjs.virginia.gov/grants/forms>. Below this, there's a label 'OGMS Claim Certification*' followed by a file input field and a 'Select file' button. A second 'Save Form' button is located at the bottom right of the form area.

Contract Amendments – Changes in Scope

Once you have decided to change the scope of your grant funded project and have spoken to your grant monitor, you must submit a **project scope of work revision** contract amendment.



The screenshot shows a web application interface for editing a contract amendment. At the top, there is a navigation bar with links: Back, Print, Online Help, Saved Search, and Log Out. Below this, the main content area is titled "General Information - Amendment - Edit" and includes a "Save Form" button. The form contains three fields: "Status*" with a dropdown menu set to "Editing", "Amendment Type*" with a dropdown menu set to "Project Scope of Work Revision", and "Title*" with a text input field containing "Updated Scope of Work".

| General Information - Amendment - Edit | |
|--|--------------------------------|
| Status* | Editing |
| Amendment Type* | Project Scope of Work Revision |
| Title* | Updated Scope of Work |

Contract Amendments – Change in Staff / Authorized Officials

Any updates to grant-funded staff or authorized officials must be made in OGMS. **Be sure to complete and sign the required form** and attach to this contract amendment.

Contact a Grant Monitor for the form.

This screenshot shows the 'General Information - Amendment - Edit' form in OGMS. The form has a yellow background and a green 'Save Form' button in the top right corner. It contains three fields: 'Status*' with a dropdown menu set to 'Editing', 'Amendment Type*' with a dropdown menu set to 'Change Grant Funded Staff', and 'Title*' with a text input field containing 'Remove Sally Who, Add Greg Smith'.

General Information - Amendment - Edit Save Form

Status*: Editing

Amendment Type*: Change Grant Funded Staff

Title*: Remove Sally Who, Add Greg Smith

This screenshot shows the 'General Information - Amendment - Edit' form in OGMS. The form has a yellow background and a green 'Save Form' button in the top right corner. It contains three fields: 'Status*' with a dropdown menu set to 'Editing', 'Amendment Type*' with a dropdown menu set to 'Change in Authorized Official', and 'Title*' with a text input field containing 'Remove John Smith, Add Jane Doe'.

General Information - Amendment - Edit Save Form

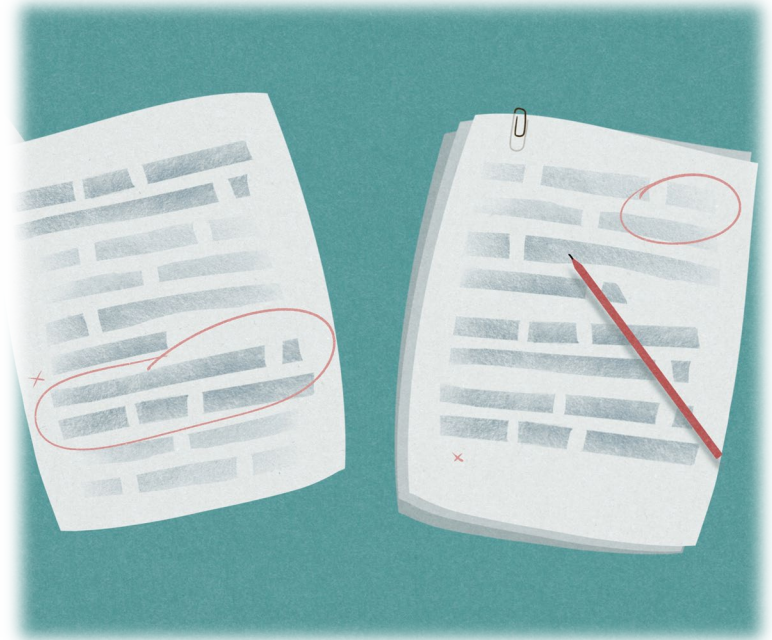
Status*: Editing

Amendment Type*: Change in Authorized Official

Title*: Remove John Smith, Add Jane Doe

Tips

- Review spelling, grammar, and punctuation.
- Use technical language only when necessary.
- Avoid over-complicating.
- Sentences:
 - Narratives
 - Ideas
- Spell out acronyms.
 - (i.e., SMART approach)





Your Resources at DCJS

Grant Monitor

- Status reports
- Goals and objectives
- Budget amendments

Finance Management

- Financial reporting/claims
- Grant closeouts
- Other financial questions

OGMS technical support:

- ogmssupport@dcjs.virginia.gov

Assistance

- Don't hesitate to reach out to your grant monitor with questions.
- We are here to work on issues together.
- We provide tools to help you achieve your goal.





Site Visits & Desk Review

- Risk Assessment for Grantees
- Site Visits vs. Desk Reviews
 - FVIP Site Visits began in July 2025. Current FVIP programs will receive in-person site visits or virtual desk reviews.
 - Earmark grantees will receive programmatic site visits.



Questions

(Don't forget to **READ** the resource documents and funding opportunity!)

Contact Information

Chad Felts

Capacity Building and Sustainability Coordinator – FVIP: Local Units of Government, Public Housing Authorities, Hospitals; Safer Communities Program

Office of Safer Communities and Youth Services

chad.felts@dcjs.virginia.gov

Jenna Foster

Capacity Building and Sustainability Coordinator – FVIP: Nonprofit Organizations, Earmarks

Office of Safer Communities and Youth Services

jenna.foster@dcjs.virginia.gov

Jenn Quitiquit

OSC Coordinator and Program Analyst – Operation Ceasefire

Office of Safer Communities and Youth Services

jennifer.quitiquit@dcjs.virginia.gov