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*
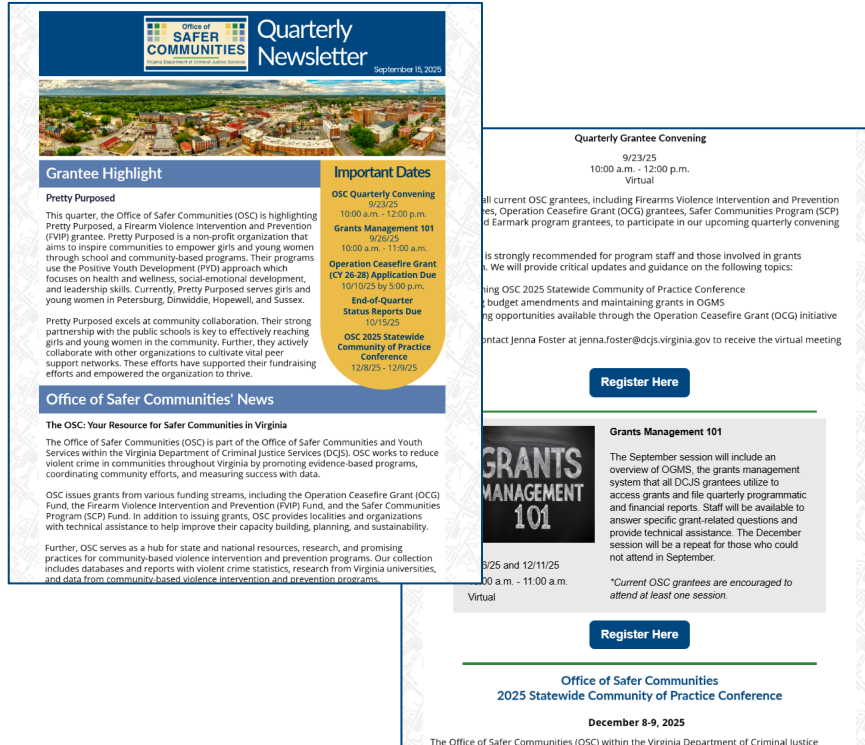Focus areas: FVIP—Nonprofits, Earmarks

**Jenn Quitiquit,** *Office of Safer Communities Coordinator & Program Analyst*
Focus areas: Operation Ceasefire

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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
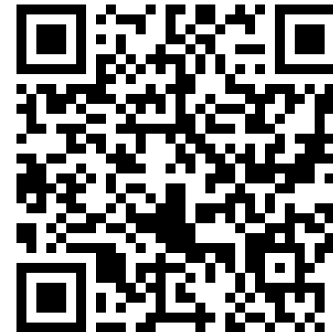
OSC 2025 Statewide Community of Practice Conference

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!

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Office of
SAFER
COMMUNITIES
Virginia Department of Criminal Justice Services

Agenda

Who We Are

Funding Opportunity Announcements

Pre-Application Considerations

Writing Applications

Application Components

Review Process

Your Resources

Questions

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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 Organization
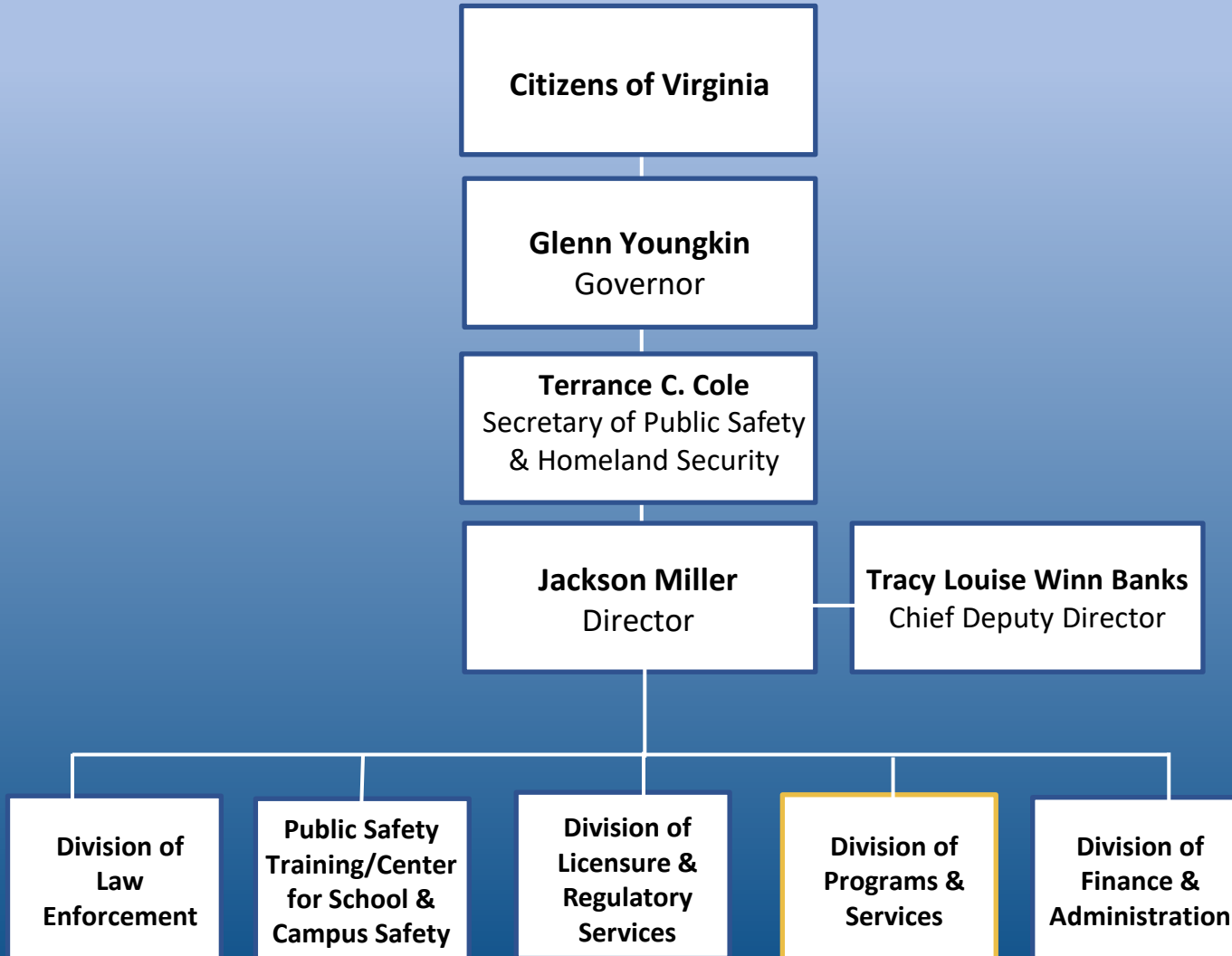
DCJS Grants Management

State Administering Agency (SAA)

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

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Office of Safer Communities

1 → **2** → **3**

1 Provide localities with technical assistance for capacity building, planning, and sustainability

2 Identify and implement standardized reporting metrics

3 Issue new grant solicitations for FVIP and OCG

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OSC Funding Streams

Office of Safer Communities

Safer Communities Program
- City of Norfolk
- City of Portsmouth
- City of Roanoke
- City of Richmond

Operation Ceasefire Grant (OCG)
- Law enforcement
- Local prosecutors
- Social services organizations
- Local government agencies

Firearm Violence Intervention and Prevention (FVIP)
- Community-based, non-profit organizations
- Hospitals
- Public housing authorities
- Local government agencies

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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.

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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.

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

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Program Funding

Violent Crime Funding

	Firearms Violence Intervention and Prevention Fund	Operation Ceasefire Grant Fund	Safer Communities Program
■ 2022	$1,500,000	$0	$0
■ 2023	$8,000,000	$2,000,000	$0
■ 2024	$9,000,000	$17,000,000	$10,000,000
■ 2025	$9,000,000	$10,000,000	$14,000,000

■ 2022 ■ 2023 ■ 2024 ■ 2025
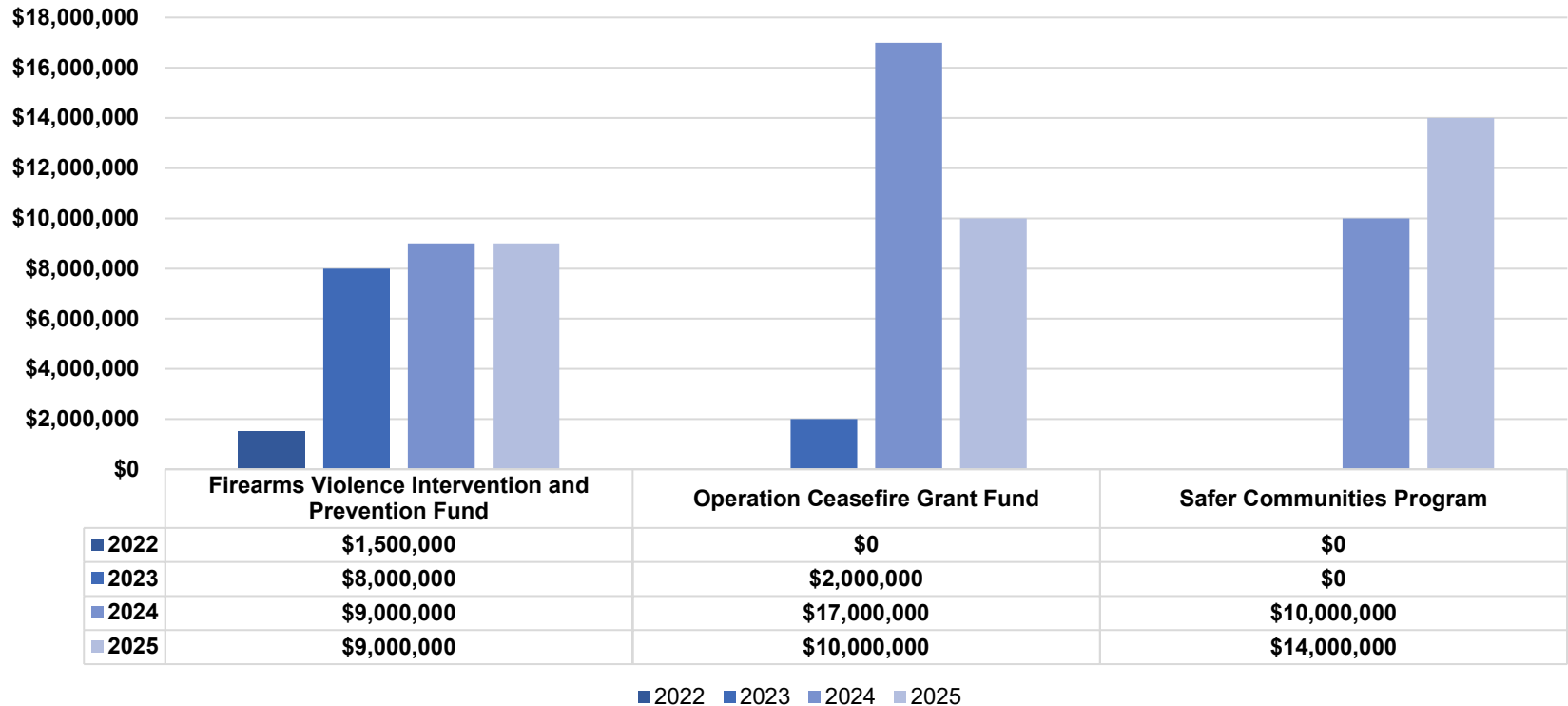
The Announcement:

Where to Find Funding Opportunities

DCJS Website
dcjs.virginia.gov

DCJS Website
dcjs.virginia.gov

OSC Website—Grantee

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

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DCJS On-Line Grants Management System (OGMS)

ogms.dcjs.virginia.gov

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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

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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

Note	Note important dates and deadlines.
Confirm	Confirm allowable and unallowable expenses and activities.
Ensure	Ensure adequate resources to implement the project.
List	Make a list of project needs.
Develop	Develop an itemized budget.
Identify	Identify the necessary personnel required to oversee the grant and partners needed to accomplish grant objectives.
Plan	Allow time for paperwork to be reviewed and completed by your agency.

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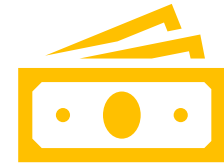
Develop a timeline for completing sections of the application that allows for unexpected delays.

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!

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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

Project Narrative

Includes multiple sections:

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

Demonstration of Need

1 This provides an opportunity for applicants to describe their agency and the unmet need.

2 Describe the existing resources and services that are available to address the identified problem and state why those services are not adequate to address the problem.

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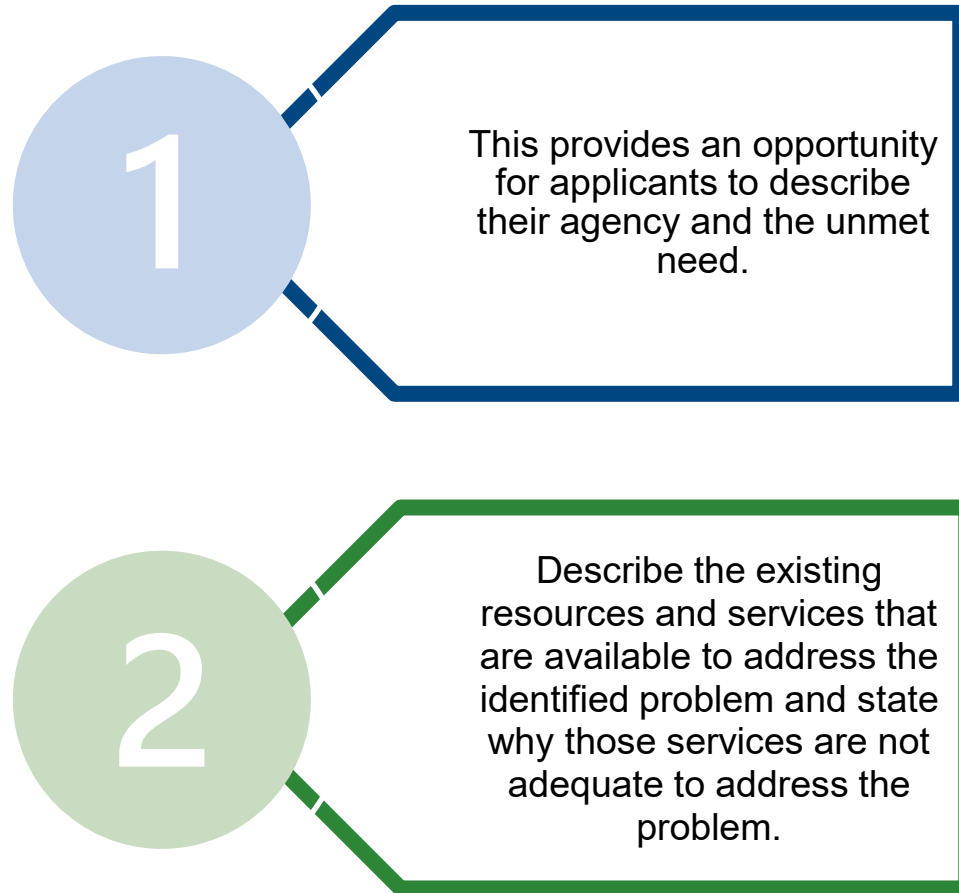
Project Description

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

S M A R T

Specific   Measurable   Attainable   Relevant   Time Based

Goals and Objectives

Goals	Objectives	Activities
• Describe what you hope to accomplish with the project. – Broad overview – Link to your original need – Final impact of the project	• Identify the project's focus. – A step towards the goal – S.M.A.R.T approach – Does it support the larger goal?	• 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.

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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: $0

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*:	
Cost Per Item/Monthly Rate*:	$0
Total Number of Items/Number of Months*:	
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

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Additional Forms

General Conditions and Assurances

Lobbying and Debarment

Attachments

The Review Process

Grant Application Review Process

Continuation vs. Competitive

Reviewers
- Internal
- External

Corrections
- Negotiations
- Encumbrances
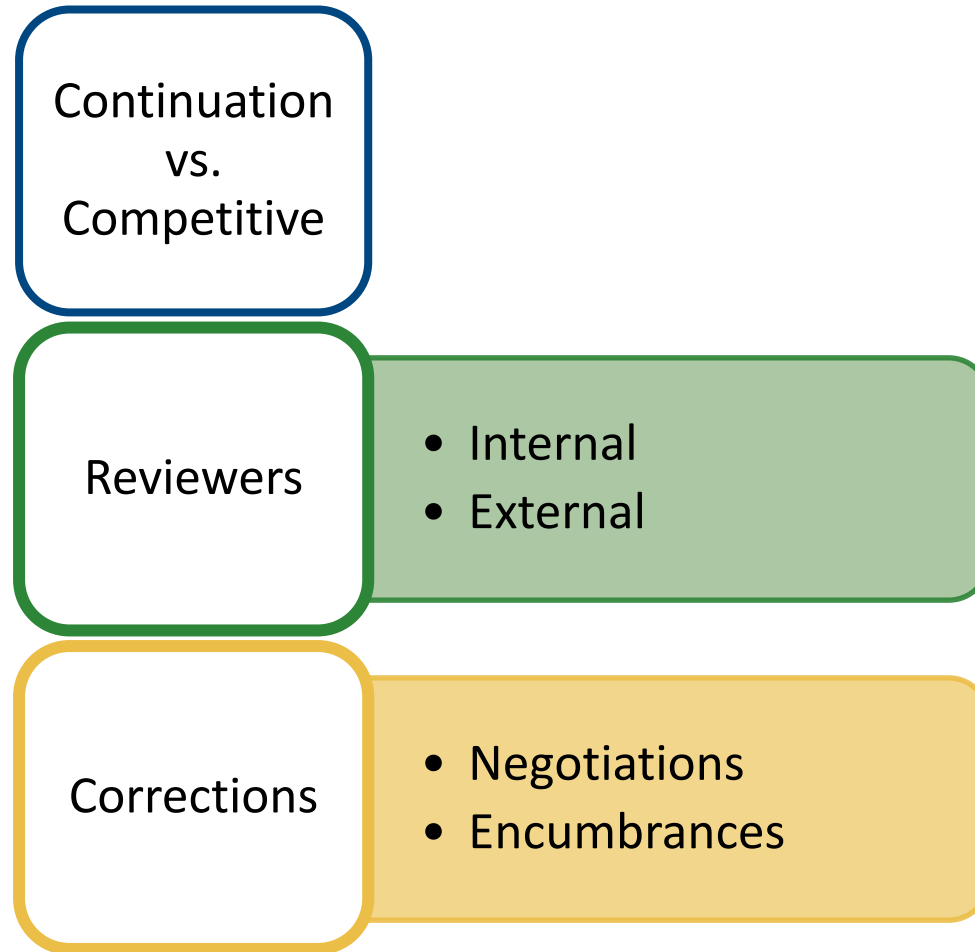
Criminal Justice Services Board (CJSB)

Grants Committee

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

Full CJSB Board

- Final grant award decisions

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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.

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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.
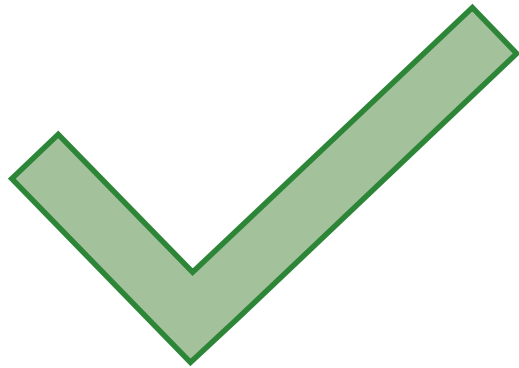
Reporting Requirements

- 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.
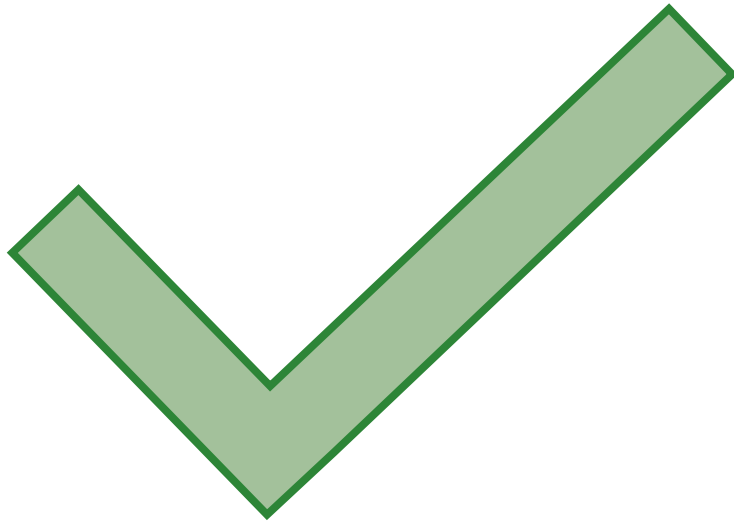
Grant Writing:

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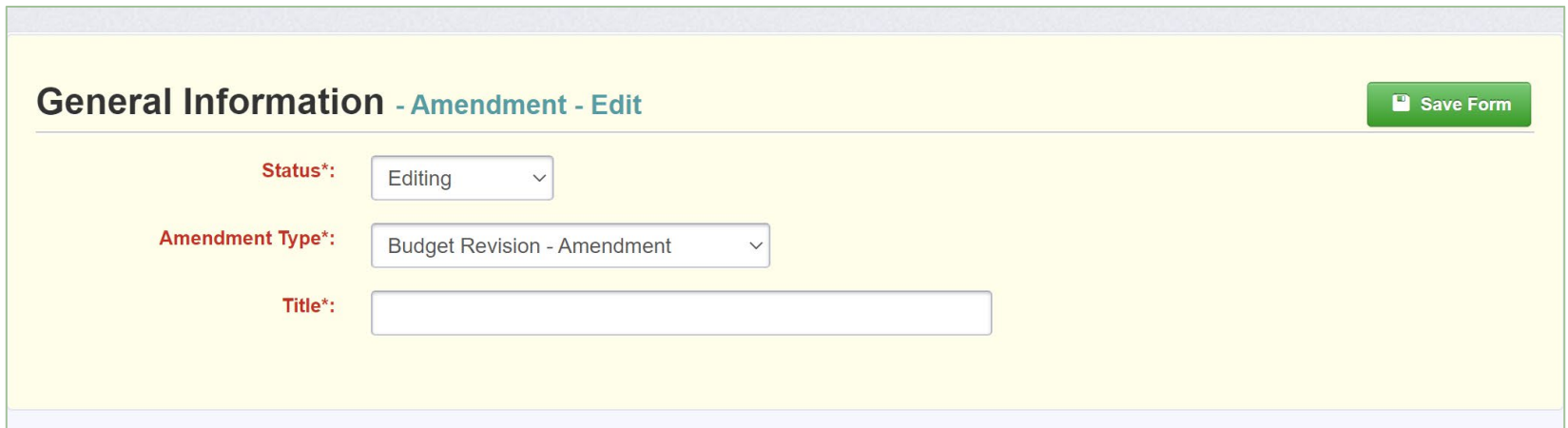
Be sure to reach out to your Grant Monitor for guidance before submitting an amendment.

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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

General Information *- Amendment - Edit*   💾 Save Form

Status*:	Editing ⌄
Amendment Type*:	Budget Revision - Amendment ⌄
Title*:	

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

Completing Budget Amendment Grid

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

	Current State	Current Special	Current In-kind Match	Current Cash Match	Proposed Federal	Proposed State
	$1000	$0	$0	$0	$0	$500
	$0	$0	$0	$0	$0	$0
	$1000	$0	$0	$0	$0	$2000
	$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

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

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
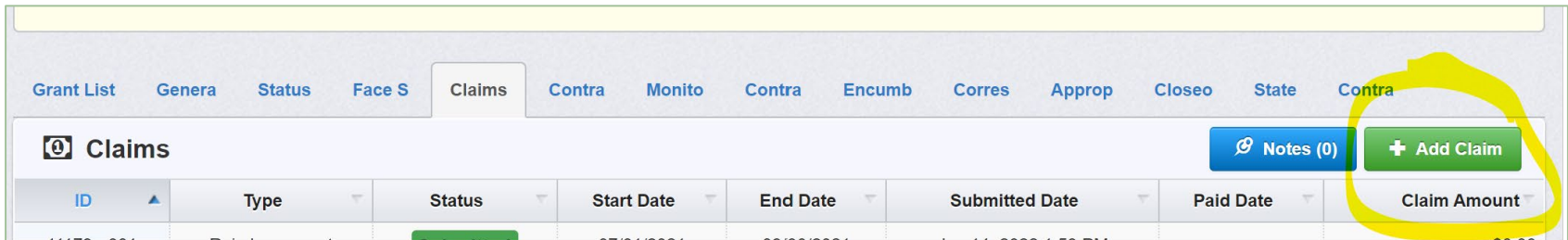
- Equipment includes any tangible items over $5,000.

- 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.

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.

Detail of Expenditure with Attachment

1. Add rows under each approved budget category to reflect actual expenditures.

2. Save form.

3. Mark as complete.

Claims Supporting Documentation

- Be sure to attach the signed OGMS Claims Certification form.

- The form must be signed by the Finance Officer.

- Save form.

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.

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.

General Information - Amendment - Edit

Save Form

Status*: Editing

Amendment Type*: Change Grant Funded Staff

Title*: Remove Sally Who, Add Greg Smith

General Information - Amendment - Edit

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)
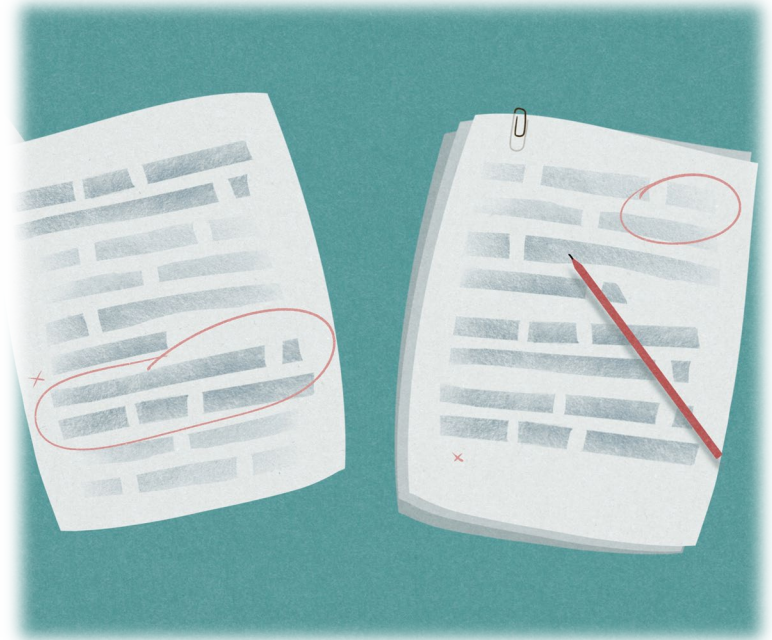
Your Resources at DCJS

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

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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

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