



## **Virginia Department of Criminal Justice Services**

### **Edward Byrne Memorial Justice Assistance Grant Program for Juvenile Detention Centers**

Program Guidelines and Application Procedures

April 1, 2026 – September 30, 2026

#### **Federal Funds Competitive Solicitation**

**On-line Grants Management Funding Opportunity Number**  
566078

#### **Application Deadline**

February 17, 2026, at 12:00 p.m. (noon)

**Late applications will not be accepted.**

Guidelines Issued January 16, 2026

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## **General Information**

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The Virginia Department of Criminal Justice Services (DCJS) is accepting applications for the Edward Byrne Memorial Justice Assistance Grant (Byrne/JAG) Program for Juvenile Detention Centers. Applications must be submitted through the DCJS On-line Grants Management System (OGMS) at [www.ogms.dcjs.virginia.gov/index.do](http://www.ogms.dcjs.virginia.gov/index.do).

This grant program supports local and regional juvenile detention centers through funding training, equipment, and supplies. Byrne/JAG funds allow states and units of local government, including tribes, to support a broad range of crime control and prevention activities based on state and local needs and conditions. As the state administrative agency, DCJS is responsible for managing the coordination and distribution of Byrne/JAG funds in a manner that supports and improves the criminal justice system in the Commonwealth of Virginia.

**Funding is only available to juvenile detention centers in Virginia. Purchases must be made prior to September 30, 2026.** Grant extensions are not available with this funding opportunity.

<b>Funding Details</b>	
Grant Award Period	April 1, 2026 – September 30, 2026
Funding Source	Funding for this grant program is available through the Edward Byrne Memorial Justice Assistance Grant (Byrne/JAG).
Expected Total Amount of Funding	DCJS anticipates approximately \$300,000 in funding will be available for awards under this funding opportunity.
Availability of Continuation Funding	Continuation funding is not available under this grant program.
Match Requirement	Recipients of these funds are required to provide matching funds of 25% under this funding opportunity.
Disbursement of Funds	Disbursement of funds will occur on a cost-reimbursement basis for actual funds expended.
OGMS Funding Opportunity Number	566078
<b>Application Deadline in OGMS</b>	<b>February 17, 2026, at 12:00 p.m. (noon)</b>

## **Application Assistance**

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DCJS staff are available to provide technical assistance regarding the funding announcement and application procedures. The following resources are available for guidance on preparing and submitting a grant application:

<b>Application Assistance</b>	
DCJS Contact	Natasha Fortune <a href="mailto:natasha.fortune@dcjs.virginia.gov">natasha.fortune@dcjs.virginia.gov</a>
Optional Live Office Hours	February 2, 2026 1:00 p.m. – 2:00 p.m. To attend, click <a href="#">here</a> .
OGMS Assistance	<a href="http://www.dcjs.virginia.gov/grants/ogms-training-resources">www.dcjs.virginia.gov/grants/ogms-training-resources</a>
OGMS Contact	<a href="mailto:ogmssupport@dcjs.virginia.gov">ogmssupport@dcjs.virginia.gov</a>

## **Applicant Eligibility Requirements**

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This funding opportunity is open to local and regional juvenile detention centers in Virginia.

### **Other Eligibility Requirements**

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

- Must have a current and active federal System of Award Management (SAM) ([www.sam.gov](http://www.sam.gov)) registration and a Unique Entity Identifier (UEI) number,
  - Applicants without a current, active SAM registration will not be considered.
- Must not be excluded or debarred from doing business with the federal government or the Commonwealth of Virginia,
- Must be in good standing with all state and federal agencies with which they have an existing grant or contractual relationship, and
- Must hold current professional and state licenses and certifications as needed for individual grant-funded projects.

## **Grant Project Requirements**

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### **Grant Conditions and Federal Requirements**

By applying for these grant funds, the applicant asserts that they read, understand, and will comply with the following state and federal requirements and policies:

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- Civil Rights and Nondiscrimination  
<https://www.ojp.gov/program/civil-rights-office/statutes-regulations>  
<https://www.ojp.gov/program/civil-rights-office/training-resources>
- Code of Federal Regulations, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards  
[www.ecfr.gov](http://www.ecfr.gov) (Title 2, Federal Financial Assistance)
- U.S. Department of Justice Grants Financial Guide  
[www.ojp.gov/doj-financial-guide-2024](http://www.ojp.gov/doj-financial-guide-2024)
- U.S. Department of Justice Determination of Suitability to Interact with Participating Minors (for programs serving individuals under the age of 18)  
<https://www.ojp.gov/funding/explore/interact-minors>

### 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) state or local funds appropriated for the same purpose. Additionally, requests for “new” staff positions must be justified, must not supplant state or local funds, and must result in significant additional service delivery.

### Match

In accordance with federal guidelines, recipients of these funds are required to provide a **25% local match** under this funding opportunity.

### Failure to Abide by Terms and Conditions

DCJS may suspend (in whole or in part) or terminate funding, require a Corrective Action Plan, or impose other sanctions on a subgrantee for any of the following:

- Failing to adhere to the standard terms and conditions or special conditions,
- Failing to implement the project within 90 days of the start of the award period,
- Implementing substantial program changes to the extent that the project is no longer aligned with the purpose of the funding,
- Failing to submit reports (programmatic, data, and/or financial) in a timely manner,
- Filing a false certification in this application or other report or document, or
- Other significant grant compliance or implementation concerns as identified by DCJS.

### Guidelines on Expenses

Non-allowable Expenses	
Grant recipients may not use grant funds to pay for the following:	<ul style="list-style-type: none"><li>• Personnel;</li><li>• Capital construction, renovation, remodeling, or land</li></ul>

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	<p>acquisition;</p> <ul style="list-style-type: none"><li>• The purchase or lease of any vehicles;</li><li>• Firearms, ammunition, or related equipment;</li><li>• Political contributions or lobbying;</li><li>• Honoraria and bonuses;</li><li>• Personal entertainment, personal calls, or alcohol;</li><li>• Indirect costs; or</li><li>• Alcohol, refreshments, or meals at training events, meetings, or conferences.</li></ul>
<b>Allowable Costs</b>	
Funds may be used for projects such as:	<ul style="list-style-type: none"><li>• Training for staff (and related travel),</li><li>• Training for juveniles,</li><li>• Consultant services, and</li><li>• Purchasing equipment/supplies to support program efforts.</li></ul>

**\*Note:** For a full list of unallowable costs, please see the “JAG Unallowable Costs” attachment in OGMS.

### Data Reporting Requirements

Grant recipients must submit quarterly financial and status reports through OGMS. Failure to comply in a timely manner may result in DCJS withholding disbursement of grant funds and/or terminating the grant.

Required reports include:

1. Quarterly financial expenditures (detailed quarterly claims) and
2. Quarterly status reports (describe activities supported with these funds).

For details about reporting deadlines, see the Grant Reporting Requirements section in these program guidelines and application procedures.

### Application Review Process

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

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Reviewers may consider current and past performance, project progress and implementation, demonstrated need, geographic location, budget justification, program design, 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 elements are evaluated based on ratings of *excellent, acceptable, marginal, or unacceptable*.

<b>Application Scoring</b>	
<b>Required Application Components</b>	<b>Number of Possible Points</b>
Project Narrative	40
Goals and Objectives	25
Budget Grid and Itemized Budget Forms	25
Technical Compliance	10

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 without an approved extension. DCJS may waive this provision for good cause, which may be submitted via a contract amendment reporting extension in OGMS through the applicant's current award.

The Criminal Justice Services Board (CJSB) is expected to make award determinations at its meeting on **March 19, 2026**. Award determinations are final and may not be appealed.

DCJS will issue grant awards based on approval from the CJSB. Fiscal and or programmatic revisions may be required as a condition of funding. Such revisions must be submitted in OGMS prior to project initiation unless otherwise indicated by DCJS.

## **Before Applying**

Grant applications must be entered into OGMS ([www.ogms.dcljs.virginia.gov/index.do](http://www.ogms.dcljs.virginia.gov/index.do)). Register or confirm existing registration at least two weeks prior to the application due date to ensure the individual who will be submitting the application has access to OGMS.

To be eligible for funding under this grant program, organizations must have a current and active federal System of Award Management (SAM) ([www.sam.gov](http://www.sam.gov)) registration and a Unique Entity Identifier (UEI) number. This can take up to ten days or longer to complete. Applicants without a UEI or SAM registration should begin this process as soon as possible. Applicants without a UEI or SAM registration will not be considered.

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Optional office hours are been scheduled for Monday, February 2, 2026, at 2:00 p.m. To attend, join the meeting link [here](#).

## **Application Instructions**

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OGMS instructions for **registering for a new account** and OGMS instructions for **applying for funding** are found at [www.dcjs.virginia.gov/grants/ogms-training-resources](http://www.dcjs.virginia.gov/grants/ogms-training-resources).

To apply for this grant, select “Funding Opportunity **566078**, 2026 Byrne/JAG Program – Juvenile Detention Centers” in OGMS.

### **A. Face Sheet**

<b>Face Sheet Instructions</b>	
Congressional District(s)	Select all congressional districts ( <a href="http://www.census.gov/mycd">www.census.gov/mycd</a> ) served by the agency.
Best Practice	This does not apply to this grant program.
Jurisdiction(s) Served	Select all jurisdictions served by this grant program.
Program Title	Program titles must include the organization’s name, name of the grant program, and the state fiscal year or calendar year.
Certified Crime Prevention Community	This is not applicable to this grant program.
Type of Application	Enter “New.”
Community Setting	Check all that apply.
Brief Project Overview	Provide a description of the proposed project and the anticipated implementation activities. Summarize what the funds will support, including the number of people that will be served, items that will be purchased, and the number of staff that will be supported.
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.
Project Administrator	The Project Administrator is the person who has authority to formally commit the organization, locality, or state agency to comply with all the terms

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	<p>of the grant application, including the provision of the required match. This must be the president of the board of directors of a non-profit 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.</p> <p>Someone other than the Project Administrator can sign grant documents if they have been delegated the authority to sign and provide their signature on grant documents. This person should not be the Project Director or Finance Officer listed on the face sheet.</p> <p>The Project Administrator listed on the grant should meet the definition above and cannot be the person who has been given signing authority.</p> <p>See the section of these guidelines titled, “Attachments in OGMS” for details about what must be attached to the application in OGMS to delegate signing authority.</p>
Finance Officer	Provide the name and contact information for the person responsible for fiscal management of the funds associated with this grant, such as the treasurer of the agency's board, the locality's financial manager, or the hired accountant.

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

#### B. Project Narrative Form

The project narrative describes the need for the project, the project itself, the goals of the project, and how the applicant will measure the project's performance. This section is worth 40% of the applicant's score.

Project Narrative Instructions (40% of Score)	
Demonstration of Need (maximum of 5,000 characters)	Provide a description of the problem, need, or issue specific to the service population that this grant project will address.

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	<p>Describe the existing resources and services that are available to address the identified problems. Explain why these grant funds are necessary to address the needs.</p> <p>Describe how the proposed project will address the identified problem, need, or issue.</p>
Project Description (maximum of 5,000 characters)	Provide a detailed description of the project design and planned implementation activities. Describe how the project will reach the stated goals and the capabilities of the organization to implement and manage the project. The project description should tie the implementation activities to the project goals and objectives.

### C. Goals and Objectives Form

All applicants must complete project-specific goals and objectives. The Goals and Objectives section is worth 25% of the applicant's score. Awarded applicants will report on the status of their goals and objectives quarterly.

Project Specific Goals and Objectives (25% of Score)	
Goal (maximum of 100 characters per goal)	Applicants must enter at least one goal. The goal(s) must reflect the work anticipated to occur in the grant period with awarded funds. Select "Add Entry" to enter each goal.
Objectives (maximum of 500 characters per objective)	Under each goal, enter two to three objectives. Each objective must be "SMART," meaning they must be specific, measurable (i.e., quantifiable), attainable, relevant to items in the budget, and time-based.  The goals and objectives must address the purpose of this funding opportunity.
Intended Outcome/Impact (maximum of 2,000 characters)	Describe the intended outcome should each goal be reached.
Data Collection (maximum of 2,000 characters)	Describe the data that will be collected to determine whether grant goals were met and the method to store and analyze the data.

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Time Frame (maximum of 250 characters)	Describe the time frame for each goal. Time frames should not exceed the grant period.
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**D. Budget and Related Narratives Form**

All budget forms are worth 25% of the applicant's score.

1. The budget grid is a form located on OGMS. The budget grid summarizes the total amount of funding requested in each budget category and the amount being requested from federal funds, state funds, and special funds.

<b>Budget Grid Instructions (25% of Score)</b>	
Report the amount of funds requested by category. The funding reported on the grid should represent the whole grant period.	<ul style="list-style-type: none"><li>• Consultants</li><li>• Travel</li><li>• Subsistence and Other Travel</li><li>• Equipment</li><li>• Supplies and Other Expenses</li></ul>
Match	Include cash and/or in-kind matching funds in the budget grid. More information about match is located below.
Place requests for funding under the "Federal", "State", and/or "Special" column.	Funding for this grant program comes from federal funds. Place requests for funding under the "Federal" column.
Ensure that each itemized budget form aligns with the total amount requested on the budget grid.	Each budget line must correspond to the itemized budget forms. Round all amounts to the nearest dollar.
Funds from Other Sources	Enter all funds from other sources that support the project applying for funding. If the proposed project will generate program income, enter the anticipated amount of program income that will be earned and explain how these funds will be used to support the grant project.

**Budget Match**

A 25% match is required. The required local match is based on the total project budget. Applicants must include local match in the application budget. Matching funds must be used

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for allowable purposes. Matching funds must be shown on the budget grid and in relevant budget itemization forms. Include a description and justification for all matching funds on the relevant budget itemization forms.

To calculate the required match, use the following formula:

- $(\text{total federal funds requested} / .75) - \text{total federal funds requested} = \text{required match}$
- For example, if you are requesting \$150,000 in federal funds, the calculation to determine the required match is:  
 $(\$150,000 / .75) - \$150,000 = \$50,000$

Match may be in the form of cash match or in-kind match.

<b>Types of Match</b>	
Cash Match	<p><i>Cash match</i> is direct funding for the project obtained from other, non-federal funding sources.</p>
In-Kind Match	<p><i>In-kind match</i> is a contribution of something of value other than cash, such as donated items, space, and services, that are used for allowable project activities.</p> <p>In-kind match sources may include, but are not limited to, the following:</p> <ul style="list-style-type: none"><li>• Donated supplies or equipment<ul style="list-style-type: none"><li>○ The value cannot exceed its fair market value.</li><li>○ Place donated supplies or equipment within the “Supplies” or “Equipment” itemized budget forms.</li></ul></li><li>• Donated space and facilities<ul style="list-style-type: none"><li>○ The value of rent shall not exceed the fair rental value of comparable spaces and facilities in the same locality.</li><li>○ Place donated space or facilities within the “Supplies” itemized budget form.</li></ul></li><li>• Volunteer services<ul style="list-style-type: none"><li>○ The hourly rate of volunteers must be consistent with compensation to paid staff for similar work, or applicants may use a rate similar to what is listed on</li></ul></li></ul>

	<p>the website <a href="https://independentsector.org/resource/value-of-volunteer-time/">independentsector.org/resource/value-of-volunteer-time/</a>.</p> <ul style="list-style-type: none"><li>○ Place matching volunteer hours within the itemized “Personnel” budget form.</li></ul>
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2. Itemized budget forms are located in OGMS. There is an itemized budget form for each of the budget categories. Information entered into these forms must include a description and justification for items included in the budget.

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

Requirements for itemized budget forms:

- All items requested in each budget form (including those supported by match) must be allowable per grant guidelines, reasonable, and justified as clearly necessary for the project to succeed.
- In general, a cost will be considered reasonable if, in its nature and amount, it does not exceed what would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost.
- Matching funds must be shown on the budget grid and in relevant budget itemization forms.
- On the budget itemization forms, under “Description,” describe the amount and origin of cash match (e.g., \$2,000 state-funded grant funds). Describe in-kind match items, including values (e.g. 30 hours of volunteer time valued at \$20/hour, totaling \$600).
- Under “Justification,” describe how the item or funds will be used in the project. Match must be used for allowable purposes.
- At the bottom of each itemized budget form, the applicant must identify the funding source for the budgetary items. Allocate all expenses under “Federal Funds,” “Cash Match,” or “In-kind Match,” as appropriate.
- For all items, including those supported by match, 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. 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 organization, prorating is needed.

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- How to Prorate:
  - Proration Based on Budget: If the request for funding is 15% of the total operating budget, prorate items that are not used exclusively for this proposed project by 15%.
  - Proration Based on Grant-Funded Staff: If staff is funded 50% by this grant, prorate their computer, office supplies, office furniture, cellphone, or other assigned items by 50%.
- a. **Consultants Form** (If consultants are not 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 the “Consultants” form (e.g., training facilitators, consulting firms, employment agencies, interpreters, translation services, property management, daycare providers, etc.)

Supporting documentation (i.e., time sheets, invoices, evidence of completed, and deliverables) for consultants must be maintained onsite and made available upon request.

Do not include membership fees under the “Consultants” form. Membership fees must be placed in the “Supplies and Other Expenses” form.

<b>Consultants Form Instructions</b>	
Indicate if consultants are included in the budget – “Yes” or “No.”	If “Yes,” complete the remainder of the form.
Consultant Rates	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.
Consultant Subsistence (lodging and meals/per diem) and Travel	Consultant subsistence and travel are generally not allowable unless it is necessary, reasonable, and justified. Reimbursable costs must adhere to the recipient’s established travel policy.
Description (maximum of 500 characters)	Select the name of the consultant. Under “Description of Consultant’s Role,” include:

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	<ul style="list-style-type: none"> <li>• A description of the consultant's role,</li> <li>• Each service contracted for,</li> <li>• The total budgeted amount for each service, and</li> <li>• A basis of computation for the requested amount.</li> </ul>
Justification (maximum of 500 characters)	<p>Under "Justification for Use of Consultant," include:</p> <ul style="list-style-type: none"> <li>• The number of clients benefiting from each type of service and</li> <li>• How use of the consultant is necessary to meet the goals and objectives of the grant.</li> </ul> <p>Applicants are encouraged to attach supporting documentation to justify the request.</p>

**b. Subsistence and Other Travel Costs Form** (If subsistence and other travel costs are not funded by this project, use \$0.00 on the budget grid.)

Grant funds may be used for subsistence (lodging and meals/per diem) and other travel costs to assist grant staff or volunteers with meeting grant goals. Applicants must use federal travel rates if they do not have a local travel policy. Federal travel rates can be found at this link: <https://www.gsa.gov/travel?topnav=travel>.

Subsistence and Other Travel Costs Form Instructions	
Indicate if subsistence and other travel costs are included in the budget – "Yes" or "No."	If "Yes," complete the remainder of the form.
Other Travel Costs	<p>Under "Other Travel Costs," enter:</p> <ul style="list-style-type: none"> <li>• The event title,</li> <li>• The number of people attending,</li> <li>• The number of trips with airfare,</li> <li>• The airfare rate, and</li> <li>• Other travel costs.</li> </ul>
Description (maximum of 500 characters)	<p>Select the event item requested.</p> <p>Under "Description of Costs," include:</p> <ul style="list-style-type: none"> <li>• A description of the costs,</li> </ul>

	<ul style="list-style-type: none"> <li>• A basis of computation for each cost, and</li> <li>• Whether the request is based on the federal rate or the applicant's policy.</li> </ul>
Justification (maximum of 500 characters)	<p>Under "Justification for Costs," include:</p> <ul style="list-style-type: none"> <li>• A description of how the expense is necessary to meet the goals and objectives of the grant and (if the applicant's travel policy differs from the federal rate)</li> <li>• An explanation of the applicant's policy as it relates to the request.</li> </ul>

**c. Equipment Form** (If equipment is not funded by this project, use \$0.00 on the budget grid.)

Grant funds may be used to purchase equipment needed to meet grant goals. Grant funded equipment must be tracked, managed, and disposed of in a manner consistent with the subrecipient's policies and the Department of Commerce (DOC) Financial Guide ([www.ojp.gov/funding/financialguidedoj/overview](http://www.ojp.gov/funding/financialguidedoj/overview)).

Upon award, applicants must adhere to the DOC Grants Financial Guide property standards for grant-funded equipment in addition to maintaining property records and an inventory of equipment and major supplies purchased with grant funds onsite and available upon request.

*Equipment* is considered tangible personal property, including information technology systems, that have 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.

Equipment Form Instructions	
Indicate if equipment is included in the budget – "Yes" or "No."	If "Yes," complete the remainder of the form.
Description (maximum of 500 characters)	<p>Select the equipment item being requested.</p> <p>Under "Description of Equipment," include:</p> <ul style="list-style-type: none"> <li>• The basis of computation for the requested amount,</li> <li>• Whether and how the item is prorated,</li> </ul>

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	<ul style="list-style-type: none"><li>• An explanation of how the amount being requested is reasonable, and</li><li>• An explanation for how the cost of an item was determined (e.g., a quote from a vendor).</li></ul> <p>Attach applicable documentation of the estimated costs.</p>
Justification (maximum of 500 characters)	<p>Under “Justification for Equipment,” include how the item is essential to the goals in the proposed project.</p> <p>If equipment is requested to replace outdated or “old” equipment, briefly describe why replacement is necessary and when the “old” equipment was acquired.</p>

**d. Supplies and Other Expenses Form** (If supplies and other expenses are not funded by this project, use \$0.00 on the budget grid.)

*Supplies* are all other items of tangible personal property that are not equipment. This includes computing devices that cost less than \$5,000 per unit (or the organization’s capitalization threshold, if that is less than \$5,000). Supplies and other expenses include, but are not limited to, the following:

- Office supplies
- Postage
- Training or conference registration
- Phone services
- Equipment maintenance
- Internet provider contracts
- Membership fees
- Printing projects
- Leasing for or purchasing copy machines (under \$5,000\*)
- Leasing for or purchasing printers (under \$5,000\*)
- Computers for grant-funded staff\*
- Cell phones for grant-funded staff\*

**\*Note:** All major supplies purchased with grant funds must be tracked on an inventory list.

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

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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.

Computers purchased with DCJS grant funds must be equipped with updated anti-virus protection software. Applicants are encouraged to limit computer purchase requests to \$1,500 per workstation.

<b>Supplies and Other Expenses Form Instructions</b>	
Indicate if supplies and other expenses are included in the budget – “Yes” or “No.”	If “Yes,” complete the remainder of the form.
Description (maximum of 500 characters)	Select the supply or item being requested.  Under “Description,” include: <ul style="list-style-type: none"><li>• A description of the item,</li><li>• A basis of computation that explains how the total cost of the item was determined, and</li><li>• Whether and how the item is prorated.</li></ul> For membership fees, include the above listed requirements, a description of the organization or association and the membership rate.
Justification (maximum of 500 characters)	Under “Justification,” include: <ul style="list-style-type: none"><li>• Why the item is needed to meet the grant goals,</li><li>• Whether the item is replacing an older item,</li><li>• The age of the older item, and</li><li>• An explanation as to why it must be replaced.</li></ul> For membership fees, include the following: <ul style="list-style-type: none"><li>• The benefits the applicant will receive from the membership and</li><li>• Why the membership is needed to meet the grant goals.</li></ul>

## Attachments in OGMS

<b>Required Attachments</b>		
	<b>When is it required?</b>	<b>Details</b>
<b>Letter Designating Signing Authority</b>	<p>If someone other than the Project Administrator signs certifications on their behalf in the application, a document designating signing authority is required.</p>	<p>Provide a letter, memorandum, or other document on agency letterhead and signed by the Project Administrator.</p> <p>It must include an effective date, list the applicable grant programs, and include the name and contact information of the person being granted signatory authority.</p> <p>The received letter, memorandum, or other document shall be valid for three years from the effective date.</p> <p>A new authority delegation document is required when there are changes to the Project Administrator or to the person receiving authority.</p> <p>The document must be provided for any newly submitted applications or issued DCJS grants.</p> <p>Organization bylaws can be accepted if the name or title of the person giving and receiving authority matches the names or titles listed in OGMS. The bylaws should indicate that they have the authority to sign/commit the organization to grants guidelines, restrictions, and conditions.</p>

## Byrne/JAG Program for Juvenile Detention Centers

### Program Guidelines and Application Procedures

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

## Certifications in OGMS

Certifications		
	Who	Action Needed
<b>General Conditions and Assurances</b>	All applicants must complete this form.	It must be signed by the Project Administrator or their designee.
<b>Lobbying and Debarment Certification</b>	All applicants must complete this form.	It must be signed by the Project Administrator or their designee.
<b>SAM Registration</b>	All applicants must complete this form.	Upload proof of SAM registration with the Unique Entity Identifier number (UEI) and a non-expired expiration date.
<b>Non-Supplantation Agreement</b>	All applicants must complete this form.	It must be signed by the Project Administrator or their designee.
<b>Authority Certification</b>	All applicants must complete this form.	It must be signed by the Project Administrator or their designee.

## Fund Request and 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 terminating the award. DCJS will provide grant reporting requirements at the time of grant award. Listed below are the anticipated requirements.

### Disbursement of Funds

- Disbursement of funds will occur on a cost-reimbursement basis for actual funds expended through a “claim” process.
- Actual expenditures must be reported quarterly and invoiced pursuant to approved line-item budget categories in the approved grant application.
- Subgrantees will only be reimbursed for costs that have been incurred within the grant period and reported on the detail of expenditures (financial report).
- Grant funds, including matching funds, may only be expended and/or obligated during the grant period.

## Byrne/JAG Program for Juvenile Detention Centers

### Program Guidelines and Application Procedures

- A final claim for all obligations must be submitted within 45 days after the end of the grant period, unless the last quarter claim is marked “final” by the subgrantee.
- Claims and financial reports must be submitted through OGMS.
- Status reports must be submitted prior to financial claims, or the claim will be held until the status report is submitted.

#### **Financial Reports** (referred to as “Claims and Detail of Expenditures” in OGMS)

Grant recipients must submit quarterly financial reports in OGMS. A [Claim Certification Form](#) must be signed by the finance officer (after validating expenses) and submitted with each new claim.

The Claim Certification Form includes a place to report program income. *Program income* is defined as any income earned as a result of grant-funded activities. Subrecipients must use program income to offset total allowable costs of the grant project; thus, reducing the federal award and non-federal entity contributions.

See the DOJ Financial Guide for more information on program income:

<https://www.justice.gov/ovw/media/1375646/dl?inline>.

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

#### Projected Financial Report Due Dates

Reporting Period	Report Due Date
April – June	July 15
July – September	October 15

#### **Progress reports** (referred to as “Status Reports” in OGMS)

Grant recipients must submit quarterly status reports through OGMS. If the status report due date falls on a weekend or state-recognized holiday, the reports are due on the next business day.

Status reports must be submitted prior to financial claims, or the claim will be held until the status report is submitted.

#### Projected Quarterly Status Report Due

Reporting Period	Report Due Date
April – June	July 15
July – September	October 15

## **Application Submission**

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Submit the application with the required attachments through OGMS by **12:00 p.m. (noon) on February 17, 2026**. 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 the grant name and application number) or visit the OGMS Training & Resources at [www.dcjs.virginia.gov/grants/ogms-training-resources](http://www.dcjs.virginia.gov/grants/ogms-training-resources).

DCJS staff are available to provide technical assistance and support during the application process via email at [natasha.fortune@dcjs.virginia.gov](mailto:natasha.fortune@dcjs.virginia.gov). Applicants may also use the “Question” feature under the funding opportunity in OGMS. A response will be sent within two business days.