



## Virginia Department of Criminal Justice Services

### 2027 Juvenile Justice and Delinquency Prevention and Intervention Summer Grant Program Guidelines and Application Procedures January 1, 2027 – September 30, 2027

Federal Funds  
Competitive Solicitation

**Online Grants Management Funding Opportunity Number**  
556872

**Application Deadline**  
August 18, 2026, at 12:00 pm (noon)  
**Late applications will not be accepted.**

Guidelines Issued July 1, 2026

Virginia Department of Criminal Justice Services  
1100 Bank Street, Richmond, VA 23219  
[www.dcjs.virginia.gov](http://www.dcjs.virginia.gov)

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## General Information

The Virginia Department of Criminal Justice Services (DCJS) is accepting applications through the On-line Grants Management System (OGMS) ([www.ogms.dcjs.virginia.gov/index.do](http://www.ogms.dcjs.virginia.gov/index.do)) for the calendar year (CY) 2027 Virginia Juvenile Justice and Delinquency Prevention and Intervention Summer Grant Program.

The purpose of this grant program is to fund effective diversion and prevention programs designed to provide enrichment opportunities for youth during the summer months. These federal funds are available under the Juvenile Justice and Delinquency Prevention (JJDP) Act Title II Formula Grants Program from the U.S. Office of Juvenile Justice and Delinquency Prevention (OJJDP). Title II grants are intended to “support a continuum of evidence-based or promising programs that are trauma informed, reflect the science of adolescent development, and are designed to meet the needs of youth.”

Eligible projects must fall within the following priorities:

- Reducing disproportionality in the juvenile justice system;
- Addressing behavioral health needs of youth and those involved in the juvenile justice system;
- Serving youth and system-involved youth in their home communities; or
- Increasing family engagement and community involvement for youth.

Programs must be evidence-informed (research and data driven). Applicants seeking to expand or replicate an existing project must be able to demonstrate progress and success in what has been done through the life of the project. Projects should demonstrate that programming is approached through a trauma-informed lens.

Resources for Evidence-Based Programs:

- [Crime Solutions](#)
- [Washington State Institute for Public Policy](#)
- [OJJDP Model Program Guide](#)

Funding Details	
Grant Award Period	1/1/2027 – 9/30/2027 Grant period extensions will not be considered.
Funding Source	The Office of Juvenile Justice and Delinquency Prevention (OJJDP)
Expected Total Amount of Funding	DCJS anticipates \$200,000 in federal funds will be available for awards under this funding opportunity.

Availability of Continuation Funding	Continuation funding is not available under this grant program. Depending on the success of this initiative and on availability of funds, this may become an annual offering.
Match Requirement	Recipients of these funds are not required to provide matching funds 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	556872
<b>Application Deadline in OGMS</b>	<b>Tuesday, August 18, 2026, at 12:00 p.m. (noon)</b>

## Application Assistance

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:

Application Assistance	
DCJS Contact	Natasha Fortune <a href="mailto:Natasha.Fortune@dcjs.virginia.gov">Natasha.Fortune@dcjs.virginia.gov</a>
Application Webinar	July 15, 2026, at 1p.m. <span style="background-color: yellow;">[Link to be added]</span>
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>

\*A link to the recording of the webinar will be added to the funding opportunity in OGMS within 1-2 business days after the webinar.

## Applicant Eligibility Requirements

### Types of Organizations

This funding opportunity is available to local units of government in Virginia. This solicitation is not open to state agencies. Non-profit, faith-based, and community organizations are not eligible applicants, but may implement programs on behalf of the applicant locality at the discretion of the applicant locality.

### **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.
- 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:

- 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)
- 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**

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

### **Non-allowable Expenses [and Out-of-Scope Activities]**

Title II grant recipients may not use these grant funds to pay for any of the following:

- Any portion of salary for time not dedicated to approved, grant-funded activities;
- Capital construction, renovation, remodeling, or land acquisition;
- The purchase or lease of any vehicles;
- Firearms, ammunition, or related equipment;
- Political contributions or lobbying;
- Honoraria;
- Personal calls;
- Alcohol;
- Bonuses; or
- Personal entertainment, such as tickets to sporting events (unless related to the delivery of a particular evidence-based program).

**\*Note:** Grant funds may not be used for food and beverages unless related to the delivery of a particular evidence-based program for youth. For more information on the prohibition of using funds for food and beverages, please refer to the Food and Beverages Policy for Grants and Cooperative Agreements from the Office of Justice Programs:

<https://ojp.gov/financialguide/DOJ/pdfs/foodandbeverage.pdf>.

### **Data Reporting Requirements**

Grant recipients must submit quarterly status reports in OGMS. Status reports must comply with DCJS requirements and provide statistical and programmatic information about program activities, staff, individuals served, etc. Required grant data must be submitted to DCJS in the tool or format as prescribed. All grant recipients are required to complete status reports by the 15th of the month following the close of each quarter. If the status report due date falls on a weekend or state recognized holiday, the reports are due on the next business day. Recipients must make every effort to report performance data accurately, thoroughly, and consistently. All grantee-reported data is subject to a Freedom of Information Act (FOIA) request. Further, DCJS

reserves the right to share grantee data and reports as it deems appropriate.

For details about reporting deadlines, see the Grant Reporting Requirements section in these grant guidelines.

## Application Review Process

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

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

Each application can earn a maximum score of 100 points. The primary grant program elements are evaluated based on ratings of *excellent*, *acceptable*, *marginal*, or *unacceptable*.

Application Scoring	
Required Application Components	Number of Possible Points
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 October 8, 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

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Grant applications must be entered in OGMS ([www.ogms.dcjs.virginia.gov/index.do](http://www.ogms.dcjs.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 SAM registration or UEI number should begin this process as soon as possible. Applicants without a UEI or SAM registration will not be considered.

## **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 556872, 2027 JJDP Summer Grant Program” in OGMS.

Read the description of the grant program to ensure you have selected the correct funding opportunity.

The application will consist of the following components:

- A. General Information
- B. Face Sheet
- C. Project Narrative Form
- D. Goals and Objective Form
- E. Budget and Related Narratives
- F. Attachments
- G. Certifications

### **A. General Information**

From the funding opportunity landing page, select “Start New Application.” To complete the general information section of the application, follow these steps:

1. Enter a title for the application and select the name of the person who will serve as the primary contact point on the application.
2. Select “Save Form Information.”
3. Select the name of the organization applying for funding.
4. Select “Save Form Information.”
5. Under “Additional Contacts,” select all people who will need access to the application and grant documents if the grant is awarded. Include the individuals who will be listed on the Face

Sheet.

6. Select “Save Form Information.”

**B. Face Sheet (in OGMS)**

Face Sheet Instructions (in OGMS)	
Congressional District(s)	Select all congressional districts ( <a href="http://www.census.gov/mycd">www.census.gov/mycd</a> ) served by this project.
Best Practice	Not applicable
Jurisdiction(s) Served	Select all jurisdictions proposed to be served by this grant program.
Program Title	Program titles must include the organization’s name, name of the grant program, and the calendar year. Example: “DCJS, JJDP SFY 2027”
Certified Crime Prevention Community	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 (include position titles).
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 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

	<p>agency head.</p> <p>Someone other than the Project Administrator can certify and authorize the submission of the grant application if they have been delegated the 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	<p>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 financial manager, or the hired accountant.</p>

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

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

The project narrative describes the need for the project, the project, 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 (in OGMS), 40% of Applicant's Score	
Demonstration of Need (Maximum of 5,000 characters)	<p>Provide a description of the problem, need, or issue specific to the service population that this grant project will address.</p> <p>Describe the existing resources and services that are available to address the identified problems.</p> <p>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)	<p>Attach a detailed project implementation timeline that includes the dates for planning, implementing, and completing each phase of the project.</p>
Service Area Demographic/Target Population (Maximum of 5,000 characters)	<p>Using recent data, describe the target population and the demographics of the service area.</p>

Sustainment Plan (Maximum of 5,000 characters)	Not applicable
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**D. Goals and Objectives Form (in OGMS)**

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 Form Instructions, 25% of Applicant’s Score	
Goal (Maximum of 100 characters per goal)	Applicants must enter three goals. Goals must reflect the work anticipated to occur in the grant period with awarded funds. Select “Add Entry” to enter each goal.
Objectives (Maximum or 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. qualifiable), attainable, related to items in the budget, and time-based. Goals and objectives must address the purpose of this funding opportunity.
Intended Outcome/Impact (Maximum of 2000 characters)	Describe the intended outcome anticipated should each goal be reached.
Data Collection (Maximum of 2000 characters)	Describe the data that will be tracked to determine whether grant goals have been met and the method to store and analyze the data.
Time Frame (Maximum of 250 characters)	Describe the time frame needed for each goal. Time frames should not exceed the grant period.

**E. Budget and Related Narratives**

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.

Budget Grid Instructions	
Report the amount of funds requested by category. Funding reported on the grid should	<ul style="list-style-type: none"> <li>• Personnel</li> <li>• Fringe Benefits</li> </ul>

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> <li>• Indirect Costs</li> </ul>
Match	Match is not required under this grant program. Do not add matching funds to the budget.
Type of Funding	Funding for this grant program comes from federal funds. Place requests for funding under the "Federal" column.
Itemized Budget	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 proposed project. 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**

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 a 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 applicant’s budget grid.

Requirements for itemized budget forms:

- All items requested in each budget form 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 that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost.
- On the budget itemization forms, under “Description,” describe the amount.
- Under “Justification,” describe how the item or funds will be used in the project.

- 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, as appropriate.
- For all items, the applicant must indicate in the description whether the item is used exclusively for the proposed project. Items that are not used exclusively for the project must be prorated, and the applicant must include an explanation of how the items were prorated. If an item is used exclusively for this proposed project, prorating is not needed. If the item is used to support other projects in the agency, prorating is needed.

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. Personnel and Employee Fringe Benefits Itemized Budget Form** (If personnel are not funded by this project, use \$0.00 on the budget grid.)

This section applies to all employees and volunteers supported by any funds associated with this project. Staff time supported by grant funds may only be spent on approved grant activities. All salaries must meet a living wage requirement. To determine this requirement, visit <https://www.unitedforalice.org/household-budgets/virginia>.

Personnel and Employee Fringe Benefits Itemized Budget Form Instructions	
Indicate if personnel costs are included in the budget – “Yes” or “No.”	If “Yes,” complete remainder of the form.
Personnel	<p>Enter the employee’s name, position title, whether the position is full time or part time, the total hours per week worked, the total hours per year, the total annual salary (regardless of funding source), and the amount requested under the grant. Indicate if this is a new position. If the position is vacant, enter “Vacant” instead of an employee name.</p> <p>All requested amounts must be reasonable given the complexity of work and consistent with the agency’s approved compensation plan. For funding requested for a position that provides services outside of these grant activities, prorate the request to only include time spent on this grant project.</p>

<p>Employee Fringe Benefits</p>	<p>Select the employee’s name.</p> <p>Enter the fringe benefit costs (FICA, retirement, group life, health insurance, workers’ compensation, unemployment, disability, and other).</p> <p>If fringe benefits for individual employees cannot be determined, create an employee named “Fringe Benefit” and enter the total amounts for each fringe benefit and enter zero for the salary. If this process is elected, leave the fringe amounts for each individual employee at zero.</p> <p>Fringe benefit amounts must be proportional to the requested salary.</p>
<p>Description (maximum of 500 characters)</p>	<p>Select the employee’s name.</p> <p>Under “Description of Position,” include:</p> <ul style="list-style-type: none"> <li>• Grant-related duties performed (do not list job duties that are not under this grant),</li> <li>• Whether and how the position was prorated, and</li> <li>• The basis of computation for fringe benefits.</li> </ul>
<p>Justification (maximum of 500 characters)</p>	<p>Select the employee’s name.</p> <p>Under “Justification for Position,” include:</p> <ul style="list-style-type: none"> <li>• How the position is essential to the goals in the proposed project,</li> <li>• Whether the rate of compensation is approved by the Board of Directors or aligned with the organization’s compensation plan for similar positions that perform similar work, and</li> <li>• Assurance that the rate of compensation meets a living wage requirement.</li> </ul>
<p>Application Attachments</p>	<p>Attach a job description for each position for which funding is being requested in the Attachments section of the OGMS application.</p>

- b. Travel Form** (If travel is not funded by this project, use \$0.00 on the budget grid.) Grant funds may be used for mileage costs to assist grant staff or volunteers with meeting grant goals. Applicants must use the federal mileage reimbursement rate if they do not have a local travel policy. The federal mileage reimbursement rate can be found at this link: <https://www.gsa.gov/travel/plan-a-trip/transportation-airfare-rates>

[pov-rates-etc/privately-owned-vehicle-pov-mileage-reimbursement?topnav=travel](https://www.gsa.gov/pov-rates-etc/privately-owned-vehicle-pov-mileage-reimbursement?topnav=travel).

The OGMS travel form is for mileage only. Mileage is separated in OGMS because many programs have differing mileage rates for local and non-local mileage.

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

Travel Form Instructions	
Indicate if travel (mileage) costs are included in the budget – “Yes” or “No.”	If “Yes,” under “Local Mileage” or “Non-local Mileage,” enter the number of miles and the mileage rate. Continue the form.
Description (maximum of 500 characters)	Select the mileage being requested.  Under “Description of Mileage,” include: <ul style="list-style-type: none"> <li>• A description of the requested mileage per each item,</li> <li>• A basis of computation for the requested amount, and</li> <li>• Whether the request is based on the federal rate or the applicant’s policy.</li> </ul>
Justification (maximum of 500 characters)	Under “Justification for Mileage,” include a justification of how the mileage is necessary to meet the goals and objectives of the grant. <ul style="list-style-type: none"> <li>• If the applicant’s travel policy differs from the federal rate, provide an explanation of the applicant’s policy as it relates to the request. Please make this policy available upon request by DCJS staff.</li> </ul>

- c. **Subsistence and Other Travel Costs Form** (If lodging, per diem, 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 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 (lodging and per diem) and other travel costs are included in the budget – “Yes” or “No.”	If “Yes,” complete the remainder of the form.
Other Travel Costs	Under “Other Travel Costs,” enter: <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)	Select the event item being requested.  Under “Description of Costs,” include: <ul style="list-style-type: none"> <li>• A description of the costs,</li> <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)	Under “Justification for Costs,” include: <ul style="list-style-type: none"> <li>• A description of how the expense is necessary to meet the goals and objectives of the grant.</li> <li>• If the applicant’s travel policy differs from the federal rate, provide an explanation of the applicant’s policy as it relates to the request.</li> </ul>

**d. 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 DOJ Financial Guide ([www.ojp.gov/funding/financialguidedoj/overview](http://www.ojp.gov/funding/financialguidedoj/overview)).

Upon award, applicants must adhere to the DOJ Grants Financial Guide property standards for grant-funded equipment and maintain 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, having a useful life of more than one year and a per-unit acquisition cost of \$5,000 or greater (or the organization’s capitalization policy, if it is less than \$5,000). If

the organization does not have a capitalization policy in place, the amount of \$5,000 must be followed.

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> <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 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>

**e. 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
- Telephone services
- Cell phone services
- Equipment maintenance
- Internet provider contracts
- Membership fees
- Printing projects
- Leasing or purchasing copy machines under \$5,000\*
- Leasing or purchasing printers under \$5,000\*
- Computers for grant funded staff\*

- Cell phones for grant funded staff\*

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.”

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.

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

Supplies and Other Expenses Form Instructions	
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)	<p>Select the supply or item being requested.</p> <p>Under “Description,” include:</p> <ul style="list-style-type: none"> <li>• An explanation of what the item is,</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> <p>For membership fees, include the above listed requirements and following:</p> <ul style="list-style-type: none"> <li>• A description of the organization or association and</li> <li>• The membership rate.</li> </ul>
Justification (maximum of 500 characters)	<p>Under “Justification,” include:</p> <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> <p>For membership fees, include the following:</p> <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</li> </ul>

	grant goals.
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**f. Indirect Costs Form** (If indirect costs are not funded by this project, use \$0.00 on the budget grid.)

Indirect costs are allowable under this grant program but may not exceed 1% of the total grant award.

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

Requested indirect costs may only be used for allowable purposes. For example, the applicant cannot use indirect costs to support lobbying activities as lobbying is an unallowable cost under this grant program. Allowable indirect costs are based on direct expenditures in the grant budget.

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

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

Requesting Indirect Costs	
Indicate if indirect costs are included in the budget – “Yes” or “No.”	If “Yes,” complete the remainder of this form.
Item Description	Provide a brief justification.
Determine Indirect Cost Amount	Indirect costs may not exceed 1% of the total grant award.
DCJS Funds	Enter the total allowable amount of indirect costs (or less if needed elsewhere in the budget) under state funds.

## Attachments in OGMS

Upload the following attachments in OGMS, if required.		
	When is it required?	Details
<b>Letter Designating Signing Authority</b>	If someone other than the Project Administrator signs certifications on their behalf in the application, a document designating signing authority is required.	<p>Provide documentation from the Project Administrator authorizing a specific individual to enter the Project Administrator’s name as the electronic signature in OGMS.</p> <p>This documentation must clearly state that the designated individual is permitted to submit the grant application and complete all required electronic certifications on the Project Administrator’s behalf.</p> <p>It must include an effective date, specific grant application to which the authorization applies, and include the name and contact information of the person being granted signatory authority.</p>
<b>Job Descriptions</b>	Applicants seeking funding under “Personnel” must attach job descriptions for each staff for which they are requesting funding.	Position titles on the job descriptions must correspond to the Personnel form.

**\*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</b>	All applicants must complete this form.	It must be signed by the Project Administrator or their designee.
<b>Civil Rights Certification of Compliance</b>	All applicants must complete this form.	<p>The Project Administrator must certify that that upon award, they will ensure all grant-funded staff and authorized grant officials are made aware of their civil rights responsibilities as detailed on the Office for Civil Rights training and resources website here: <a href="https://www.ojp.gov/program/civil-rights-office/training-resources">https://www.ojp.gov/program/civil-rights-office/training-resources</a>.</p> <p>The certification includes assurance that completion of civil rights training by grant-funded staff is documented, and they accept responsibility for ensuring that project staff understand their civil rights responsibilities.</p> <p>All applicants should select “Yes” on the “Project Director Certification” in OGMS and complete the form with their information.</p> <p>The Project Administrator must select whether the applicant agency falls under Equal Employment Opportunity Plan (EEO) Certification A or Certification B.</p> <p>Awarded applicants that fall under EEO Certification B must have an EEO on file and provide it to DCJS upon request.</p>

		All applicants should select “Yes” on the “Project Administrator Certification” in OGMS and complete the form.
<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 termination of 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 which are reported on the detail of expenditures (financial report).
- Grant funds, including matching funds, may only be expended and or obligated during the grant period.
- A final claim for all obligations must be submitted within 45 days after the end of the grant period unless the 4<sup>th</sup> 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.

Please, 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
1 <sup>st</sup> Quarter, Jan. – March	April 15
2 <sup>nd</sup> Quarter, April – June	July 15
3 <sup>rd</sup> Quarter, July – Sept.	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 Dates**

Reporting Period	Report Due Date
1 <sup>st</sup> Quarter, Jan. – March	April 15
2 <sup>nd</sup> Quarter, April – June	July 15
3 <sup>rd</sup> Quarter, July – Sept.	October 15

## Submit Application

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Submit the application with required attachments through OGMS by 12:00 p.m. (noon) on August 18, 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 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.