



Operation Ceasefire Grant (OCG) for Forensic and Analytical Technology

**Program Guidelines and Application Procedures
Calendar Years (CY) 2026 and 2027
January 1, 2026–December 31, 2027**

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

Late applications will not be accepted

Virginia Department of Criminal Justice Services
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I. Introduction

The Virginia Department of Criminal Justice Services (DCJS) is now accepting applications for the Operation Ceasefire Grant (OCG) for Forensic and Analytical Technology for calendar years (CY) 2026 and 2027. This initiative supports local law enforcement efforts to implement effective and sustainable solutions to intercept and eliminate local cycles of violence through the use of forensic and analytical technology. Projects funded under this program will support local initiatives to fight violent crime by providing resources for law enforcement.

This initiative is not intended to fund continuation of programs already funded by an Operation Ceasefire grant or a Firearm Violence Intervention and Prevention (FVIP) grant.

A. Award Amount

DCJS anticipates awarding \$6,000,000 through this competitive solicitation. The maximum amount per award is \$300,000.

B. Grant Period

This funding opportunity is for a two-year period, CY 2026–2027, January 1, 2026–December 31, 2027.

C. Match Requirement

Recipients are not required to provide matching funds under this funding opportunity.

D. Disbursement of Funds

Disbursement of funds will occur on a **cost-reimbursement basis** for actual funds expended, through a “claim” process. Actual expenditures must be reported quarterly and invoiced pursuant to approved line-item budget categories. Subgrantees will only be reimbursed for costs incurred within the grant period reported on the detail of expenditures (financial report). Grant funds must be obligated during the grant period, and all obligations must be fulfilled no later than 45 days after the end of the grant period. Claims and financial reports must be submitted through the DCJS On-line Grant Management System (OGMS). **Advance payments are not allowable.**

II. Applicant Eligibility

This funding opportunity is available to local law enforcement agencies in Virginia.

Effective August 15, 2025, DCJS requires each applicant to have a Unique Entity Identifier (UEI) number. A Unique Entity Identifier (UEI) number is a 12-character alpha-numeric identifier issued by the federal government through the System for Award Management ([SAM.gov](https://sam.gov)) that identifies businesses and other entities. DCJS is requiring a UEI for all grant applicants, regardless of whether they are applying for federal or state funds.

III. Potential Purchases

The following is a non-exclusive list of potential purchases and ineligible purchases:

Eligible Purchases	<ul style="list-style-type: none">• Ballistic imaging (gun crime intelligence)• Forensic light systems• Automated firearm identification (IBIS)• Artificial intelligence technology• Technology integration• Rapid DNA software or testing equipment• Crime scene investigation equipment
Ineligible Purchases	<ul style="list-style-type: none">• Surveillance cameras and equipment• Automatic license plate recognition systems (ALPRS)• Unmanned aircraft

***Note:** Per Appropriation Act language, these grant funds used for law enforcement equipment may be used solely for forensic and analytical purposes.

Applicants must be prepared to explain why the item was chosen for the target population/service delivery area and cite evidence that indicates it is likely to decrease violence. The applicant must present a clear plan for continued use, service, and maintenance of the items.

IV. Application Deadline

Applications must be submitted in OGMS (<https://ogms.dcj.virginia.gov/index.do>) by **5:00 p.m. on October 10, 2025**. Applications received after the deadline will not be considered. Early submissions are encouraged.

V. Restrictions

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

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

Allowable Costs: Requested funds must be utilized solely to purchase forensic and analytical technology and equipment for the purpose of implementing violent crime reduction strategies.

Unallowable Costs: Grant recipients may not use grant funds to pay for:

- Weapons and ammunition;
- Construction or renovation;
- The lease of vehicles;
- Unmanned aircraft;
- Surveillance equipment, including automatic license plate recognition systems (ALPRS);
- Land acquisition;
- Personnel;
- Consultant services;
- Travel;
- Lobbying and political contributions;
- Honoraria;
- Bonuses;
- Alcohol; or
- Indirect costs.

VI. Application Review Process

This is a competitive grant application process. DCJS reviews applications to ensure the information presented is reasonable, understandable, measurable, and achievable as well as consistent with the solicitation.

Reviewers may consider current and past performance, project progress and implementation, demonstrated need, geographic location, budget justification, project 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 points earned serve as a starting point for recommendations for funding, but are not the sole factor, as described in the paragraph above. The primary grant program elements are evaluated based on ratings of *excellent*, *acceptable*, *marginal*, or *unacceptable*. Points that can be awarded for each grant program element are as follows:

- Itemized Budget (10%) 0–10 points
- Budget Narrative (15%) 0–15 points
- Needs Justification (35%) 0–35 points
- Project Description (35%) 0–35 points
- Goals and Objectives (5%) 0–5 points

The Criminal Justice Services Board (CJSB) Grants Committee will review award recommendations as presented by DCJS and make recommendations for funding to the CJSB. The CJSB is expected to make final grant award decisions at its meeting on December 4, 2025. Funding decisions made by the CJSB are final and may not be appealed.

DCJS will issue grant award packages based on the final approval of the CJSB. Fiscal and programmatic revisions may be required as a condition of funding.

VII. Submission Instructions

Grant applications must be entered in OGMS (<https://ogms.dcls.virginia.gov>). Register or confirm existing registration at least two weeks prior to the application due date to ensure that the individual submitting the application has OGMS access. Follow these steps to begin an application for this funding opportunity.

- Log in to OGMS. For new users, select the “Registration” button on the OGMS home page.
- Select “Funding Opportunities.”
- Select ID “5600082 2026 Operation Ceasefire Forensic and Analytical Technology.”
- Select “Start New Application.”
- Under “Application Title,” enter the name of the proposed project. Program titles must include the organization’s name, the name of the grant program, and the calendar year. For example, “Sample County CY2026 OCG Equipment Grant.”
- Under “Primary Contact,” select the name of the organization’s primary contact for this grant application. This can be changed later in the application process if needed. Select “Save Form Information.” A new screen will appear.
- Under “Organization,” select the organization. Then, select “Save Form Information.” A new screen will appear.
- Under “Additional Applicants,” select any of the organization’s members who should have access to this application and to the grant if it is awarded. People can be added or subtracted after the grant is awarded. If the name of the person who should have access to the application or grant does not appear, they may not be registered in OGMS. Select “Save Form Information.” A new screen will appear.
- Under the “Application Details” screen, complete all sections by clicking on each line. The application cannot be submitted until all sections are complete. A green checkmark indicates the section is complete.

A. Face Sheet

- **Congressional District(s):** List the [congressional district\(s\)](#) that will benefit from the grant.
- **Jurisdiction(s) Served:** Select all jurisdiction(s) served by this grant.
- **Certified Crime Prevention Community:** This is not applicable to this grant.

- **Type of Application:** Select “New.”
- **Brief Project Description:** 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 impacted and items that will be purchased. The description will be shared with the committees making funding decisions.
- **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:** List the person who has authority to formally commit the organization to comply with all the terms of the grant application. This must be the city, county, or town manager or the chief elected officer of the locality, such as the Mayor or Chair of the Board of Supervisors. If someone other than one of these officials has been delegated the authority to sign and signs the grant application, provide a copy of the letter and memorandum or other document by which the signing authority was delegated.
- **Finance Officer:** List the individual who will be responsible for fiscal management of the funds.

***Note:** Appropriate internal controls necessitate three separate individuals fill the roles of the Project Director, Project Administrator, and Finance Officer. Confirm that the information provided is up to date.

B. Budget Summary Form (in OGMS)

Report the amount of funds requested by category (Equipment and Supplies and Other Expenses only). Round all amounts to the nearest dollar.

Funding for this grant program comes from state special funds. Place requests for funding under the “Special” column.

Each budget line on the grid must correspond to the itemized budget forms. Prior to submitting the application, please ensure that each itemized budget form aligns with the total amount requested on the budget grid. For categories not allowed by this grant, those lines should be reflected as \$0.00 on the grid.

C. Budget

An itemized budget and budget narrative must be completed using templates provided in OGMS. Applicants must explain the reasons for each requested budget item and how requested amounts were determined. Itemize all budget amounts and place them in the appropriate category for each line item. Funding for this grant program comes from state special funds. Place requests for funding under the “Special” column.

Budget Narrative (located in the “Budget” tab)

The budget narrative should detail anticipated expenses. Report the amount of funds requested by category, including Equipment and Supplies and Other Expenses only. Applicants must explain the reasons for each requested budget item.

Complete all applicable budget categories. Fill in the auto-generated fields required in OGMS for the following budget categories. Only list the requested amount in the “Special” fund category.

Itemized Budget Forms

Complete an itemized budget form for each category for which funding is requested. Total amounts on each itemized budget form must match the amounts listed on the applicant’s budget grid.

Requirements:

- All items requested in each budget form must be allowable, reasonable, and clearly necessary for the project to succeed.
- For all items, under “Item Justification,” explain how the item is needed to support this grant project and the goals and objectives of the grant. Items not considered allowable, reasonable, or clearly necessary for the project will not be approved.
- All items must include a basis of computation in the description of the item and an explanation of how the requested cost was determined.
- At the bottom of each Itemized Budget Form, the applicant must identify the funding source for the budgetary items.
- For all budgeted 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.
 - *Prorating* means the request for funding is proportional to the use of each item for this grant project.
 - 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.

1. Personnel

For the purpose of this solicitation, only the Equipment and Supplies and Other categories are allowed. Use \$0.00 on the budget grid.

2. Consultant

For the purpose of this solicitation, only the Equipment and Supplies and Other categories are allowed. Use \$0.00 on the budget grid.

3. Travel

For the purpose of this solicitation, only the Equipment and Supplies and Other categories are allowed. Use \$0.00 on the budget grid.

4. Subsistence and Other Travel Costs

For the purpose of this solicitation, only the Equipment and Supplies and Other categories are

allowed. Use \$0.00 on the budget grid.

5. Equipment (items \$5,000 per unit and greater) Budget Form

Grant-funded equipment must be tracked, managed, and disposed of in a manner consistent with the subrecipient's policies. Further, applicants must maintain property records and an inventory of equipment and major supplies purchased with grant funds onsite and available upon request.

Grant funds cannot support the entire cost of an item that is not used exclusively for project-related activities. 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.

- a. *Equipment* means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost of \$5,000 or greater (or the organization's capitalization policy, if it is less than \$5,000). If the organization does not have a capitalization policy in place, the amount of \$5,000 must be followed.
- b. Indicate if equipment is included in the budget – "Yes" or "No." If "Yes," enter the item requested, the cost per item or monthly rate, and the total number of items or months for each item.
- c. Under "Description and Justification," select the equipment item being requested and enter in a description (maximum of 500 characters) and a justification (maximum of 500 characters) for each item.
- d. Under "Description," provide the basis of computation for the requested amount and explain how the item is prorated to its support of the grant project. Provide an explanation of how the amount being requested is reasonable. Grant reviewers will want to know whether the cost of the item is typical for similar items. Explain how the cost of an item was determined, such as a quote from a vendor. Attach applicable documentation of estimated cost.
- e. Under "Justification," explain how the item is essential to the goals in the proposed project. If equipment is requested to replace outdated or "old" equipment, briefly describe why replacement is necessary and when the "old" equipment was acquired.

6. Supplies and Other Expenses (items under \$5,000 per unit) Budget Form

(If supplies and other expenses are not funded by this project, use \$0.00 on the budget grid.) Supplies and other expenses under this solicitation must be necessary for the effective and maximum use intended of the equipment purchased through this grant. Major supplies and property purchased with grant funds must be tracked on an inventory list.

***Note:** All computers purchased with DCJS grant funds must be equipped with updated anti-virus protection software.

All costs must be itemized within this category by major types (e.g., office supplies, equipment use fees [which must be supported by usage logs], printing, postage,

telecommunications). If the item includes more than one component, identify subcomponents under “Description.”

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.

- a. Indicate if supplies and other expenses are included in the budget – “Yes” or “No.” If “Yes,” enter the item requested, the cost per item or monthly rate, and the total number of items or months for each item.
- b. Under “Description and Justification,” select the supply or item being requested and enter in a description (maximum of 500 characters) and a justification (maximum of 500 characters) for each item.
- c. Under “Description,” explain what the item is and provide a basis of computation that explains how the total cost was determined. State whether an item was prorated. Provide an explanation of how the requested amount is reasonable and how the cost was determined (e.g., a quote from a vendor).
- d. Under “Justification,” explain why the item is needed to meet the goals of the grant. If the item is replacing an older item, include the age of the older item and explain why it must be replaced.

D. Project Narrative

***Note:** This may be uploaded as an attachment, not to exceed 5 pages, double-spaced, as long as all of the sections are covered.

The project narrative:

- Educates the reviewer about the applicant’s community and organization;
- Describes the severity of violent crime or gun violence issues and their impact on the community;
- Provides statistics that support the existence and extent of the problem;
- Clearly justifies the need for the grant; and
- Describes existing resources and services currently available to address the problem, including any other funding and an explanation as to why the resources are inadequate.

All applicants should fully describe the project and how performance measures will be collected. This narrative should include the following sections:

- **Needs Statement:** Describe the needs of the communities served, including the severity of crime or gun violence issues and the impact of violence on the community. Provide specific statistics that support the existence and extent of the problem as defined in the eligibility section of these guidelines. Identify whether a strategic comprehensive assessment has been completed, and if so, what the assessment shows.
- **Project Description:** Provide a description of the equipment and related supplies to be

purchased, and how each is relevant to reducing violent crime in the community.

- **Capacity of Organization or Agency to Implement Project:** Describe the capacity of the applicant organization or agency to successfully carry out the project.
- **Sustainment Plan:** Describe, in detail, how the use of the equipment will continue when the funding period ends. Be specific in identifying additional funding sources and strategies to support the program long-term, including routine upkeep and maintenance, licenses, etc.

E. Project Goals and Objectives Form

List and describe the project's goals. Each goal must have objectives. Each objective must be measurable and directly related to one or more items requested in the grant proposal budget.

Goals and objectives must be reflective of the work anticipated to occur in the grant period with awarded funds. Each goal should have two to three objectives. Each objective must be "SMART," meaning they must be specific, measurable (i.e. quantifiable), action-oriented, realistic, and time-based. Additionally, objectives must be directly related to one or more items requested in the grant proposal budget.

F. Additional Components

- **General Conditions and Assurances**
All applicants must complete this form. It must be signed by the Project Administrator.
- **Lobbying and Debarment Form**
All applicants must complete this form. It must be signed by the Project Administrator.
- **Authority Certification**
The Authority Certification must be signed by the Project Administrator or designee and may not be signed by the Project Director, program staff, or any other individual unless signed designation is included.

VIII. Attachments

Upload the following attachments in OGMS:

- A letter designating signing authority is required if someone other than the specified individual signs any of the certifications in the application. The letter must be on official organization letterhead, include an effective date, and include the contact information of the person being granted signatory authority.

Additional documentation required in this funding opportunity must be uploaded using the "Attachments" tab in OGMS. Upload only the required documentation. The description of the attachment should explain the information provided in the uploaded file.

IX. Grant 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 termination of

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the grant. DCJS will provide grant reporting requirements at the time of grant award. All grantee-reported data is subject to FOIA. Further, DCJS reserves the right to share grantee data and reports as it deems appropriate.

Required reports include:

1. Quarterly financial expenditures (detailed quarterly claims) and
2. Quarterly status reports (describe activities supported with these funds).
 - Status reports must comply with DCJS requirements and provide statistical and programmatic information about program activities, staff, individuals served, etc. Grant data required must be submitted to DCJS in the tool or format as prescribed.

Grant recipients must submit quarterly reports in OGMS. All reports must be submitted by the 15th of the month following 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 Quarterly Financial and Status Report Due Dates:

January 1–March 31	April 15
April 1–June 30	July 15
July 1–September 30	October 15
October 1–December 31	January 15

X. Grant Application Training and Technical Assistance

Applications must be submitted in the On-line Grant Management System (OGMS) at <https://ogms.dcjs.virginia.gov/>. DCJS provides a series of self-guided videos and training materials designed to assist applicants with navigating the OGMS website at <https://www.dcjs.virginia.gov/grants/ogms-training-resources>.

For questions and technical assistance related to the OGMS system, contact ogmssupport@dcjs.virginia.gov.

Technical Assistance

Live webinars for prospective applicants will be offered on **September 17, 2025, at 10:00 a.m.** and **September 25, 2025, at 10:00 a.m.**

Applicants are strongly encouraged to attend at least one webinar for technical assistance and additional information.

- Meeting Link for September 17: [OCGP 26 Webinar | Meeting-Join | Microsoft Teams](#)
- Meeting Link for September 25: [OCGP 26 Webinar | Meeting-Join | Microsoft Teams](#)

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

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Please contact the following DCJS staff for technical assistance regarding the funding announcement and the application procedures.

Jennifer Quitiquit, Office of Safer Communities Coordinator

Email: jennifer.quitiquit@dcjs.virginia.gov

Phone: (804) 363-6027

Chad Felts, Office of Safer Communities Capacity Building and Sustainability Coordinator

Email: chad.felts@dcjs.virginia.gov

Phone: (804) 965-4427

The Office of Safer Communities at DCJS is committed to the successful implementation of grant programs and supporting entities that wish to help strengthen their communities.