

2022 Coronavirus Emergency Supplemental Funding (CESF) and Byrne/Justice Assistance Grant (JAG) Application and OGMS Information

Law Enforcement Division



DCJS

Virginia Department of Criminal Justice Services



Good morning! This presentation is for the application process for the Coronavirus Emergency Supplemental Funding (CESF) and Byrne/ Justice Assistance Grant programs.

It consists of an overview of the Funding Opportunities posted on the DCJS Online Grants Management System (or OGMS) website and the DCJS website for the CESF and Byrne/JAG grant applications.

If there is any discrepancy between this presentation and the Funding Opportunities, please refer to the Funding Opportunities for instructions. Additional instructions and grant guidelines can be found with the funding opportunities and on our website.

What to Expect:

- Overview of Funding Opportunities
- Application Requirements
- Application Restrictions
- Completing an application in the Online Grants Management System (OGMS)
- Application Instructions
- Technical Assistance
- Summary

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As we go through the presentation, we will cover:

Overview of the CESF and Byrne/JAG funding opportunities
FY22 Application Requirements
Application Restrictions
Completing the application in OGMS
Application Instructions
and Technical Assistance
At the end, we will summarize the information provided

Application Requirements-CESF

- **Due October 22, 2021 by 5:00 p.m.**
- Must be completed and submitted through DCJS Online Grants Management System (OGMS)
- Requested funding amount may not exceed \$50,000 per locality.
- Applicants who received funding from the FY20 CESF grant program are eligible to apply.
- Priority will be given to local and regional corrections facilities, as well as localities experiencing the highest rates of COVID cases per [VDH](#).
- Grants will be awarded on a competitive basis for a 12 month period beginning January 1, 2022 to December 31, 2022.

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We are going to start by discussing the Application Requirements for the Coronavirus Emergency Supplemental Funding (CESF) grant program.

Grant applications are due no later than October 22, 2021 by 5:00 p.m. in OGMS. It's important to note the system will not allow you to submit an application after the deadline and applications submitted late or outside of the system will not be considered. Paper and emailed applications will not be accepted.

You must register in OGMS to apply. Please allow time for the registration process and any possible technical difficulties you may experience since the application will not be accepted after the deadline.

Applicants who received funding from the FY20 CESF grant program are eligible to apply. Priority will be given to local and regional corrections facilities, as well as localities experiencing the highest rates of COVID cases per VDH.

Grants will be awarded on a competitive basis for a 12 month period beginning January 1, 2022 to December 31, 2022.

Eligibility-CESF

The following entities are encouraged to apply:

- Local law enforcement agencies
- Local criminal justice agencies
- Commonwealth's Attorney Offices
- Local and regional correctional facilities and/or jails
- Regional detention facilities
- Regional criminal justice training academies
- General district courts, circuit courts, and juvenile and domestic relations courts
- Non-profit organizations providing criminal justice services, emphasizing those serving historically marginalized communities impacted by the pandemic

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- Regional criminal justice training academies
- General district courts, circuit courts, and juvenile and domestic relations courts
- Non-profit organizations providing criminal justice services, emphasizing those serving historically marginalized communities impacted by the pandemic

Restrictions and Match-CESF

- Grant funds cannot be used to supplant state or local funds that would otherwise be available for the same purposes.
- Reimbursement will be based on paid invoices for approved expenditures or through previously approved advance drawdowns with expected expenditures.
- Changes to the grant budget after the award must be approved by DCJS prior to expending funds based on the changes.
- Transactions occurring outside of the grant period will not be eligible for reimbursement.
- There is no match requirement for this grant program.



The following restrictions are in-place for the CESF grant:

Funding cannot be used to supplant state or local funds that would otherwise be available for the same purposes.

Reimbursement will be based on paid invoices for approved expenditures or through previously approved advance drawdowns with expected expenditures.

Changes to the grant budget after the award must be approved by DCJS prior to expending funds based on the changes.

Transactions occurring outside of the grant period will not be eligible for reimbursement.

There is no match requirement for this grant program.

Targeted Funding Areas-CESF

- Controlling access, cleaning equipment, and PPE
- Courthouse modification and case management improvements
- Enhanced jail operations
- Vaccination efforts
- Telework
- Overtime



CESF funds are available to assist eligible applicants in preventing, preparing for, and responding to the coronavirus. Acceptable funding areas must have a direct nexus to the coronavirus pandemic. Some examples include:

- Controlling access, cleaning equipment, and PPE: this could be controlling access for building and/or rooms, cleaning supplies, dividers, and a wide range of other tools.
- Courthouse modification and case management improvements: this includes retrofitting courthouses to mitigate coronavirus risks. Agencies may also consider developing or improving case management systems to allow for remote access.
- Enhanced jail operations: this could be mitigation efforts and addressing the medical needs of inmates in local or regional detention centers.
- Vaccination efforts: applicants are encouraged to provide covid-19 vaccines for their communities. Priority will be given to agencies focusing on marginalized populations and those with less than 70% vaccination rates.
- Telework: this could be a wide range of purchases that allow agencies to reduce physical interaction between individuals and promote social distancing.

- Overtime funding is available to those that need to work additional hours to cover for colleagues who have been exposed to the coronavirus or for those working extended hours to prevent, prepare for, or respond to COVID.

CESF Grant Funding and Restrictions

- The funding may be used for:
 - Hiring additional personnel
 - Overtime
 - Equipment
 - Supplies
 - Training
 - Travel expenses
- The funding may not be used for:
 - Weapons, ammunition, and related equipment
 - Construction or renovation
 - Land acquisition
 - Lobbying and political contributions
 - Hazard pay, honoraria, or bonuses
 - Food/alcohol
 - Vehicles



The funding may be used for:
Hiring additional personnel;
Overtime;
Equipment;
Supplies;
Training;
Travel expenses

A full list of allowable funds is listed on the CESF funding opportunity

Grant funding may not be used for:

Weapons, ammunition, and related equipment
Construction or renovation
Land acquisition
Lobbying and political contributions
Hazard pay, honoraria or bonuses
Food/alcohol
Vehicles

Byrne/Justice Assistance Grant (“JAG”)

- There are currently 3 available funding opportunities for Byrne/ JAG funds-
 - 2022 Byrne/JAG Grant (9 month) - Law Enforcement Training and Equipment
 - 2022 Byrne/JAG Grant (18 month) - Public Safety Based Programs
 - 2022 Byrne/JAG Grant (9 month) - Regional Training Academies Training and Equipment (Open to Regional Criminal Justice Training Academies only)



There are currently 3 Byrne/Justice Assistance Grant funding opportunities.

They are the Byrne/JAG Law Enforcement Training and Equipment grant program that is for 9 months, the Byrne/JAG Public Safety Based Programs grant program that is for 18 months, and the Byrne/JAG Training and Equipment grant program for Regional Criminal Justice Training Academies only. Each of these funding opportunities are federally based and are similar with many of their guidelines.

Byrne/JAG Grant (9 month) - Law Enforcement Training and Equipment

- Competitive solicitation
- Applications must not be for less than \$10,000 and must not exceed \$25,000.
- Focused Funding areas:
 - Law Enforcement Training
 - Law Enforcement Equipment
- Eligibility- open to all local and public campus law enforcement agencies
- Grants will be awarded on a competitive basis for a 9 month grant period from January 1, 2022 to September 30, 2022.
- Match requirement of 25%- either cash or in-kind match

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This is a competitive solicitation

Applications must not be for less than \$10,000 and must not exceed \$25,000

Focused Funding areas:

Law Enforcement Training

Law Enforcement Equipment

Eligibility- open to all local and public campus law enforcement agencies (Regional Criminal Justice Academies have their own funding opportunity and should apply to said funding opportunity)

Grants will be awarded on a competitive basis for a 9 month grant period January 1, 2022- September 30, 2022

Match requirement of 25%- either cash or in-kind match

Byrne/JAG Grant (18 month) - Public Safety Based Programs

- Competitive solicitation
- Focused Funding areas:
 - Community Policing and Youth Engagement Programs
 - Law Enforcement Officer Safety and Wellness
 - Criminal Justice Programs
 - Overtime
 - Diversion Programs
 - Lethality Assessment Program (LAP) Implementation
 - Other programs that address an identified public safety problem within the eight JAG purposes listed on the grant guidelines



This is also a competitive solicitation

Focused Funding areas include:

- Community Policing and Youth Engagement Programs
- Law Enforcement Officer Safety and Wellness
- Criminal Justice Programs
- Overtime
- Diversion Programs
- Lethality Assessment Program (LAP) Implementation
- Other programs that address an identified public safety problem within the eight JAG purposes listed on the grant guidelines

Byrne/JAG Grant (18 month) - Public Safety Based Programs (cont.)

- Eligibility- open to local units of government, local and public campus law enforcement agencies and local and regional correctional and detention facilities
- 18 month grant- period January 1, 2022-June 30, 2023
- Match requirement of 25%- either cash or in-kind match



This funding opportunity is open to local units of government, local and public campus law enforcement agencies and local and regional correctional and detention facilities

This is a 12 month grant- period January 1, 2022-June 30, 2023

There is a match requirement of 25%- either cash or in-kind match

Byrne/JAG Grant (9 month) - Regional Training Academies Training and Equipment

- This grant is open to **all regional criminal justice training academies only.**
- Applications must not be for less than \$10,000 and must not exceed \$50,000.
- Focused Funding areas:
 - Equipment and Training for Regional Criminal Justice Academies
- 9 month grant- period January 1, 2022-September 30, 2022
- Match requirement of 25%- either cash or in-kind match

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This grant is open to Regional Criminal Justice Training Academies only

Applications must not be for less than \$10,000 and must not exceed \$50,000

Focused Funding areas:

Equipment and Training for Regional Criminal Justice Academies

9 month grant- period January 1, 2022-September 30, 2022

Match requirement of 25%- either cash or in-kind match

Byrne/JAG Grant Funding and Restrictions:

(applicable to all 3 funding opportunities)

The funds **can be** used for projects, including but not limited to:

- Employ Staff;
- Contract with Consultants;
- Purchase Equipment;
- Purchase Computer Software and Communications Technology;
- Pay for Travel and Training Expenses; and
- Other activities and services not prohibited in the section below.

The funds **may not be** used for:

- Weapons, ammunition and related equipment normally and routinely provided by the locality;
- Standard clothing and uniforms normally and routinely provided by the locality;
- Construction or renovation;
- Land acquisition;
- Lobbying and political contributions
- Honoraria and bonuses;
- Personal entertainment such as tickets to sporting events;
- Personal calls;
- Alcohol or refreshments breaks or meals at training events, meetings or conferences; and/or
- Vehicles.

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The following lists what funds can be used with all three Byrne/JAG grant programs.

The funds **can be** used for projects, including but not limited to:

- Employ Staff;
- Contract with Consultants;
- Purchase Equipment;
- Purchase Computer Software and Communications Technology;
- Pay for Travel and Training Expenses; and
- Other activities and services not prohibited in the section below.

Byrne/JAG funds may not be used for:

- Weapons, ammunition and related equipment normally and routinely provided by the locality;
- Standard clothing and uniforms normally and routinely provided by the locality;
- Construction or renovation;
- Land acquisition;
- Lobbying and political contributions
- Honoraria and bonuses;
- Personal entertainment such as tickets to sporting events;
- Personal calls;
- Alcohol or refreshments breaks or meals at training events, meetings or

- conferences; and/or
Vehicles.

This list is applicable for all three Byrne/JAG funding opportunities.

Byrne/ JAG Application Requirements

- Applications must be submitted by **October 22, 2021 by 5:00 p.m.**
- Must be completed and submitted through DCJS Online Grants Management System (OGMS)
- Applicants may submit an application for more than one funding opportunity (e.g. one for the training and equipment solicitation and one for the public safety based program solicitation)
- Match requirement of 25%, either cash or in-kind match, for all Byrne/JAG grant programs
 - If a match waiver is being submitted, it must be submitted at the time of the application in the attachment portion of the OGMS application (please review the match waiver policy that is provided with the funding opportunity in OGMS)



The following requirements pertain to all three JAG funding opportunities.

Applications must be submitted by October 22, 2021 by 5:00 p.m., and they must be completed and submitted through DCJS Online Grants Management System (OGMS)

Applicants may submit an application for more than one funding opportunity (i.e. one for the training and equipment solicitation and one for the public safety based program solicitation). As a note, regional criminal justice training academies are not eligible to apply to the Law Enforcement Training and Equipment funding opportunity.

There is a match requirement of 25%, either cash or in-kind match, for all Byrne/JAG grant programs

If a match waiver is being submitted, it must be submitted at the time of the application in the attachment portion of the OGMS application (please review the match waiver policy that is provided with the funding opportunity in OGMS)

Match Requirement

- Byrne/JAG grant programs require a 25% match
- May use in-kind contributions or cash to meet the requirement
 - In-Kind= the value of an item or service received or provided that pertains to or directly supports the specific project activities funded by the grant (e.g. space and facilities, materials/equipment, volunteers)
 - Cash= locality's own funds allocated for the project
- Must be reported on claim
- Match is included in the total budget (i.e. state funds + match = \$25,000)



All the Byrne/JAG funding opportunities require a 25% match.

Localities may use an in-kind contribution or cash. In-kind match is the value of an item or services received or provided that pertains to or directly supports the specific project activities funded by the grant, for example space and facilities, materials/equipment, volunteers).

For more detailed information regarding in-kind match please refer to the funding opportunities section Match Requirement.

Cash match is the locality's own funds allocated for the project. Matching funds need to be included in the total budget and should be included in the budget in OGMS.

Match Waiver Request (Byrne/JAG only)-

- Match waiver requests should be submitted via the DCJS OGMS system with your funding opportunity application as an attachment.
- Match waivers, whether partial or full, must be well justified by the applicant. When deciding whether to approve a match waiver request, the following will be considered:
 1. Practical and/or logistical obstacles to providing match (*e.g.*, emergency situations at the local, state, or national level that impact funding contributions or volunteer time, public agencies that do not engage in private fundraising and may have limitations on soliciting contributing funds)
 2. Local resource constraints as a result of an **emergency or extenuating** circumstances (*e.g.*, rural community with limited local funding availability or volunteer capacity)
- Submitting a match waiver request does not guarantee approval.
- **A match should still be outlined in your application and budget in case a match waiver is not approved. Match can be cash or in-kind.**



Match waiver requests are only needed for the Byrne/JAG programs if an applicant is requesting a match waiver. Match waiver requests should be submitted via the DCJS OGMS system with your funding opportunity application as an attachment.

Match waivers, whether partial or full, must be well justified by the applicant. When deciding whether to approve a match waiver request, the following will be considered:

1. Practical and/or logistical obstacles to providing match (*e.g.*, emergency situations at the local, state, or national level that impact funding contributions or volunteer time, public agencies that do not engage in private fundraising and may have limitations on soliciting contributing funds)
2. Local resource constraints as a result of an emergency or extenuating circumstances (*e.g.*, rural community with limited local funding availability or volunteer capacity)

Submitting a match waiver request does not guarantee approval.

A match should still be outlined in your application and budget in case a match waiver

is not approved. Match can be cash or in-kind.

How to Begin the Application Process

- Every user that manages a DCJS grant will need to register for an account.
- This includes those within your locality that are responsible for submitting a grant application, uploading progress reports, entering financial reports, and requesting funds.
- Project Directors, Project Administrators, and Finance Officers should register.
- If you are already a registered OGMS user, you will see the funding opportunity available and can submit an application.

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For the next few sections of the presentation, I'm going to discuss how to navigate registering and completing the application in OGMS.

It's important that anyone in your locality that will work on the application or the grant must register in the system.

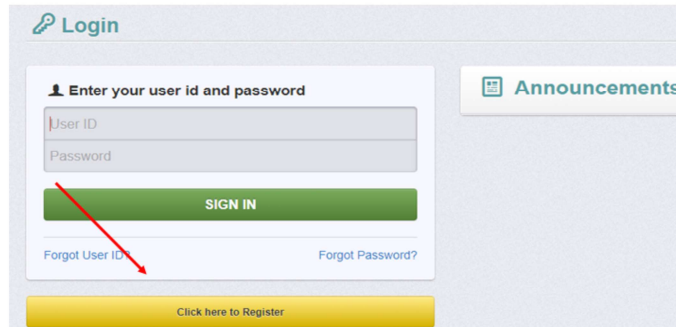
This would include Project Directors, Project Administrators, Finance Officers, and anyone who will be submitting reports and completing the application.

If you are already a registered OGMS user, you will see the funding opportunity available and can submit an application.

OGMS is compatible with many different browsers but when you are in the system, it's recommended that you use the OGMS menu and not the browser menu.

Register as a New User

- URL: ogms.dcps.virginia.gov
- Click on “Click here to Register”

A screenshot of the DCJS Login page. The page has a light blue header with a 'Login' link. Below the header is a white box with the title 'Enter your user id and password'. Inside this box are two input fields: 'User ID' and 'Password'. Below these fields is a green 'SIGN IN' button. Under the 'SIGN IN' button are two links: 'Forgot User ID?' and 'Forgot Password?'. Below the white box is a yellow button labeled 'Click here to Register'. A red arrow points from the 'Click here to Register' button to the 'Forgot User ID?' link. To the right of the login box is a section titled 'Announcements'.

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The URL for OGMS is ogms.dcps.virginia.gov

Once you enter the URL in your browser, it will take you to the Login page.

From there you will choose ‘Click here to Register’

Register as a New User

- All required fields are shown with a **Red Asterisk ***
- Program Area of Interest will be **"CESF or Byrne/JAG"**
- Your Unique Entity Identifier (UEI) would be your 9 digit DUNS number.

Registration [View Registration Instructions](#)

Personal Contact Information

Name*: First Name Middle Last Name Suffix

Title*:

Email*:

Address*: Address 1 Address 2 Address 3

City: State/Province: Postal Code:

Phone*: Phone Ext.

Fax:

Organization Information

Are you Affiliated with an Organization?: ☐ Yes ☐ No

Federal ID Number*:

Organization Name*:

Organization Type*:

Unique Entity Identifier (UEI)*:

Organization Website:

Address*:

City: State/Province: Postal Code:

Phone*: Phone Ext.

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On the Registration page, enter the personal contact and organization information requested.

All required fields will have a red asterisk or the box will be outlined in red.

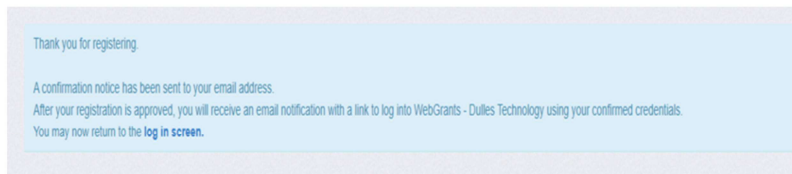
Under Program Area of Interest, you will choose 'CESF' or 'Byrne/JAG' program area. This will not prevent you from seeing or applying for opportunities in other program areas. It's used only for registration purposes.

For the UEI, or unique entity identifier, you will enter your 9-digit DUNS number.

And under FIPS code, you will choose your locality from the drop down list. If you do not see your locality in the list, please contact the OGMS support email and copy Chris Boucher for CESF or Nicole Phelps for Byrne JAG. The email addresses will be on slides at the end of the presentation.

Register as a New User

You will receive a confirmation of your registration with the message that an alert notification has been sent to your email address.



After completing the required fields and clicking “Save Registration Information,” you will receive a message letting you know that a confirmation email was sent to the email address you entered.

This is not approving your registration but confirming we received your information.

Register as a New User

- You will receive an email alert notifying you that your registration is under review.
- After your registration is approved, you will receive two separate email notifications with your assigned User ID and temporary password.
- Alerts and Emails will be sent from VAgrantsDCJS@webgrantsmail.com
- Each email provides the URL for logging into OGMS.
- Once both emails are received you may log into DCJS OGMS.

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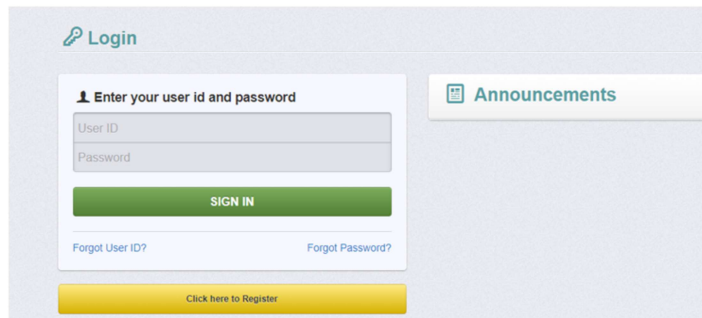
You will receive three separate email alerts. The first one will say your registration is under review. Once it has been approved, you will receive an email with your username. The third email will have your temporary password.

Alerts will be sent from VAgrantsDCJS@webgrantsmail.com. It's beneficial to add this address to your email contact lists so the alerts aren't filtered incorrectly.

Once you've received your username and password, you can log into DCJS OGMS.

Login and Announcements

- You will be able to view open funding opportunities and notifications under Announcements.
- Sign in by entering your User ID and password.

A screenshot of the DCJS (Virginia Department of Criminal Justice Services) login page. The page has a light blue header with the word "Login" and a magnifying glass icon. Below the header, there is a white box containing the login form. The form has a title "Enter your user id and password" with a user icon. It includes two input fields: "User ID" and "Password". Below these fields is a green "SIGN IN" button. Under the button are two links: "Forgot User ID?" and "Forgot Password?". At the bottom of the white box is a yellow button that says "Click here to Register". To the right of the login form is a section titled "Announcements" with a document icon. The DCJS logo and website information are at the bottom left, and a speaker icon is at the bottom right.

When you go to the Login page, you will find “announcements” on the right hand side of the screen.

This area will include any open funding opportunities, system maintenance alerts, and other information that will be helpful with managing your grants in OGMS.

Under the area where you login will be the single sign on tool, but this is for DCJS users only.

To login, you will use your username and temporary password from your emails.

It will then ask you to change your password when you sign in for the first time.

Terminology

DCJS/GMIS

- Solicitation
- Progress Reports
- Financial Reports
- Voucher
- Statement of Grant Award
- Budget Amendment
- Program Update Form
- Special Conditions
- Grant Program
- Email Notification
- Solicitation Posting
- Email to DCJS

OGMS

- Funding Opportunity
- Status Reports
- Claims/Detail of Expenditures
- Claim/Reimbursement
- Contract
- Contract Amendment
- Contract Amendment
- Negotiations/Encumbrances
- Program Area
- Alert
- Announcement
- Correspondence



Those of you who have grants with DCJS will notice that some of the terminology with the new system has changed.

A big one to point out is that a “solicitation” is now referred to as a “funding opportunity.”

There are a few other changes, such as a “progress report” is now a “status report.” A “claim” will now include what we currently refer to as the “financial report” and “voucher.”

This presentation will focus on the CESF and Byrne JAG grant programs and may not be applicable to all DCJS grants. Please contact your grant monitor for the other program for additional guidance.

Finding a Funding Opportunity

Hate Crimes Grant Program Funding Opportunity-FY2022

ID	Status	Agency	Program Area	Title
3	Test	Virginia Department of Criminal Justice Services	Addiction Recovery Grant Program	Addiction Recovery Grant Program
4	Test	Virginia Department of Criminal Justice Services	Byrne Justice Assistance Grant	Byrne Justice Assistance Grant
3334	Posted	Virginia Department of Criminal Justice Services	Byrne Justice Assistance Grant	Byrne Justice Assistance Grant Program 2022- LE Equipment and Training
3607	Posted	Virginia Department of Criminal Justice Services	Byrne Justice Assistance Grant	Byrne Justice Assistance Grant Program 2022- Public Safety Based Programs
3640	Posted	Virginia Department of Criminal Justice Services	Byrne Justice Assistance Grant	Byrne JAG 2022- Regional Criminal Justice Academies Training/Equipment
1061	Test	Virginia Department of Criminal Justice Services	Child Advocacy Centers Grant	CAC Formula Funding Grant Program
897	Test	Virginia Department of Criminal Justice Services	Community Corrections & Pretrial Services	Community Corrections & Pretrial Services FY2022 - Ccsp
9	Test	Virginia Department of Criminal Justice Services	Comprehensive Opioid & Addiction Program	Comprehensive Opioid & Addiction Program
7	Test	Virginia Department of Criminal Justice Services	Coronavirus Emergency Supplemental Funding	Coronavirus Emergency Supplemental Funding
2344	Posted	Virginia Department of Criminal Justice Services	Coronavirus Emergency Supplemental Funding	Coronavirus Emergency Supplemental Funding (CESF) CY22

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When you sign in, you will see the toolbar on the left hand side of the page.

This includes your Dashboard, which displays approaching deadlines, a calendar, alerts, and monitoring activities.

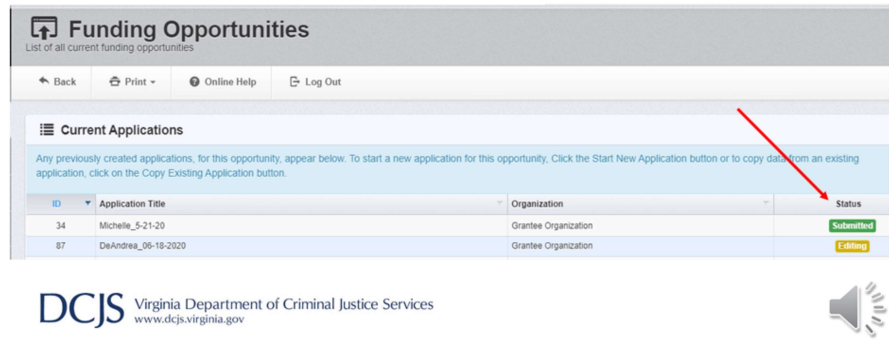
We will discuss some areas of the system in more detail later in the presentation. Other areas will be explained after grants have been awarded.

To view the grant guidelines, click on “Funding Opportunities.”

You can search for the funding opportunity by program area, which would be for CESF or the Byrne/JAG programs.

New Application

- The Funding Opportunity will include Current Applications, listing any previously created applications for this opportunity.
- The Status will tell you if the application listed has been submitted or is still in the editing phase.



The screenshot shows the 'Funding Opportunities' page on the DCJS website. The page has a header with the title 'Funding Opportunities' and a subtitle 'List of all current funding opportunities'. Below the header is a navigation bar with links for 'Back', 'Print', 'Online Help', and 'Log Out'. The main content area is titled 'Current Applications' and contains a message: 'Any previously created applications, for this opportunity, appear below. To start a new application for this opportunity, click the Start New Application button or to copy data from an existing application, click on the Copy Existing Application button.' Below this message is a table with four columns: 'ID', 'Application Title', 'Organization', and 'Status'. The table contains two rows of data. The first row has ID 34, Application Title 'Michelle_5-21-20', Organization 'Grantee Organization', and Status 'Submitted'. The second row has ID 87, Application Title 'DeAndrea_06-18-2020', Organization 'Grantee Organization', and Status 'Editing'. A red arrow points to the 'Status' column header. At the bottom of the page is the DCJS logo and the text 'Virginia Department of Criminal Justice Services www.dcss.virginia.gov'.

ID	Application Title	Organization	Status
34	Michelle_5-21-20	Grantee Organization	Submitted
87	DeAndrea_06-18-2020	Grantee Organization	Editing

When you click on the funding opportunity at the top, it will display any current applications your associated organization has under that funding opportunity.

It will show you if the application has been submitted or if it's still in editing status.

New Application

- When you click on the appropriate funding opportunity you will be able to see the “Description” which may include:
 - Introduction
 - Focused Funding Areas
 - Eligibility
 - Grant Application Deadline
 - Grant Period
 - Match Requirements
- **Grant Requirements and Instructions: the funding opportunity, in its entirety, will be under the “Attachments” section along with any other documents related to the funding opportunity.**



When you click on the appropriate funding opportunity, the description will include information like an introduction, focused funding areas, and eligibility.

The grant requirements and instructions will be located under the “Attachments” section of the opportunity. It is very important that you read it in its entirety for all requirements and instructions. The instructions will provide a line by line detailed explanation on how to complete each section of the application. There also may be additional documents under the attachments section that is related to your application, i.e. Match Waiver Request Policy for Byrne/JAG.

New Application


- **Attachments** and **Website Links** will have documents or website addresses that will assist you with completing the application.

Attachments

Attachments			
Description	File Name	Type	Size
CESF Solicitation CY22	CESF Solicitation CY22.pdf	pdf	609 KB

Website Links

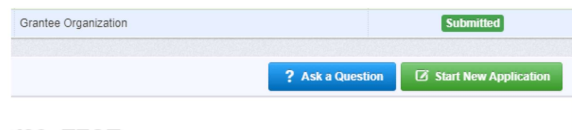
Website links	
Description	Link
Coronavirus Emergency Supplemental Funding Grant Program page on DCJS site	https://www.dcs.virginia.gov/law-enforcement/grants/coronavirus-emergency-supplemental-funding-grant-cesf



Additional resources will be available in the Attachments and Website Links sections of the opportunity. For example, a PDF document of the funding opportunity.

New Application

- **Ask a Question:** if this appears at top right of the “Funding Opportunity Details,” you are able to ask questions which will show at the bottom of the funding opportunity (FO) for other applicants.
- **Start New Application:** click to create a new application. You must go through the Wizard before it can be saved. Once saved you can go back at anytime to edit.



The screenshot shows a user interface for a funding opportunity. At the top, there is a header bar with 'Grantee Organization' on the left and a green 'Submitted' button on the right. Below this, there is a blue button with a question mark icon and the text '? Ask a Question', and a green button with a checkmark icon and the text 'Start New Application'.



At any time, you can click on Ask a Question to submit a question in OGMS.

When someone from DCJS answers your question, you will receive an email alert.

Please remember that your questions and the answers may be posted at the bottom of the funding opportunity for other applicants to see.

To start your application, click on Start New Application.

Application Creation Wizard – Step 1

Example Title: Byrne JAG Grant Program Training Equipment PD ABC

The screenshot shows a web form titled "Application - General Information" with a "Save Form Information" button in the top right corner. A blue informational banner at the top states: "The Primary Contact is the individual in your organization who will be designated as the primary person responsible for this application from your organization. This individual will receive automated email notifications when your attention is needed on this application. Select the organization, if you belong to more than one, for which you will be submitting this application." The form fields are as follows: "Application ID*" is 3527; "Program Area*" is Coronavirus Emergency Supplemental Funding; "Funding Opportunity*" is 2344 Coronavirus Emergency Supplemental Funding (CESF) CY22; "Application Stage*" is Final Application; "Application Status*" is Editing; "Application Title*" is a text box containing "CESF Test Application"; "Primary Contact*" is a dropdown menu showing "VCSCS Test"; "Organization*" is a dropdown menu showing "Virginia Department of Criminal Justice Services"; and "Additional Applicants*" is a text box containing "Additional Applicants". A note below the organization dropdown says "Select any additional contacts within your organization that will also manage this grant." At the bottom left is the DCJS logo and "Virginia Department of Criminal Justice Services www.dcls.virginia.gov". At the bottom right is a speaker icon.

After you click “Start New Application,” you will be taken to the Application Creation Wizard.

The wizard will guide you through completing the “General Information” form. You must complete these 3 steps before you can save the application.

Under the first step, you will be required to enter an application title and primary contact. The application title should include the locality’s name and the year. An example would be, “Byrne JAG Grant 22, Town of ABC.” There are examples in the grant guidelines for the funding opportunity for the titles.

The primary contact is the person who has the day to day responsibility for managing the project. It’s recommended that the Project director be listed as the primary contact. You will be able to add other persons giving them access to edit the application or associate them later if the grant is awarded.

Once the information is complete, click ‘Save Form’ to move to the next step.

Application Creation Wizard – Step 2

Application - General Information [Save Form Information](#)

The Primary Contact is the individual in your organization who will be designated as the primary person responsible for this application from your organization. This individual will receive automated email notifications when your attention is needed on this application.
Select the organization, if you belong to more than one, for which you will be submitting this application.

Application ID: 3027

Program Area: Coronavirus Emergency Supplemental Funding

Funding Opportunity: 2344-Coronavirus Emergency Supplemental Funding (CESF) CY22

Application Stage: Final Application

Application Status: Editing

Application Title:

Primary Contact:

Organization:

Select any additional contacts within your organization that will also manage this grant.

Additional Applicants: ☐ Chris Boucher ☐ Nicole Phelps

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Under step 2, an application ID will be assigned. Program Area, Funding Opportunity, Application Stage, and Application Status will be auto-populated.

Next, you will select the organization for whom you will be submitting the application.

Again, click 'Save Form.'

Under step 3 is where you will have the chance to include additional applicants or contacts.

You can select any additional individuals within your organization that will also manage the grant and work on the application.

This should include the Project Administrator and Finance Officer.

Once you click "Save Form Information," you will have completed the General Information component of the application and have the ability to edit the application in any order or save to return at another time.

Application Details

Application Preview Alert History Map Versions

Application Details
Preview Application
Back

Component	Complete?	Last Edited
General Information	✓	Jul 16, 2021 10:42
Face Sheet		Jul 16, 2021 10:28
Project Narrative Form		
Goals and Objectives		
Budget		
Personnel and Employee Fringe Benefits		
Consultants		
Travel		
Subsistence/Other Travel Costs		
Equipment		
Supplies & Other Expenses		
Non-Supplantation		
Attachments		
Authority Certification		

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After “General Information” is completed, you will be taken to “Application Details.”

It will give you a list of all the application components and indicate completion with a green check mark. These may differ slightly depending on the funding opportunity but the most of the components you see here will be listed.

Another feature is that you will be able to see who made the most recent edits to the section, which could be helpful if multiple people are working on the same application.

All sections must be marked as completed before you can submit, and the system will tell you if the application is ready for submission.

Please note that the system cannot tell you if you’ve correctly completed the section but only that you have completed all required fields.

It’s very important that you review your application and make sure it meets all of the requirements set in the funding opportunity before submitting the application.

Face Sheet

The screenshot shows a web-based form titled "Face Sheet" with a "Save Form" button in the top right corner. The form is divided into several sections with labels in red. The first section, "Select the congressional district(s) that will benefit from the program," contains a dropdown menu for "Congressional District(s)" with options 1st, 2nd, 3rd, 4th, and 5th. Below this is a "Best Practice?" section with "Yes" and "No" buttons and a note "For JSEP programs only." The next section, "Select all jurisdiction(s) served; if appropriate, select 'STATEWIDE'", features a dropdown for "Jurisdiction(s) Served" with a list of Virginia counties: ACCOMACK CO, ALBEMARLE CO, ALEXANDRIA, ALLEGHANY CO, and AMELIA CO. Below this is a "Program Title" text field containing "Hate Crimes Grant FY 22- Town of ABC". The "Certified Crime Prevention Community?" section has "Yes" and "No" buttons and a hyperlink "Click here to see if you are certified." The "Type of Application" section has a dropdown menu set to "New". The final section, "Check the box(s) that best describes the applicant service area," includes a "Community Setting" dropdown menu currently set to "None selected". At the bottom of the form area is the DCJS logo and the text "Virginia Department of Criminal Justice Services www.dcls.virginia.gov". A speaker icon is located in the bottom right corner of the form area.

Now I'm going to go through each section. Remember, you can complete sections in any order but you will need to save each time so you don't lose your edits.

If you've completed a DCJS grant application before, this screen should look familiar. It's the face sheet that we've been using for years.

You should choose the congressional district where your locality resides, but you can skip "Best Practice" because it is not applicable to this grant.

Next, you will indicate your jurisdiction.

For "Certified Crime Prevention Community," there is a hyperlink to click on to see if your locality is certified.

On the Byrne/JAG application face sheet, it will ask if your agency is accredited, please answer accordingly.

The Application type would be "New".

Face Sheet

type an application : New

Check the box(s) that best describes the applicant service area.

Community Setting: Rural


In this space, provide a short description of the project.

Brief Project Overview: this is a test application

724 character(s) left

Save Form

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The face sheet will also require a brief project overview, and it will look like the image on your screen.

Face Sheet

The screenshot shows a web form titled "Project Director" with a "Save Form" button in the top right. Below the title is a blue instruction bar: "List the person who will have the day-to-day responsibility for managing the project." The form fields are as follows:

- Name:** A row of five input fields. The first contains "Capt", the second "Jane", the third is empty, the fourth contains "Smith", and the fifth is empty. Below these fields are labels: "Prefix", "First Name", "Middle Name", "Last Name", and "Suffix".
- Title:** An input field containing "Captain ABC Police Department".
- Address:** An input field containing "1234 Main Street".
- Address Line 2:** An input field that is empty.
- City/State/Zip:** Three input fields. The first contains "ABC", the second is a dropdown menu showing "Virginia", and the third contains "23456". Below these are labels: "City", "State", and "Zip Code".
- Phone Number:** An input field containing "804-555-5555".
- Fax Number:** An empty input field.
- Email Address:** An input field containing "jane.smith@abc.com".
- Mailing Address:** A question "Is the mailing address the same as the physical address?" followed by "Yes" and "No" radio buttons. The "No" button is selected.

At the bottom of the form is a navigation bar with a home icon, a back icon, a forward icon, a question mark, and a "Scroll" button.



Next you will enter the Project Director, Project Administrator, and Finance Officer, including their contact information.

The Project Director should be the person who will have the day-to-day responsibility for managing the project. This person will be the primary contact if we have any questions about the grant, such as “status reports” or “activities.”

The Project Administrator is the person who has authority to formally commit the organization or locality to complying with all terms of the grant applications. This must be the president of the board of directors of a non profit organization, the county administrator, the city or town manager, or the chief elected officer of the locality, such as the mayor or chairman of the board of supervisors.

This should not be the Sheriff, Chief of Police, or any other personnel. You can provide a memo from the Project Administrator giving authority for another individual to sign grant documentation but the County Administrator, City Manager, Town Manager, or Mayor must be listed as the Project Administrator.

Lastly, you will enter the Finance Officer information. The person listed should be the one responsible for the fiscal management of grant funds.

Face Sheet

The screenshot shows a web-based form titled "Face Sheet" with a yellow background. The form contains several sections with red text indicating required fields. A modal alert box is overlaid on the form, displaying the message: "vajustice.webgrantscloud.com says The following sections contain missing required fields, please enter the missing data before Marking as Complete. -Face Sheet". The alert box has an "OK" button. The form sections include: "Congressional District(s)", "Lead Practitioner", "Jurisdiction(s) Served", "Program Title", "Certified Crime Prevention Community?", "Type of Application", "Grant Number", "Performance Statement", and "Community Setting".



Before the form can be marked as “complete,” all fields in red font must be completed.

If a field is missing, you will get an alert letting you know that a required field is missing and you will need to go back to the form.

For this section, the separate forms are Face Sheet, Project Director, Project Administrator, and Finance Officer. The alert will direct you to the form but not the missing field.

Project Narrative

Includes:

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

The screenshot shows a web form titled "Project Narrative". Below the title is a light blue instruction bar: "If a question does not apply to your application, enter N/A in the box." The main section is titled "Demonstration of Need*" in red. It contains a text area with the following instructions: "Describe your agency and unmet need or problem that grant will address. Describe existing resources and services that are available to address identified problem and state why those resources and services are not adequate to address unmet needs." At the bottom right of the text area, it says "4755 character(s) left".



There are four sections to the Project Narrative form. Please review the funding opportunity carefully to know exactly what information is needed under each particular section of the project narrative.

Project Narrative

- **Demonstration of Need**
 - Describe your agency and the unmet need or problem that the grant will address.
 - Describe existing resources and services that are available to address the identified problem, and state why those resources and services are not adequate to address unmet needs.
- **Project Description**
 - Describe the project design and planned implementation activities.
 - Describe how the project will reach the goals and capabilities of your organization to implement and manage the project.
 - The project description should tie implementation activities to project goals and objectives (Byrne/JAG).



The first section is “Demonstration of Need.” You will need to provide a description of your agency and a description of the unmet need or problem that the grant project will address.

You will need to describe the existing resources and services that are available to address the identified problems and state why those resources and services are not adequate to address the unmet needs.

Provide a detailed description of the project design and planned implementation activities. Describe how the project will reach the goals and the capabilities of your organization to implement and manage the project. For Byrne/JAG the project description should tie implementation activities to project goals and objectives

Project Narrative (cont.)

- Services Area Demographic/Target Population
 - Provide a brief description of the target population to be served by your organization.
- Sustainment Plan
 - Describe how the locality will support the grant funded position after grant funding ends.



Additionally, you will need to describe the target population served by your organization and how the locality will support any grant funded positions that may be created after grant funding ends.

Implementation Steps (CESF only)

- Provide a thorough, specific list of activities and tasks to be undertaken per quarter. These should mirror the, “project description” section.
- Include details such as when/where an activity will occur; who will conduct it; who and how many will participate in the activity; and what resources and materials will be used in the activity. Important dates and milestones should be identified.



This section applies only to CESF grant applications.

For the implementation steps, provide a thorough, specific list of activities and tasks to be undertaken per quarter. These should mirror the, “project description” section. Include details such as when/where an activity will occur; who will conduct it; who and how many will participate in the activity; and what resources and materials will be used in the activity. Important dates and milestones should be identified.

Implementation Steps (CESF only)

- Start by selecting, “add row” (both buttons work)

The screenshot shows the 'Implementation Steps' form in the DCJS system. The form is titled 'Implementation Steps - Current Version' and includes a tabbed interface with 'Implement' selected. Below the tabs, there is a text area for providing a thorough list of activities and tasks. The form also includes a 'Mark as Complete' button and an 'Add Row' button. A table with the header 'Implementation Step' and a 'Month' column is shown, with a message 'No Data for Table'. At the bottom right of the table, there is a 'Last Edited By' field showing 'VCSIS Test' and a timestamp 'Sep 7, 2021 2:03 PM'. A red arrow points to the 'Add Row' button in the top right corner, and another red arrow points to the 'Add Row' button in the bottom right corner of the table area. The DCJS logo and website address are visible in the bottom left corner, and a speaker icon is in the bottom right corner.

Begin by selecting, “add row.” You may use either button with this label.

Implementation Steps (CESF only)

- Type in the proposed step in the “implementation step” box. Select the corresponding month in the dropdown menu below. When you are finished, click “save row.”

The screenshot shows a web form titled "Implementation Steps". It contains a text input field for the "Implementation Step" with the placeholder text "Enter your implementation steps here." and a character count of "452 character(s) left". Below this is a dropdown menu for "Month" with a list of months from January to July. There are two green "Save Row" buttons, one at the top right and one at the bottom right. Red arrows point to the text input field, the "Month" dropdown, and both "Save Row" buttons. The DCJS logo and website information are at the bottom left, and a speaker icon is at the bottom right.

Begin by entering the proposed step in the “implementation step” box. Then enter the corresponding month in the dropdown menu below. When you have finished, select “save row.” Either button with this label will work.

Enter the appropriate number of implementation steps for your project. As a reminder, “Implementation steps” are only on the CESF application.

Goals and Objectives (Byrne/JAG applications ONLY)

3231 - Hate Crimes Grant FY-22 Town of ABC

Status: **Submitted**

Stage: Final Application

Application Due Date: Sep 24, 2021 5:00 PM

Program Area: Hate Crimes Grant Program

Funding Opportunity: 2021-Hate Crimes Grant Program Funding Opportunity - FY2022

Organization: Virginia Department of Criminal Justice Services

Requested Total:

Requested [Save Form](#)

If this is not requested, please indicate that here and then mark this form as complete.

Are Goals and Objectives required by the funding opportunity? ☒ Yes ☐ No [Save Form](#)

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The next section of the application is Goals and Objectives and is required under Byrne/JAG grant program. You should answer, “Yes” when asked, “Are Goals and Objectives required by the funding opportunity?”.

Goals and Objectives (Byrne/JAG applications ONLY)

Goals and Objectives Save Row

Each objective must be Specific, Measurable, Achievable, Related to the project goal, and Time-bound (SMART)

Goal Number*: 1

Goal: Establish, enhance and continue the partnerships with our locality and non profit organization AB to combat and minimize bias motivated incidents
105 character(s) left

Objective: Educate our community on bias motivated incidents with the hope to reduce any hate crime motivated activities
141 character(s) left

Activities: Meet with local community members and citizens on a quarterly basis
183 character(s) left

Month (in which implementation step occurs): November Save Row

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

When you add a row, you will number the goals. For instance, if you have more than one goal, you will number them in the Goal Number box.

Objectives should directly support the goal. It is realistic, precise, measurable, and capable of being completed in the grant year. Objectives need to meet S.M.A.R.T. standards. The objective should be Specific, Measurable, Achievable, Related to the Project and Time-based. For every objective, you should add a new row.

Activities are a list of measurable tasks to accomplish the objective. You can have multiple activities per objective.

When developing your activities, know that you will need to be able to document performance if the grant is awarded. At the bottom, you will mark the month in which implementation steps will start.

Goals and Objectives (Byrne/JAG applications ONLY)

Goals and Objectives - Multi-List

Mark as Complete

Add Row

Each objective must be Specific, Measurable, Achievable, Related to the project goal, and Time-bound (SMART)

Goal Number	Goal	Objective	Activities	Month (in which implementation step occurs)
1	Establish, enhance and continue the partnerships with our locality and non profit organization AB to combat and minimize bias motivated incidents	Educate our community on bias motivated incidents with the hope to reduce any hate crime motivated activities	Meet with local community members and citizens on a quarterly basis	November
1		Work with local law enforcement to have their officers work off duty to protect organization based events	Community event slated for March	March

Last Edited By: Nicole Phelps - Jul 16, 2021 11:07 AM

Add Row

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This is what it will look like after you've entered all the information and saved the row or rows.

In the example on the screen, the applicant has one goal, two objectives, and two activities under each objective.

The Activities column will not put the activities on different lines, so you can number them as you type them in the row.

Budget

To begin, select "Edit Grid."

3827 - CESF Test Application

Status: **Editing**

Stage: Final Application

Application Due Date: Oct 22, 2021 5:00 PM

Program Area: Coronavirus Emergency Supplemental Funding

Funding Opportunity: 2344-Coronavirus Emergency Supplemental Funding (CESF) CY22

Organization: Virginia Department of Criminal Justice Services

Requested Total:

App List
Genera
Face S
Projec
Implem
Budget
Person
Consul
Travel
Subsidi
Equipm
Suppli
Non-Su
Autho
Attach

Budget - Current Version

Edit Grid

Budget Categories	Federal	State	Special	Total
Personnel				
Consultant				
Travel				
Subsistence				
Equipment				
Supplies/Other				
Indirect Cost				

Last Edited By: VCSCS Test - Sep 7, 2021 2:11 PM

Edit Grid

The budget form is required and may look familiar to our current grantees. To begin entering your budget, select, "edit grid." Either button will work.

Budget (CESF Only- NO MATCH)

3827 - CESF Test Application

Status: Editing

Stage: Final Application

Application Due Date: Oct 22, 2021 5:00 PM

Program Area: Coronavirus Emergency Supplemental Funding

Funding Opportunity: 2344-Coronavirus Emergency Supplemental Funding (CESF) CY22

Organization: Virginia Department of Criminal Justice Services

Requested Total:

Budget - Edit

Save Grid

Budget Categories	Federal	State	Special	Total
Personnel	\$0	\$0	\$0	\$0
Consultant	\$0	\$0	\$0	\$0
Travel	\$0	\$0	\$0	\$0
Subsistence	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0
Supplies/Other	\$0	\$0	\$0	\$0
Indirect Cost	\$0	\$0	\$0	\$0
	\$0.00	\$0.00	\$0.00	\$0.00

Save Grid

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Enter your requested federal amount under the “federal” column, as this grant is funded from federal funds. Do not enter anything under the state or special columns.

When everything is complete you click ‘Save Grid’.

It is very important that this form match what you will enter on the subsequent forms of the application. I always recommend to double check your math.

Budget (Byrne/JAG Only- Required MATCH)

Application Due Date: Oct 22, 2021 5:00 PM
 Program Area: Byrne Justice Assistance Grant
 Funding Opportunity: 3334-Byrne/Justice Assistance Grant Program 2022- LE Equipment and Training
 Organization: Virginia Department of Criminal Justice Services
 Requested Total: \$15,000.00

Budget - Edit

Budget Categories	Federal	State	Special	Cash Match	In-Kind Match	Total Program
Personnel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Consultant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subsistence	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$15,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,000.00
Supplies/Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Indirect Cost	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Save Grid

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 www.dcj.virginia.gov

This is similar to the previous slide except Byrne/JAG applicants will need to input a match, either in cash or in-kind column. The match will have to be 25% as required by the funding opportunities. Even if you are planning on submitting a match waiver request, a match still is required to be entered in the Budget grid. Click “Save Grid” once form is completed.

Budget (Byrne/JAG Only- Required MATCH)

Budget Categories	Federal	State	Special	Cash Match	In-Kind Match	Total Program
Personnel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00.00	\$0.00.00
Consultant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subsistence	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$15,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,000.00
Supplies/Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Indirect Cost	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$15,000.00	\$0.00	\$0.00	\$0.00	\$0.00.00	\$20,000.00

Last Edited By: Nicole Phelps - Sep 8, 2021 4:12 PM

Match Percentage

Match Percentage: 25.0%



After you enter all your amounts in the budget grid, the Match Percentage box will auto-calculate the percentage of the match you provided. You will want to make sure that the match percentage on this forms matches the required 25% of the Byrne/JAG program.

Personnel

The screenshot shows a web-based form titled "Personnel and Employee Fringe Benefits - Current Version". At the top right, there are three buttons: "CF Reallocate Items", "CF Create New Versions", and "View Versions". The form has a yellow background and a section titled "Requested" with a green "Save Form" button. Below this, a message states: "If this is not requested, please indicate that here and then mark this form as complete." The question "Is Personnel being requested?" is followed by a "Yes" selection. At the bottom right of the form, it says "Last Edited By: DeAndrea Williams - Jun 5, 2021 4:45 PM" and another green "Save Form" button. The DCJS logo and website address "www.dcjs.virginia.gov" are at the bottom left, and a speaker icon is at the bottom right.

There are many Budget Categories. They consist of personnel, consultant, travel, subsistence, equipment, supplies/other. If you are requesting funding for personnel, equipment, and supplies/other, you will only complete those specific sections for the grant. In the “personnel” section, you will only complete each section that applies to your grant. For example, when it asks “Is Personnel being requested?”, or “Is equipment being requested?”, etc. , you will click “Yes,” and then click “Save Form”.

Personnel

Personnel

The "Total Salary Amount Requested from Grant" refers to grant-funded salary amounts requested from the grant.

Personnel

Employee Name*:

Position Title*:

Position*:

Total Hours Per Week (if applicable):

Total Hours Per Year*:

Total Annual Salary (grant-funded plus other sources)*:

Percent being requested*:

Number of Grant-Funded Hours (hours per year)*:

Grant-Funded Full Time Equivalent ("FTE")*:

Total Salary Amount Requested from Grant*:

New Position?:

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Under employee name, type the name of the the personnel being funded under the grant program. If the position is vacant, enter "To be determined" or "TBD". However, if you have more than one vacant position, then distinguish the names by adding a number, for example TBD-1 and then TBD-2.

Enter the position title.

Select the Position Type.

For Total hours per year/ grant period, you will enter the number of hours the personnel will be dedicated to this grant program.

Next is "Total annual salary", and you should enter the total salary amount the grant is to fund.

The "Percent being requested" field should include the percentage of total annual salary you are requesting for the grant to cover. For example, if the grant will be covering all of the annual salary, you would type 100%.

Based on what you entered in the above fields, the system will auto calculate the Number of grant-funded hours, Grant-funded full time equivalent, and Total salary amount requested from the grant. Please note that these figures will be calculated after you save the row.

Personnel

Personnel Funding

Federal Funds:	<input type="text" value="\$0"/>	←
State Funds:	<input type="text" value="\$0"/>	
Special Funds:	<input type="text" value="\$0"/>	
Cash Match:	<input type="text" value="\$0"/>	← Byrne/JAG only
In-Kind Match:	<input type="text" value="\$0"/>	← Byrne/JAG only
Personnel Total:		



The next section on this form is Personnel Funding. This is where you breakdown the amount you are requesting from Federal Funds. As above, the total will auto calculate when you save the row.

For Byrne/JAG grant programs you will need to enter in any appropriate match in the cash or in kind fields.

Personnel and Employee Fringe

Employee Fringe Benefits

Multi List

Employee Name

FICA

Retirement

Group Life

Health Insurance

Workers' Comp

Unemployment

Disability

Other

Requested Employee Fringe Benefits Total

If Other, Please Describe

Federal Funds

State Funds

Special Funds

Cash Match

In-Kind Match

Employee Fringe Benefits Total

TBD	\$2,372.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,372.00		\$2,372.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,372.00
	\$2,372.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,372.00		\$2,372.00	\$0.00	\$0.00	\$0.00	\$0.00	\$2,372.00

Last Edited By: VCSBS Test - Sep 8, 2021 11:07 AM

Add Row

Position and Justification

Multi List

The position description should briefly describe grant-related duties performed. The justification should explain how the position is essential and allowable under the Grant Guidelines. New positions and pay increases require more detailed justification.

Employee Name	Description of Position	Justification for Position
TBD	This position will be responsible for handling the additional workload created by the coronavirus pandemic.	This position is needed to address our constituents' increased reliance on the services our agency provides due to the coronavirus pandemic.

Last Edited By: VCSBS Test - Sep 8, 2021 11:07 AM

Add Row

Personnel and Employee Fringe Benefits Totals

DCJS FUNDS

Federal Funds: \$37,372.00

State Funds: \$0.00

Special Funds: \$0.00



The last section required under Personnel and Employee Fringe is Position and Justification.

You will click “add row” and choose the name of the employee from the drop down box.

Under the Description of Position, describe grant-related duties performed by personnel in this position.

Next, the Justification for Position should explain how the position is essential to the project.

Other Categories in Budget not Requested

Requested

If this is not requested, please indicate that here and then mark this form as complete.

Are Consultant and/or Consultant Travel being requested?:

Consul Travel Subsis Equipm Suppli Attach Non-Su Author

complete.

Mark as Complete Edit Form

Last Edited By: Tester External - Oct 29, 2020 9:24 AM Edit Form

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There are many other categories listed under the Budget. as previously mentioned, like Consultants, Travel, Subsistence, Equipment, Supplies and Other, and Indirect Costs.

If you are not requesting funds under a certain category, you will need to answer “No” under the specific category, as illustrated in the slide.

Once you’ve answered the question, you can mark the form as complete and move on.

Equipment

Requested

If this is not requested, please indicate that here and then mark this form as complete.

Is Equipment being requested?:

Equipment - Multi-List

List major items to be purchased or leased separately with unit cost. See your grant funding opportunity for more information. Grant funds cannot support the entire cost of an item that is not used exclusively for grant project-related activities; however, grant funds can support a pro-rated share of such an item.

Equipment Item	Cost Per Item/Monthly Rate	Total Number of Items/Number of Months	Total Cost	Federal Funds	State Funds	Special Funds	Cash Match	In Kind Match	Equipment Total
No Data for Table									
Last Edited By: Tester External - Oct 29, 2020 9:26 AM <input type="button" value="Add New"/>									

Equipment Description and Justification - Multi-List

Describe what the item is and how it will be used. Explain how the request is essential to completing the goals and objectives of the grant.

Equipment Item	Description of Equipment	Justification for Equipment
No Data for Table		
Last Edited By: Tester External - Oct 29, 2020 9:26 AM <input type="button" value="Add New"/>		

Additional Documentation - Other Attachments

Description	File Name	Type	Size	Upload Date	Delete
No files attached					
Last Edited By: Tester External - Oct 29, 2020 9:26 AM					

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For the sake of time, I'm only going over the Equipment category as well. Please read the grant requirements and instructions on how to complete the other categories.

If you are requesting equipment you should answer, "Yes" when asked, "Is Equipment being requested?"

There are three sections under this category to complete; Equipment, Equipment Description and Justification, and Additional Documentation. These sections will need to be completed to ensure the section and application can be submitted. If match is required and you are using Equipment as match, this will also need to be shown in the form.

Equipment

Equipment

Update Item

Save Item

List major items to be purchased or leased separately with unit cost. See your grant funding opportunity for more information. Grant funds cannot support the entire cost of an item that is not used exclusively for grant project-related activities; however, grant funds can support a pro-rated share of such an item.


Equipment Item:

Cost Per Item/Monthly Rate:

Total Number of Items/Number of Months:

Total Cost: \$0.00

Equipment Funding

Federal Funds: 

State Funds:

Special Funds:

Cash Match:

In-Kind Match:

Equipment Total: \$10,000.00



First, you will list the item to be purchased and the amount. Provide the amount where the funds will be coming from (federal funds) and/or match (similar to the personnel section as previously mentioned).

Equipment

Equipment Description and Justification

Delete Item
Save Item

Describe what the item is and how it will be used.
Explain how the request is essential to completing the goals and objectives of the grant.

Equipment Item:

Description of Equipment:

Justification for Equipment:

IT infrastructure

Laptops, mobile hotspots, and printers so employees can work remotely

This equipment will allow staff to telework, which will reduce physical interaction and promote social distancing

Save Item

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If you are providing match under any category, you must complete the description and justification sections.

On the equipment form, choose the item from the drop down box and then describe the item and how it will be used.

The justification should explain why the costs are necessary and essential to achieving the goals and objectives of the grant.

Equipment

Additional Documentation - Other Attachments
Mark as Complete
Add New Attachment

Description	File Name	Type	Size	Upload Date	Delete
No files attached.					

Last Edited By: VCSGIS Test - Sep 7, 2021 2:22 PM

Equipment Totals
Mark as Complete

DCJS FUNDS

Federal Funds:	\$10,000.00
State Funds:	\$0.00
Special Funds:	\$0.00

Match Funds

Cash Match:	\$0.00
In-Kind Match:	\$0.00

Equipment Total

TOTAL:	\$10,000.00
--------	-------------

Last Edited By: VCSGIS Test - Sep 7, 2021 2:22 PM

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The third section under Equipment is “Additional Documentation.”

This is where you can include any supporting documentation for the equipment listed above. This could include quotes, purchase orders, invoices, or receipts. You could upload documents to show evidence of the expenses associated with the item.

Lastly, just like the Personnel form, the system will auto calculate the Equipment Totals.

Please make sure these numbers are consistent with what you entered in the Budget form.

Non-Supplantation

Non-Supplantation

Save Form

Applicants under this grant program are required to certify to DCJS, that the funding requested in this application does not supplant or replace, in whole or in part, federal, state, or local funds already supporting current program services.

I certify that the grant funds requested under this grant program will be used to supplement existing funds and will not replace (supplant) funds that have been appropriated for the same purposes.

Certification* ☒ Yes ☐ No

Project Administrator*

Joe	Johnson
First Name	Last Name
Town Manager	10/29/2020
Title	Date


Save Form

Home

Refresh ? Scroll

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After all of the budget itemization forms is the non-supplantation form.

This section is required. The Project Administrator, or the individual who has been delegated as the signing authority, must certify that the grant funds requested will be used to supplement existing funds and will not replace (or supplant) funds appropriated for the same purposes.

Attachments

App ListGeneraFace 5ProjecGoalsBudgetPersonConsulTravelSubsisEquipmSuppliNon-SuAttachAuthor

Attachments - Current Version

Can't Create New VersionView Versions

Attachments Required?

Mark as CompleteEdit Links

Are additional attachments required by the funding opportunity? No

Last Edited By: Nicole Phelps - Jul 20, 2021 3:14 PM

Edit Links

Attachments - Other Attachments

Mark as CompleteAdd from Doc RepositoryAdd New Attachment

Upload additional documentation required by the grant program. The description should explain the information provided in the file.

Description	File Name	Type	Size	Upload Date	Delete
No files attached.					

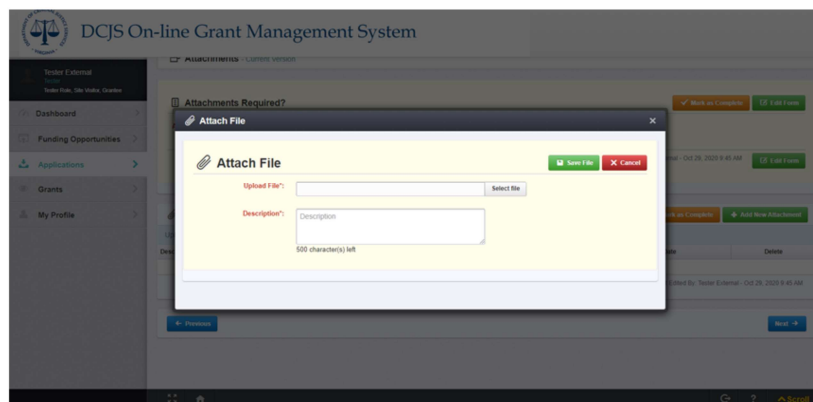
Last Edited By: Nicole Phelps - Jul 20, 2021 3:14 PM

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As we get to the end, you will have the “attachments” section. If Byrne JAG applicants are submitting match waiver requests, they should be submitted here. However, this would be a good place to upload any supporting documentation for the grant, for example, program outlines or MOU’s if you are applying for a Public Safety Based Programs, etc. If you are uploading a letter delegating signing authority, they should be submitted here as well.

Attachments



The screenshot displays the 'DCJS On-line Grant Management System' interface. A modal dialog box titled 'Attach File' is open, featuring a yellow background. It contains a file selection field with a 'Select File' button, a 'Description' text area, and a character count indicating '500 character(s) left'. The dialog has 'Save File' and 'Cancel' buttons. In the background, the system's sidebar and main content area are visible, including a 'Mark as Complete' button.

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If you chose to upload an attachment to your application, you will select Add New Attachment.

Then, when attaching the files, you select the file from your computer. In the description, indicate if it's the MOU or another type of document.

Click "Save File", and when all documents have been uploaded, click "Mark as Complete".

General Conditions and Assurances

- The “General Conditions and Assurances” form is required for all federally funded grant programs.
- Carefully read all of these conditions.

General Conditions and Assurances

Save Form

GENERAL GRANT CONDITIONS AND ASSURANCES

The applicant, for federal funds administered by DCJS, gives assurances and certifies with respect to the grant that it will comply with the following requirements:

1. The applicant assures that fund accounting, auditing, monitoring, and such evaluation procedures as may be necessary to keep such records as the Department of Criminal Justice Services shall prescribe shall be provided to assure fiscal control, proper management, and efficient disbursement of funds received under this grant.
2. **REPORTS:** Each applicant shall submit such reports as the DCJS shall reasonably request. Financial and progress reports shall be submitted to the DCJS on the 12th working day following the close of each quarter unless otherwise informed.
3. **GRANT CLOSEOUT:** The last quarterly report of a project using federal funds must indicate any unpaid obligations, which exist at the expiration of the grant. The applicant has 90 days to liquidate any unpaid obligations and submit a final financial report.
4. **UNUSED FUNDS:** Any funds that have been requested, but unexpended at the end of the grant period will be refunded by check made payable to the Treasurer, Commonwealth of Virginia, and will accompany the final financial report when it is submitted to DCJS. (Most state agencies must use DPB form 27 and an IAT to return unused grant funds.) The check should be mailed to the attention of the Finance Department, Department of Criminal Justice Services, 1100 Bank Street, 12th Floor, Richmond, VA, 23219.
5. **INSPECTION AND AUDIT:** The applicant agrees to comply with the organizational audit requirements of OMB Circular A-133, "Audits of State, Local Governments and Non-Profit Institutions." In conjunction with the beginning date of the award, the audit report period of the local government entity to be audited under the single audit requirement is the start-date of the project through the end-date of the project as noted on the Statement of Grant Award/Acceptance. The audit report shall be submitted no later than one (1) year from the end-date of the grant award as stated on the Statement of Grant Award/Acceptance, and for each audit cycle thereafter covering the entire award period as originally approved or amended. The management letter must be submitted with the audit report. A copy of all audits must be forwarded to the Finance Department, Department of Criminal Justice Services.

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General Conditions and Assurances is a federal requirement form. This section is **required** under both grant programs. The Project Administrator, or the individual who has been delegated or designated as the signing authority, must certify that the grant funds gives assurances and certifies that the grant will follow federal conditions.

General Conditions and Assurances

- The Project Administrator, or the individual who has been delegated or designated as the signing authority, must certify that the grant funds gives assurances and certifies that the grant will follow federal conditions.

23. Applicants with federal grants that procure goods or services that have an aggregate value of \$500,000 or more must specify in any announcement of the awarding of the contract for the procurement of the goods and services involved (including construction services) a) the amount of Federal funds that will be used to finance the acquisition; and b) expresses the amount announced pursuant to paragraph (a) as a percentage of the total cost of the planned acquisition. This complies with Public Law 102-141, section 623 (formally the Stevens Amendment).

I certify that all the information presented is correct, that there has been appropriate coordination with affected agencies, and that the applicant will comply with the provisions of all other federal and state laws and rules and regulations that apply to this award.

Certification:

Yes

No

Authorized Official (Project Administrator):

First Name

Last Name

Date

Save Form



The place to sign appears at the bottom of the page.

Lobbying and Disbarment

- This form is also required for all federally funded grant programs.
- Carefully read and answer all questions and statements.

The screenshot shows the 'Lobbying and Disbarment' form interface. At the top, there's a header 'Lobbying and Disbarment - Current Version'. Below it, there's a section titled 'Performance Sites' with a 'Sub List' button and a 'Save Form' button. A note states: 'In this section, please provide the sites for the performance of work done in connection with the specific grant.' Below this is a table with columns: Street Address, City, County, State, and Zip Code. The first row has 'No Data for Table'. To the right of the table is a 'Last Edited By: VCSOC Test - Sep 8, 2017 11:48:40' and a 'Save Form' button. Below the table is a section titled 'Workplaces and OJP Form 4061/7' with a 'Save Form' button. A note asks: 'Are there workplaces on file that are not identified above?' and 'Workplaces*'. Below this is a note: 'Section 17.010 of the regulations provides that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for Department of Justice funding. States and State agencies may elect to use OJP Form 4061/7. Have the State elected to complete OJP Form 4061/7?'. Below this is a 'Save Form' button. At the bottom is a section titled 'Lobbying and Disbarment Certification' with a 'Save Form' button. Below this is a section titled 'CERTIFICATIONS REGARDING LOBBYING, DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS AND DRUG-FREE WORKPLACE REQUIREMENTS'. A note states: 'Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Reproduction of this form constitutes the candidate's acknowledgment of the VCSOC Test. *These certifications are a requirement and the VCSOC Test. *Disbarment, Suspension and Termination. *Reproduction and Distribution.' Below this is a 'Save Form' button.

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The Lobbying and Debarment form is a federal requirement form. This section is **required** under these grant programs. The Project Administrator, or the individual who has been delegated or designated as the signing authority, must certify that the grantee will be in compliance with the certification requirements.

Lobbying and Disbarment

- The Project Administrator, or the individual who has been delegated or designated as the signing authority, must certify that the grantee will be in compliance with the certification requirements.

4. DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)
As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67, Sections 67.615 and 67.620.

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant, and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice Programs, ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531.


As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

Certification:

Authorized Representative:

<input type="text"/>	<input type="text"/>
First Name	Last Name
<input type="text"/>	<input type="text"/>
Title	Date

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The place to sign appears at the bottom of the page.

Authority Certification

Authority Certification

Save Form

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

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

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

Authorized Individual:

Joe	Johnson
First Name	Last Name
Town Manager	10/29/2020

Online Help

Home

?

Scroll

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Again, this is a required section and says, “if the person completing the application is not the Project Administrator, as we defined earlier, information regarding the signing authority, or the delegation of such authority, should be available upon request.”

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Submitting the Application



The screenshot shows a web application interface titled "Application Details". At the top right, there is a blue button labeled "Preview Application" with a magnifying glass icon, and an orange button with a left-pointing arrow. A red arrow points to the "Preview Application" button. Below the buttons is a table with three columns: "Component", "Complete?", and "Last Edited". The table lists various components, all of which are marked as complete with a green checkmark. The "Last Edited" column shows dates for each component. At the bottom of the form, there is a logo for "DCJS Virginia Department of Criminal Justice Services" and a speaker icon.

Component	Complete?	Last Edited
General Information	✓	Jul 16, 2021
Face Sheet	✓	Jul 16, 2021
Project Narrative Form	✓	Jul 16, 2021
Goals and Objectives	✓	Jul 16, 2021
Budget	✓	Jul 20, 2021
Personnel and Employee Fringe Benefits	✓	Jul 20, 2021
Consultants	✓	Jul 20, 2021
Travel	✓	Jul 20, 2021
Subsistence/Other Travel Costs	✓	Jul 20, 2021
Equipment	✓	Jul 20, 2021
Supplies & Other Expenses	✓	Jul 20, 2021
Non-Supplantation	✓	Jul 20, 2021
Attachments	✓	Jul 20, 2021
Authority Certification	✓	Jul 20, 2021

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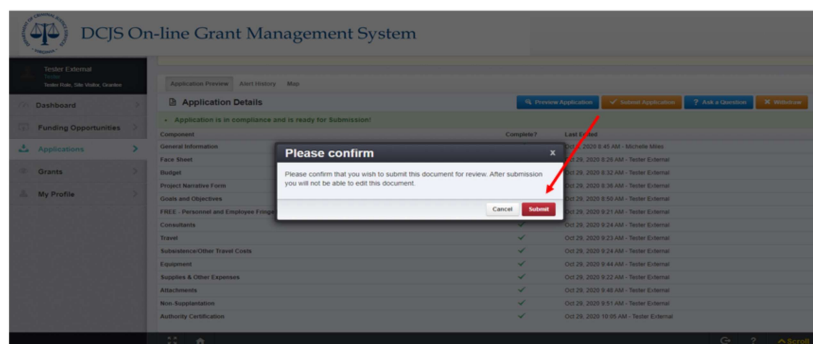
To submit the application, every form must be marked as complete. If you do not see a green check mark in the "Complete?" column then you need to return to the form and mark it as complete.

Once you submit the application, you will not be able to make changes. Please make sure to review the entire application and make sure budgets match, information is correct, and you've provided all required items.

It's possible to have more than person working on an application at one time, so again, make sure everything is accurate. You can review the entire application by clicking "Preview Application."

When you are ready, click the orange "Submit Application" box (right next to the "preview application" button).

Submitting the Application



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After clicking “Submit Application”, the system will give you the chance to confirm.

You will receive a pop-up confirmation informing you that once you click “Submit,” the system will no longer let you edit the application.

You can then click on the red “Submit” button, or “Cancel” to return to editing.

Submitting the Application

Current Applications listing:

231	Submitted	Final Application - Hate Crimes Grant FY22 Town of ABC	Virginia Department of Criminal Justice Services	Nicole Phelps	HCCP-Hate Crimes Grant Program	2031-Hate Crimes Grant Program Funding Opportunity - FY2022	\$60,000.00
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After clicking “Submit,” the system will take you back to your Current Applications listing and will display your submitted application.

The list will show you the status of the application, which in this case is “submitted.”

It will also display the stage, application title, organization name, the program area, and the title of the funding opportunity you applied under.

Technical Assistance

For CESF

Please contact Chris
Boucher

- 804-584-0510
- christopher.boucher@dcjs.virginia.gov

For Byrne/JAG

Please contact Nicole
Phelps

- 804-786-1577
- nicole.phelps@dcjs.virginia.gov



For technical assistance regarding your CESF grant application, please contact Chris Boucher. For technical assistance regarding your Byrne JAG application, please contact Nicole Phelps.

Technical Assistance for OGMS

- For technical assistance with the OGMS system, email ogmssupport@dcjs.virginia.gov. This should not include grant application specific questions.
- For additional resources, refer to Attachments and Website Links under the Funding Opportunity in OGMS.

****If you are not receiving alerts/emails from the OGMS, emails may have been going to your spam/junk folders. Please check your spam/junk folders frequently; add VAgrantsDCJS@webgrantsmail.com to your contacts and/or safe senders list; and work with your IT department and/or network security to ensure notifications from VAgrantsDCJS@webgrantsmail.com are not blocked. Some messages are sent via the new system, but appear to be from DCJS staff members' assigned email addresses. These can also get routed to your spam/junk, and it is important that these messages are not in your Blocked Senders list.**

- A recording of this webinar, along with additional OGMS resources, are available on the DCJS website.

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If you have issues with the system, and it's not specific to the grant application, email the OGMS Support mailbox at ogmssupport@dcjs.virginia.gov. Please include the grant program in the subject line.

You can also refer back to the funding opportunity, which is located on our website and OGMS. There are additional resources in the Website Links under the funding opportunity in the system.

If you are not receiving alerts/emails from OGMS, emails may have been going to your spam/junk folders. Please check your spam/junk folders frequently. Add VAgrantsDCJS@webgrantsmail.com to your contacts and/or safe senders list and work with your IT department and/or network security to ensure notifications from VAgrantsDCJS@webgrantsmail.com are not blocked. Some messages are sent via the new system but appear to be from DCJS staff members' assigned email addresses. These can also get routed to your spam/junk. It is important that these messages are not in your Blocked Senders list.

CESF Summary

- CESF applications are due Friday, October 22, 2021, by 5:00 PM in OGMS.
- The application **must** be submitted in OGMS.
- Anyone in the organization working on the grant should register in OGMS.
- Grant requirements and instructions can be found under the Funding Opportunity in OGMS and on the DCJS website.
- Grant application may not exceed \$50,000 per applicant.



To briefly recap for CESF, applications are due by 5:00 p.m. on Friday, October 22nd, 2021, by 5:00 PM. The system will not let you submit after the deadline and it will not be considered.

They must be submitted using the new On-line Grants Management System, or OGMS

Anyone in your organization that will be working on the grant application should register in the system. This includes Project Directors, Project Administrators, and Finance Officers.

Grant requirements and instructions can be found under Funding Opportunities in OGMS and on the DCJS website. Please read them carefully to avoid errors when completing the application.

Funding requests may not exceed \$50,000 per applicant.

Byrne/JAG Summary

- Applications are due Friday, October 22, 2021, by 5:00 PM in OGMS.
- The application **must** be submitted in OGMS.
- Anyone in the organization working on the grant should register in OGMS.
- Grant requirements and instructions can be found under the Funding Opportunity in OGMS and on the DCJS website.
- There is a 25% match, either cash or in-kind match.
- If you are requesting a match waiver, please review the match waiver policy in OGMS and submit with the application.
- Review all the funding opportunities in their entirety as they cover requirements, regulations, federal and DCJS reporting requirements, the application review process, and application instructions.

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To recap for Byrne JAG, all applications must be received by October 22, at 5pm via the DCJS OGMS system.

Anyone who will be working on the grant should be registered in OGMS. Detailed grant information and guidelines can be found via the OGMS Funding opportunities and on the DCJS website under Grants.

A 25% match is required for the Byrne/JAG grants. For example, if a project's budget totals \$20,000, federal funds may be used to pay \$15,000, and the applicant would provide the remaining \$5,000 as a cash or in-kind match.

If you are requesting a match waiver, you will need to review the match waiver policy under the funding opportunity in OGMS and submit the request with your application.

Please take time to review all the funding opportunities in their entirety as they cover requirements, regulations, federal and DCJS reporting requirements, the application review process, and detailed application instructions.

Questions-



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Thank you for viewing this presentation. Again, if you have any questions about the material presented, please contact Chris Boucher (CSEF) or Nicole Phelps (Byrne/JAG)