



Virginia Department of Criminal Justice Services

Byrne - Justice Assistance Grant Solicitation

Criminal Justice Programs

Program Guidelines and Application Procedures

July 1, 2026 – September 30, 2027

On-Line Grants Management Funding Opportunity Number
569928

Application Deadline

April 27, 2026 at 3:00 p.m.

Late applications will not be accepted.

Guidelines Issued March 27, 2026

Virginia Department of Criminal Justice Services
1100 Bank Street, Richmond, VA 23219
www.dcls.virginia.gov

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General Information

The Virginia Department of Criminal Justice Services (DCJS) announces the availability of federal Edward Byrne Memorial Justice Grant (JAG) funding. The JAG Program provides states and units of local governments, including tribal governments, with the flexibility to support a broad range of initiatives designed to prevent and control crime in accordance with state and local priorities and conditions.

As the State Administrative Agency (SAA), DCJS is responsible for the coordination, administration, and distribution of JAG funds in a manner that strengthens and enhances the overall criminal justice system of the Commonwealth of Virginia.

Awards under this competitive solicitation will be made for up to a fifteen (15) month project period and must align with one of the priority focus areas identified in these guidelines. Based on funding availability, program performance, and compliance with grant requirements, continuation funding may be available.

Funding Details	
Grant Award Period	July 1, 2026 – September 30, 2027
Funding Source	These funds are available under the federal Fiscal Year 2023 - 2024 Edward Byrne Memorial Justice Assistance Grant ("JAG") Program.
Expected Total Amount of Funding	Applicants' total award can be up to \$130,000 (based on program area), including the required (25%) local match, which can be cash or in-kind.
Availability of Continuation Funding	Continuation funding may be offered for some program areas, based on program performance, compliance with grant requirements, and the availability of future funding.
Match Requirement	There is a 25% match requirement for this grant, which can be fulfilled through cash or an in-kind match.
Disbursement of Funds	Disbursement of funds will be made on a cost-reimbursement basis for actual expenditures incurred. Grant funds may not be used to supplant state or local funds that would otherwise be available for the same purposes. Any post-award changes to the approved grant budget must receive prior approval from DCJS before funds are expended in accordance with those changes. Expenditures incurred outside of the approved grant period are not eligible for reimbursement.
OGMS Funding Opportunity Number	569928 – FY27 Byrne/JAG Criminal Justice Programs

Application Assistance

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

Application Assistance	
DCJS Contacts	Carolyn Dellorso Carolyn.Dellorso@dcjs.virginia.gov Phone: (804) 845-1200 Jordy Nolan Jordy.Nolan@dcjs.virginia.gov Phone: (804) 845-1156
OGMS Assistance	www.dcjs.virginia.gov/grants/ogms-training-resources
OGMS Contact	ogmssupport@dcjs.virginia.gov

Applicant Eligibility Requirements

This solicitation is open to all Virginia units of local government. (For purposes of the JAG Program, a “unit of local government” is a city, county, township, town, or certain federally recognized American Indian tribes.) Eligible entities may submit only one application in response to this funding opportunity.

Grant awards issued under this competitive Edward Byrne Memorial Justice Assistance Grant (Byrne/JAG) Program funding opportunity will support approved initiatives for an initial project period of **twelve (12) to fifteen (15) months**. *(Based on funding availability, program performance, and compliance with grant requirements, continuation funding may be available.)* All requested items and activities must be allowable under the Byrne/JAG federal grant program and are subject to review and approval by the Virginia Department of Criminal Justice Services (DCJS) on a case-by-case basis.

Other Eligibility Requirements

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

- Must have a current and active federal System of Award Management (SAM) (www.sam.gov) registration and a Unique Entity Identifier (UEI) number.
- Must not be excluded or debarred from doing business with the federal government or the Commonwealth of Virginia.

Funding Focus Areas

The Virginia Department of Criminal Justice Services (DCJS) has identified the following project and program areas as priorities for funding under this solicitation. While all eligible agencies are encouraged to apply, DCJS may prioritize funding for agencies with projects that create or enhance collaborative partnerships with community-based and non-profit organizations.

Innovative and Evidence-Based Criminal Justice Strategies and Programs: Localities are encouraged to submit applications to support the development and implementation of innovative, evidence-based, and promising practices that address Virginia's most pressing and emerging public safety needs across all BJAG purpose areas. This priority encourages projects that test new approaches, adapt proven strategies for different settings, and integrate creative solutions to fill gaps in the justice system. Initiatives should emphasize measurable outcomes, sustainability, and cross-sector collaboration. Strategies may include multi-jurisdictional partnerships, expanded use of technology to improve justice system efficiency, or the replication of successful programs from other jurisdictions. Recipients will be required to provide 25% matching funds under this funding opportunity. **(maximum request amount per locality of \$100,000, including local match)**

Reentry and Successful Community Integration: Localities are encouraged to submit applications to support targeted reentry programs that address identified service gaps and focus on workforce development as a key strategy for reducing recidivism. Initiatives should be designed to equip returning citizens with skills, certifications, and employment opportunities that support long-term stability and successful reintegration into the community. Programs may include jail or detention-based pre-release services connected with post-release support, vocational training linked to industry-recognized credentials, job placement with private-sector employees, and wraparound services such as housing assistance, case management, and behavioral health support. Recipients will be required to provide 25% matching funds under this funding opportunity. **(maximum request amount per locality of \$100,000, including local match)**

Human Trafficking Demand Reduction and Services: To assist localities with developing, implementing, and supporting efforts to reduce demand for sex trafficking and provide services for victims. Examples of uses for this funding may include, but aren't limited to, implementing proactive reverse sting operations that target buyers of sex, establishing multidisciplinary responses for addressing human trafficking, designing alternative arrest protocols for identified victims, and other emergency housing or services needs for identified victims. Recipients will be required to provide 25% matching funds under this funding opportunity. **(maximum request amount per locality of \$100,000, including local match)**

Criminal Justice Planners to Support Community Criminal Justice Boards: This funding will support the expansion of criminal justice planners to assist local governments in enhancing the capacity and effectiveness of Community Criminal Justice Boards (CCJBs). Criminal justice planners help localities with systemwide coordination, facilitate multi-agency collaboration, analyze criminal justice data, support evidence-based decision-making, and provide essential logistical and administrative support for CCJB initiatives. At a minimum, their responsibilities should include project management, policy research, data collection and reporting, and convening stakeholders to strengthen CCJBs' ability to identify local priorities, work toward shared public-safety outcomes, and promote meaningful local involvement and flexibility in addressing crime within their communities. Recipients will be required to provide 25% matching funds under this funding opportunity. **(maximum request amount per locality of \$130,000, including local match)**

Peer Support Pilots in Local Probation, Pretrial Services, or Jails: This funding will assist localities in the planning and implementation of peer support specialists in local probation programs, pretrial services programs, or local/regional jails. Peer support specialists promote the wellness of individuals, their families, and the community through outreach, advocacy, treatment, modeling, and education. They help individuals court-ordered to local probation, pretrial services, or local/regional jails with addiction recovery, mental health system navigation, and reentry planning by developing recovery and wellness goals and plans, mentoring throughout the recovery process, demonstrating effective coping skills, and linking to resources in the community. Recipients will be required to provide 25% matching funds under this funding opportunity. **(maximum request amount per locality of \$110,000, including local match)**

Community Policing and Youth Engagement Programs: To assist agencies with developing, implementing, and supporting community policing strategies and initiatives, funds are available for projects to develop effective community policing strategies, to increase the number of agencies using proven community policing strategies, and to increase awareness of community policing programs. This initiative also seeks to fund effective diversion, engagement, and prevention programs designed to implement enrichment opportunities for youth during the summer months. This funding opportunity is available to Virginia local units of government. Funds can be directed towards crime prevention and education programs that are youth-focused initiatives, and may include leadership, educational support, and job exploration or skills development. Non-profit, faith-based, and community organizations are not eligible applicants, but may collaborate to implement programs on behalf of the applicant locality at the discretion of the applicant locality. Recipients will be required to provide matching funds under this funding opportunity. Recipients will be required to provide 25% matching funds under this funding opportunity. **(maximum request amount per locality of \$100,000, including local match)**

Grant Project Requirements

Grant Conditions and Federal Requirements

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

- Civil Rights and Nondiscrimination
www.ojp.gov/program/civil-rights-office/statutes-regulations
www.ojp.gov/program/civil-rights-office/training-resources
- Code of Federal Regulations, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
www.ecfr.gov (Title 2, Federal Financial Assistance)
- U.S. Department of Justice Grants Financial Guide
www.ojp.gov/doj-financial-guide-2024
- U.S. Department of Justice Determination of Suitability to Interact with Participating Minors (for programs serving individuals under the age of 18)
www.ojp.gov/funding/explore/interact-minors
- Non-Supplantation
This funding opportunity is supported with federal funds. Federal funds must be used to supplement existing state and local funds for program activities and must not supplant (replace) state or local funds appropriated for the same purpose.
- Match Requirements
Grant recipients must provide twenty-five percent (25%) matching cash or in-kind funds from local sources. In-kind match is the value of an item or service received or provided that pertains to or directly supports the specific project activities funded by the grant. This means that federal funds can be used to fund no more than 75% of the cost of a proposed project. The remaining 25% of the project costs must be paid by the grant recipient, either in cash or through in-kind contributions from local sources. For example, if a project's budget totals \$20,000, federal funds may be used to pay \$15,000; the grant recipient must provide the remaining \$5,000 in cash or in-kind contributions from local funding sources. Applicants who wish to demonstrate that they are contributing more than the required match may refer to any additional support in the project narrative section of their application.

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1. Cash Match:

A cash match is “the value of direct funding for the project” (28 CFR 94.118(c) (1)). Cash cannot be derived from federal sources. Once funds are committed to match for this project, they cannot be used to support or match other projects.

2. In-Kind Match:

Sources of in-kind match may include, but are not limited to, the following:

- Volunteered services, which may be professional or technical services, consultants, or skilled/unskilled labor assisting on the project. The value of volunteer services shall be consistent with the rate of compensation (which may include fringe benefits) paid for similar work in the program. If similar work is not performed in the program, the rate of compensation shall be consistent with the rate found in the labor market in which the program competes. Records must be maintained documenting all volunteer services used as an in-kind match. For additional guidance on the value of volunteer time, go to www.independentsector.org/volunteer_time. Programs may not use federally funded time as volunteer in-kind match hours, as match cannot be derived from federal sources. This applies to both internal staff members and individuals external to the program.
- Materials/equipment, but the value placed on lent or donated equipment shall not exceed its fair market value.
- Space and facilities, the value placed on which shall not exceed the fair rental value of comparable space and facilities as established by an independent appraisal of comparable space and facilities in a privately owned building in the same locality.
- Any reduction or discount provided to the sub-recipient shall be valued as the difference between what the sub-recipient paid and what the provider’s nominal or fair market value is for the good(s) or service(s).

Grant recipients must maintain records that clearly show the source, the amount, and the period during which the match was allocated. In-kind contributions are determined at their fair market value. The basis for determining the value of personal services, materials, and equipment must be documented and, to the extent feasible, supported by the same methods used by the grantee for its own paid employees. Non-compliance with documenting in-kind match amounts may result in a requirement to provide a cash match, a reduction to the grant award, and/or other grant conditions.

Guidelines on Expenses

Non-Allowable Expenses	
Grant recipients may not use grant funds to pay for the following:	Funds through this grant program are not to be used to purchase, lease, rent, or acquire tanks or armored vehicles, aircraft, including unmanned aerial systems and unmanned aircraft (including drones), limousines, real estate, yachts, consultants, or any vehicle not used primarily for law enforcement. In addition, federal funds cannot be used to supplant state or local funds; instead, they can be used to increase the amount of funds that would be available from state and local sources. Grant 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 (including ballistic vests); construction or renovation; land acquisition, lobbying and political contributions; honoraria; bonuses; giveaways or SWAG; personal entertainment such as tickets to sporting events; personal calls; alcohol; or vehicles normally and routinely provided by the locality to others in the same roles. Grant funds cannot be used for refreshment breaks or meals at training events, meetings, or conferences. <i>*Also, please view the Unallowable Costs under the JAG document that is attached to the funding opportunity in OGMS as an additional reference.*</i>

Allowable Costs	
Funds may be used for projects such as:	Grant funds can be used for Equipment and Technology, Personnel and Overtime Support, Training and Technical Assistance, and Contractual and Professional Services, including program evaluation, strategic planning, or other specialized expertise. Consulting services that support the implementation of violence reduction initiatives or criminal justice system improvement strategies are allowable. <i>See funding focus areas on page 4 and 5 for more details.</i>

Data Reporting Requirements

Grant recipients will be required to submit programmatic and financial reports through DCJS's online reporting system. All reports must be submitted in accordance with the timelines and instructions provided at the time of grant award. Grant recipients will also be required to comply with all applicable federal reporting requirements, including submission of performance and financial data to the Bureau of Justice Assistance, Office of Justice Programs, through the Performance Measurement Tool (PMT) system, as specified by DCJS.

Failure to submit required reports in a timely and satisfactory manner may result in the withholding of grant funds and/or termination of the award. In addition to required reports, DCJS may request supplemental data as needed to support statutory reporting obligations to the General Assembly regarding the use of these funds.

Before Applying

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

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

Application Instructions

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

To apply for this grant, select “Funding Opportunity **569928**, FY27 Byrne Justice Assistance Criminal Justice Programs” in OGMS.

Face Sheet

Face Sheet Instructions	
Congressional District(s)	Select all congressional districts (www.census.gov/mycd) served by the agency.
Best Practice	This does not apply to this grant program.
Jurisdiction(s) Served	Select all jurisdictions served by this grant program.
Program Title	The application title should include the locality’s name and fiscal year of the grant program (e.g., ABC City JAG Criminal Justice Programs FY27).
Certified Crime Prevention Community	Click the hyperlink on the form to see if your locality is certified. Answer “Yes” or “No.”
VLEPSC or CALEA Accredited	Select “Yes” or “No.”
Type of Application	Enter “New.”
Community Setting	Check all that apply.
Brief Project Overview	Provide a short description of what the funds will be used for (maximum of 750 characters).

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Project Director	Provide the name and contact information for the person who will have day-to-day responsibility for managing the project and will serve as the contact person if DCJS needs project-related information.
Project Administrator	Name and contact information for the County Administrator or City Manager (Administrative and Fiscal Agent) who has the authority to formally commit the organization/locality to comply with all the terms of the grant application, including the provision of the required match, if applicable.
Finance Officer	Provide the name and contact information for the person responsible for fiscal management of the funds associated with this grant, such as the treasurer of the agency's board, the locality's financial manager, or the hired accountant.

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

Project Narrative:

Budget Grid Instructions	
Demonstration of Need	Applicants must provide a concise overview of their agency and clearly identify the unmet need or problem the proposed project seeks to address. The narrative should describe existing resources and services currently available to respond to the identified need and explain why those resources are insufficient to adequately address the unmet need. <i>(Maximum 5,000 characters)</i>
Project Description	Applicants must submit a detailed description of the proposed project design and planned implementation activities. The narrative should explain how the project will achieve the stated goals and objectives and demonstrate the applicant's organizational capacity to implement, manage, and oversee the project. Project activities should be clearly aligned with the proposed goals and objectives. <i>(Maximum 5,000 characters)</i>
Service Area Demographics/ Target Population	Applicants must provide a brief description of the service area and the target population to be served through the proposed project. If the primary impact of the project is internal to the agency, applicants should describe the department-level impact, including the number of staff affected by the grant objectives and/or the size of the department or unit that will benefit from the proposed activities. <i>(Maximum 5,000 characters)</i>
Sustainment Plan	Applicants must describe how the organization intends to sustain the proposed activities or services beyond the grant funding period. The narrative should identify anticipated funding sources or strategies to ensure continued program operations. <i>(Maximum 5,000 characters)</i>

Goals and Objectives Form

All applicants must complete project-specific goals and objectives. Awarded applicants will report on the status of their goals and objectives in their interim report.

Project Specific Goals and Objectives	
Goal (maximum of 100 characters per goal)	Applicants must enter at least one goal. The goal(s) must reflect the work anticipated to occur in the grant period with awarded funds. Select “Add Entry” to enter each goal.
Objectives (maximum of 500 characters per objective)	Under each goal, enter two to three objectives. Each objective must be “SMART,” meaning it must be specific, measurable (i.e., quantifiable), attainable, relevant to items in the budget, and time-based. The goals and objectives must address the purpose of this funding opportunity.
Intended Outcome/Impact (maximum of 2,000 characters)	Describe the intended outcome if each goal is reached.
Data Collection (maximum of 2,000 characters)	Describe the data that will be collected to determine whether grant goals were met and the method to store and analyze the data.
Time Frame (maximum of 250 characters)	Describe the time frame for each goal. Time frames should not exceed the grant period. Mark the month in which implementation steps will start.

Budget and Related Narratives Form: The budget grid is a form located on OGMS. The budget grid summarizes the total amount of funding requested in each budget category and the amount being requested from federal funds.

Click “Edit Grid” and enter the amount allocated to the locality under the Budget Category your locality plans to use the funds, for example, you would choose Law Enforcement, Prosecution/Courts, Prevention/Education, and so on.

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Budget Grid Instructions	
Report the amount of funds requested by category. The funding reported on the grid should represent the whole grant period.	• Personnel • Consultants • Travel • Subsistence and Other Travel • Equipment • Supplies and Other Expenses
Match	Include cash and/or in-kind matching funds in the budget grid. More information about match is located below.
Place requests for funding under the “Federal,” “State,” and/or “Special” column.	Funding for this grant program comes from federal funds. Place requests for funding under the “Federal” column.
Ensure that each itemized budget form aligns with the total amount requested on the budget grid.	Each budget line must correspond to the itemized budget forms. Round all amounts to the nearest dollar.
Funds from Other Sources	Enter all funds from other sources that support the project applying for funding. If the proposed project will generate program income, enter the anticipated amount of program income that will be earned and explain how these funds will be used to support the grant project.

Budget Match

A 25% match is required. The required local match is based on the total project budget. Applicants must include local match in the application budget. Matching funds must be used for allowable purposes. Matching funds must be shown on the budget grid and in relevant budget itemization forms. Include a description and justification for all matching funds on the relevant budget itemization forms.

To calculate the required match, use the following formula:

- $(\text{Total federal funds requested} / .75) - \text{Total federal funds requested} = \text{Required match}$
- For example, if you are requesting \$100,000 in federal funds, the calculation to determine the required match is:
 $\$100,000 - (\$100,000 / .75) = \$25,000.$

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

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Types of Match	
Cash Match	<i>Cash match</i> is direct funding for the project obtained from other non-federal funding sources.
In-Kind Match	<i>In-kind match</i> is a contribution of something of value other than cash, such as donated items, space, and services, that are used for allowable project activities. In-kind match sources may include, but are not limited to, the following: • Donated supplies or equipment ○ The value cannot exceed its fair market value. ○ Place donated supplies or equipment within the “Supplies” or “Equipment” itemized budget forms. • Donated space and facilities ○ The value of rent shall not exceed the fair rental value of comparable spaces and facilities in the same locality. ○ Place donated space or facilities within the “Supplies” itemized budget form. • Volunteer services The hourly rate of volunteers must be consistent with compensation paid to staff for similar work, or applicants may use a rate similar to what is listed on the website: https://independentsector.org/resource/value-of-volunteer-time/. Place matching volunteer hours within the itemized “Personnel” budget form.

Itemized budget forms: Itemized budget forms are in OGMS. There is an itemized budget form for each of the budget categories. Information entered into these forms must include a description and justification for items included in the budget.

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

Requirements for itemized budget forms:

- All items requested in each budget form (including those supported by match) must be allowable per grant guidelines, reasonable, and justified as clearly necessary for the project to succeed.
- In general, a cost will be considered reasonable if, in its nature and amount, it does not exceed what would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost.
- Matching funds must be shown on the budget grid and in relevant budget itemization forms.
- On the budget itemization forms, under “Description,” describe the amount and origin of cash match (e.g.,

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\$2,000 state-funded grant funds). Describe in-kind match items, including values (e.g., 30 hours of volunteer time valued at \$20/hour, totaling \$600).

- Under “Justification,” describe how the item or funds will be used in the project. Match must be used for allowable purposes.
- At the bottom of each itemized budget form, the applicant must identify the funding source for the budgetary items. Allocate all expenses under “Federal Funds,” “Cash Match,” or “In-Kind Match,” as appropriate.
- For all items, including those supported by match, the applicant must indicate in the description whether the item is used exclusively for the proposed project. Items that are not used exclusively for the project must be prorated, and the applicant must include an explanation of how the items were prorated. If an item is used exclusively for this proposed project, prorating is not needed. If the item is used to support other projects in the organization, prorating is needed.

Personnel and Employee Fringe Benefits: A new row is required for each position requested under the grant. If a position is being requested, you should answer, “Yes” when asked, “Is Personnel being requested?”

Personnel: To request funding for staff, click “Add Row.”

Personnel and Employee Fringe Benefits Instructions	
Employee Name	Enter the name of the grant-funded person. If the position is not currently filled, enter “To Be Determined” or “TBD.” If there is more than one TBD, then distinguish the names by adding a number (e.g., TBD-1 and TBD-2).
Position Title	Enter the title of the proposed grant-funded position.
Position:	Indicate if the position is full-time or part-time.
Total Hours Per Week	Include the number of hours dedicated to the grant project per week.
Total Hours Per Year	Include the number of hours dedicated to the grant project per year. <i>*Please note that funds can only be used to cover the grant award period. Hours outside of the award period cannot be considered.</i>
Total Annual Salary	Enter the total annual salary for the position to include grant-funded and other funding sources. This figure should not include fringe benefits.
Percent Being Requested	Enter the percentage of the total annual salary you are requesting the grant to cover.
Number of Grant-Funded Hours	This figure will auto-calculate after you save the row and is based on the information you entered in “Total Hours Per Year” and “Percent Being Requested.”
Grant-Funded Full-Time Equivalent	This figure will auto-calculate after you save the row and is determined by dividing the “Number of Grant-Funded Hours” by 2080 hours.

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Personnel and Employee Fringe Benefits Instructions	
Total Salary Amount Requested from Grant	<i>Total Salary Amount Requested from Grant</i>
New Position	Indicate if this is a new position.
Personnel Funding	Break down the “Total Salary Amount Requested from Grant” into Federal Funds and, if applicable, the appropriate local match field. The “Personnel Total” will auto-calculate when you save the row.
Employee Fringe Benefits	To request fringe benefits, click “Add Row.”
Employee Name	Choose the name of the employee from the drop-down box.
Enter the amounts of each benefit requested	If you enter “Other,” you will need to describe and break down the costs of the benefits in the text box labeled. If “Other,” please describe.
Requested Employee Fringe Benefits Total	This figure will auto-calculate after you save the row.
Fringe Benefits Funding:	Break down the “Requested Employee Fringe Benefits Total” into Federal Funds and, if applicable, the appropriate local match field. The “Employee Fringe Benefits Total” will auto-calculate when you save the row.
Position and Justification:	This section is required if a position is requested . Click “Add Row” to enter the information
Employee Name:	Choose the name of the employee from the drop-down box.
Description of Position	The position description should briefly describe grant-related duties performed by the person in the position.
Justification for Position	The justification should explain how the position is essential to the project.

Consultants Form (If consultants are not funded by this project, use \$0.00 on the budget grid.)

Services provided by a third party, regardless of whether a contract is in place, should be listed under the “Consultants” form (e.g., training facilitators, consulting firms, employment agencies, interpreters, translation services, etc.).

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

Consultants Form Instructions	
Indicate if consultants are included in the budget – “Yes” or “No.”	If “Yes,” complete the remainder of the form.

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Consultant Rates	The rate of compensation for individual consultants must be reasonable and consistent with that paid for similar services in the marketplace; however, the rate may not exceed \$650.00 per day (\$81.25 per hour, exclusive of travel and/or subsistence) and may not exceed the consultant's usual and customary fee.
Consultant Subsistence (lodging and meals/per diem) and Travel	Consultant subsistence and travel are generally not allowable unless they are necessary, reasonable, and justified. Reimbursable costs must adhere to the recipient's established travel policy.
Description (maximum of 500 characters)	Select the name of the consultant. • Under "Description of Consultant's Role," include: A description of the consultant's role, • Each service contracted for, • The total budgeted amount for each service, and the basis of computation for the requested amount.
Justification (maximum of 500 characters)	Under "Justification for Use of Consultant," include: • The number of clients benefiting from each type of service, and • How the use of the consultant is necessary to meet the goals and objectives of the grant. Applicants are encouraged to attach supporting documentation to justify the request.

Subsistence and Other Travel Costs Form

(If subsistence and other travel costs are not funded by this project, use \$0.00 on the budget grid.)

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

Subsistence and Other Travel Costs Form Instructions	
Indicate if subsistence and other travel costs are included in the budget – "Yes" or "No."	If "Yes," complete the remainder of the form.

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Other Travel Costs	Under “Other Travel Costs,” enter: • The event title, • The number of people attending, • The number of trips with airfare, • The airfare rate, and • Other travel costs.
Description (maximum of 500 characters)	Select the event item requested. Under “Description of Costs,” include: • A description of the costs, A basis of computation for each cost, and • Whether the request is based on the federal rate or the applicant’s policy.
Justification (maximum of 500 characters)	Under “Justification for Costs,” include: • A description of how the expense is necessary to meet the goals and objectives of the grant and (if the applicant’s travel policy differs from the federal rate) an explanation of the applicant’s policy as it relates to the request.

Equipment Form

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

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

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

Equipment is considered tangible personal property, including information technology systems, that have a useful life of more than one year and a per-unit acquisition cost of \$10,000 or greater (or the organization's capitalization policy, if it is less than \$10,000). If the organization does not have a capitalization policy in place, the amount of \$10,000 must be followed.

Equipment Form Instructions	
Indicate if equipment is included in the budget – “Yes” or “No.”	If “Yes,” complete the remainder of the form.
Description (maximum of 500 characters)	Select the equipment item being requested. Under “Description of Equipment,” include: • The basis of computation for the requested amount, • Whether and how the item is prorated, an explanation of how the amount being requested is reasonable, and • An explanation for how the cost of an item was determined (e.g., a quote from a vendor). • Attach applicable documentation of the estimated costs.
Justification (maximum of 500 characters)	Under “Justification for Equipment,” include how the item is essential to the goals in the proposed project. If equipment is requested to replace outdated or “old” equipment, briefly describe why replacement is necessary and when the “old” equipment was acquired.

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Supplies and Other Expenses Form

(If supplies and other expenses are not funded by this project, use \$0.00 on the budget grid.)

Supplies are all other items of tangible personal property that are not equipment. This includes computing devices that cost less than \$10,000 per unit (or the organization's capitalization threshold, if that is less than \$10,000).

***Note: If overtime is calculated at a flat rate, it will be listed under the supplies/other portion of the budget. If it is calculated based on a particular staff person's salary, this should be listed under personnel.**

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

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

Supplies and Other Expenses Form Instructions	
Indicate if supplies and other expenses are included in the budget – "Yes" or "No."	If "Yes," complete the remainder of the form.
Description (maximum of 500 characters)	Select the supply or item being requested. Under "Description," include: • A description of the item, • The basis of computation that explains how the total cost of the item was determined, and • Whether and how the item is prorated.
Justification (maximum of 500 characters)	Under "Justification," include: • Why is the item needed to meet the grant goals, • Whether the item is replacing an older item, • An explanation as to why it must be replaced.

Attachments in OGMS

Required Attachments		
	When is it required?	Details
Letter Designating Signing Authority	If someone other than the Project Administrator signs certifications on their behalf in the application, a document designating signing authority is required.	Provide a letter, memorandum, or other document on agency letterhead and signed by the Project Administrator. It must include an effective date, list the applicable grant programs, and include the name and contact information of the person being granted signatory authority. A new authority delegation document is required when there are changes to the Project Administrator or to the person receiving authority.

Certifications in OGMS

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

Disbursement of Funds

DCJS will provide grant reporting requirements at the time of grant award. Listed below are the anticipated requirements.

- Disbursement of funds will occur on a cost-reimbursement basis for actual funds expended through a “claim” process.

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- 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 expenditure or through requested advance drawdowns with expected expenditures.
- Grant funds may only be expended and/or obligated during the grant period. Transactions occurring outside of the grant period will not be eligible for reimbursement.
- Any purchases made prior to the grant award package being issued but within the grant period will still require approval by the grant monitor and should be deemed an allowable expense before disbursement of grant funds.
- A final claim for all obligations must be submitted within 45 days after the end of the grant period, unless the last quarter claim is marked “final” by the subgrantee.
- Claims and financial reports must be submitted through OGMS. **Financial Reports** (referred to as “Claims and Detail of Expenditures” in OGMS) Grant recipients must submit quarterly financial reports in OGMS. A [Claim Certification Form](#) must be signed by the finance officer (after validating expenses) and submitted with each new claim.

Application Review Process

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

The Criminal Justice Services Board (CJSB) is expected to make award determinations at its meeting on **June 11, 2026**. Award determinations are final and may not be appealed.

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

Application Submission

To receive funds, localities must complete the eligibility/application process through the DCJS On-Line Grants Management System (OGMS) no later than 3:00 p.m. on April 27, 2026. Each form must be marked as complete before you can submit. If you receive an alert, you will need to review the form for any missing required information.

For technical issues and questions regarding OGMS, email ogmssupport@dcjs.virginia.gov (include the grant name and application number) or visit the OGMS Training and Resources at www.dcjs.virginia.gov/grants/ogms-training-resources.

DCJS staff are available to provide technical assistance and support during the application process. Applicants may also use the “Question” feature under the funding opportunity in OGMS. A response will be sent within two business days.