



## Virginia Department of Criminal Justice Services

### **Invitation for Concept Proposals to Prevent and Respond to Family and Domestic Violence Victimization and Perpetration**

Concept Proposal and Grant Application  
Guidelines and Procedures  
Calendar Years 2027-2028  
State Funds Competitive Solicitation

**On-line Grant Management System Funding Opportunity Number  
566997**

**Concept Proposals Due Date (Pre-Application Due)**

Monday, July 20, 2026, at 12:00 p.m. (noon)

**Late submissions will not be accepted.**

Guidelines Issued June 2, 2026

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

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## General Information

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The Virginia Department of Criminal Justice Services (DCJS) is now accepting concept proposals from agencies and organizations to receive funding for prevention and/or intervention projects that will address family and domestic violence.

The primary purpose of this project is to “move the needle” in addressing domestic violence. Proposed project concepts should make a noticeable or significant impact, difference, or progress toward preventing, addressing, or responding to family and/or domestic violence in Virginia. These efforts should include actions that create real, measurable effects.

Domestic violence remains a significant issue impacting many women, men, and children in Virginia. Broadly, domestic violence can be defined as pattern of physically, sexually, and/or emotionally abusive behaviors used by one individual to assert power or maintain control over another in the context of an intimate or family relationship. Domestic violence can have profound effects on families for generations, often perpetuating cycles of abuse and trauma that manifest psychologically and behaviorally. Research has demonstrated that the impact of domestic violence is felt far beyond an isolated incident and often leaves family units, schools, workplaces, and communities in need of support. Additionally, domestic violence is one of the leading causes of homelessness for children in the United States. According to the Domestic and Sexual Violence in Virginia 2025 Annual Report, out of every 100 survivors: 54 reported lost income or financial instability and 47 reported that they had to relocate or become homeless as a result of their victimization.<sup>1</sup> According to the same 2025 Annual Report, a total of 68,641 contacts were made by the Virginia Statewide Sexual and Domestic Violence Hotline in 2024.<sup>2</sup>

Through collaborative efforts, direct service providers meet identified needs with public education and prevention, crisis intervention, community engagement, legal assistance, community- and court-based advocacy, psychoeducation, therapy, counseling, shelter, and emergency assistance to those impacted by domestic violence. Even with these listed services available, programs that offer services to victims of family/domestic violence report that safe and affordable housing, transportation, affordable legal representation, childcare, culturally appropriate services, and insufficient language capacity remain primary barriers to receiving services.

In noting the identified needs of victims and survivors, applicants are also encouraged to apply to support evidence-informed intervention programming designed for individuals who perpetrate violence against others.

Through individual service provision, providers often identify community, relationship, or societal risks and protective factors that affect engagement with and effectiveness of services. By addressing these factors, programs have an opportunity to review how types of violence are interconnected

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<sup>1</sup> Office of the Attorney General (OAG) (2025). Domestic and Sexual Violence In Virginia 2025 Annual Report. <https://rga.lis.virginia.gov/Published/2025/RD1033/PDF>

<sup>2</sup> OAG (2025).

and create unique responses that prevent, educate, and respond to a range of violence types.<sup>3</sup>

Proposed projects are encouraged to raise and meaningfully address challenges experienced within communities they serve. Proposals do not necessarily have to address a single aspect of prevention or intervention, but can focus on a broader holistic approach to addressing domestic violence.

**As a first step in this application process**, interested applicants will submit a concept proposal, documenting the organization’s eligibility, the proposed project, and the anticipated outcomes of the project. Upon review of the concept proposals, DCJS will invite select applicants to submit full applications for review. Grant awards will then be recommended following review of the full grant applications.

Funding Details	
Grant Award Period	Calendar Years (CY) 2027-2028, January 1, 2027 – December 31, 2028
Funding Source	Funding for this grant program is made available from state funds allocated to DCJS.
Expected Total Amount of Funding	Up to \$3,500,000. It is anticipated that individual awards will not exceed \$400,000 for the two-year grant award period.
Availability of Continuation Funding	Not anticipated.
Match Requirement	There is no match requirement for this program.
Disbursement of Funds	Disbursement of funds will occur on a cost-reimbursement basis for actual funds expended.
<b>Concept Proposal Due Date (Pre-Application Due)</b>	<b>Monday, July 20, 2026, 12:00 pm (noon)</b>
Application Assistance	<p><b>Contact:</b>  <a href="mailto:VictimsServicesTA@dcjs.virginia.gov">VictimsServicesTA@dcjs.virginia.gov</a></p> <p>Inquiries will be directed to the appropriate subject matter expert:                      Aria Chipley – Projects Related to Serving Victims                      Jenna Foster – Projects Related to Children/Youth                      Tisha Skinner – Projects Related to Serving Those Who Harm Others</p>

<sup>3</sup> Copeland, W. E., Shanahan, L., Hinesley, J. (2018). Association of Childhood Trauma Exposure With Adult Psychiatric Disorders and Functional Outcomes. <https://jamanetwork.com/journals/jamanetworkopen/fullarticle/2713038>

## Eligibility Requirements

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### Types of Organizations

Eligible organizations include:

- Non-profit organizations
- Local criminal justice/human services organizations
- Local law enforcement agencies
- Local government
- Private organizations providing criminal justice/human services
- Statewide organizations (not state government agencies) proposing regional or statewide projects

### Other Eligibility Requirements

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

- Must have a Unique Entity Identifier (UEI) number.
- Must not be excluded or debarred from doing business with the federal government or the Commonwealth of Virginia.
- Must be in good standing with all state and federal agencies with which they have an existing grant or contractual relationship.
- Must hold current professional and state licenses and certifications as needed for individual grant-funded projects.

## Project Requirements

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### Project Eligibility

The primary purpose of this project is to “move the needle” in addressing domestic violence. Proposed project concepts should make a noticeable or significant impact, difference, or progress toward preventing, addressing, or responding to family and/or domestic violence in Virginia. These efforts should include actions that create real, measurable effects. Projects must include concrete goals that are specific, measurable, achievable, relevant, and time bound.

The concept of violence prevention includes both **primary prevention** and **secondary/tertiary prevention**. Primary prevention includes solutions that endeavor to stop violence before it occurs by addressing modifiable risk and protective factors that may contribute to perpetration or victimization. Secondary and tertiary prevention include efforts that attempt to address harm, both in the immediate-term and long-term, that has already occurred. Other prevention-related efforts may include awareness, education, and public relations activities, as well as risk reduction strategies.

According to the Virginia Sexual and Domestic Violence Action Alliance, examples of primary prevention efforts may include:

- *Workshops series to explore and practice skills related to healthy sexuality, equity, communication, or other qualities important to young people’s developmental needs.*
- *Bystander intervention program that trains students and faculty to interrupt oppressive language and implements campaigns and/or policies to create a healthy and non-violent*

*community climate campus-wide.*

- *Community-led projects that identify specific root causes of violence and long-term, sustainable strategies to build power in marginalized communities.*<sup>4</sup>

Efforts that address or respond to domestic violence include **intervention programs and policies** that assist individuals impacted by violence and their families, reduce risk of repeat perpetration or exposure, and offer treatment for individuals who perpetrate violence against others.

The U.S. Centers for Disease Control and Prevention illustrate these concepts through the Social-Ecological Model:<sup>5</sup>



**For proposed new programs or projects**, applicants must demonstrate program readiness, which includes deliberate efforts at community outreach and collaboration with local businesses, other non-profits, community organizations, local medical and health agencies, schools, and law enforcement. Applicants must dedicate necessary resources or subject matter experts to execute and administer the project. In their concept proposal, applicants should fully describe the program services, what they want to change or measure, and how performance measures on program activities will be collected. Applicants should describe current and anticipated efforts at community outreach and collaboration, and how these efforts are related to the proposed project.

**For proposals to enhance an existing program**, applicants must identify current funding sources for the existing program. Applicants must document initial project recommendations as well as any current and past challenges that the program has faced. In the concept proposal, applicants must document the successes since the initial implementation of the program, must justify the need for program enhancement, and must describe why the existing program should be funded through this funding opportunity. This should include a description of the enhanced program services, what they want to change or measure, and how performance measures on program activities will be collected.

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<sup>4</sup> Virginia Sexual and Domestic Violence Action Alliance, "Prevention," January 26, 2026, <https://vsdvalliance.org/change-culture/>.

<sup>5</sup> U.S. Centers for Disease Control and Prevention, "About Violence Prevention," July 21, 2025, <https://www.cdc.gov/violence-prevention/about/index.html>

The following is a non-exclusive list of potential project areas:

<b>Potential Project Areas (non-exclusive)</b>	
<b>Efforts to prevent, address, or respond to family and/or domestic violence in Virginia</b>	<p>Domestic violence intervention and response strategies</p> <ul style="list-style-type: none"> <li>• Specialized coordinated community response teams</li> <li>• Lethality Assessment Program and other high-risk intervention initiatives</li> <li>• Domestic violence high-risk teams</li> <li>• Initiatives focused on family intervention and/or children of parents/caregivers who are experiencing domestic violence</li> </ul> <p>Evidence-informed strategies across the range of comprehensive family/domestic/intimate partner violence prevention</p> <p>Community engagement, mobilization, and strategic planning</p> <ul style="list-style-type: none"> <li>• Initiatives to identify and strengthen housing programming and options</li> <li>• Initiatives to identify and strengthen economic supports</li> <li>• Legal protections for victims of domestic violence</li> <li>• Bystander intervention programs</li> <li>• Initiatives focused on identifying and supporting community environments/spaces</li> </ul> <p>Evidence-informed strategies to reduce perpetration of violence</p> <ul style="list-style-type: none"> <li>• Domestic Violence Intervention Programs (DVIP) (formerly known as Batterer Intervention Programs or BIP)</li> <li>• Initiatives focused on those who harm others, perpetrate violence, or demonstrate violent behaviors</li> <li>• Initiatives focused on offender accountability</li> <li>• Evidence-informed methods of addressing past/present impacts of domestic violence on victims</li> <li>• Coordination of access to and/or provision of mental health services</li> <li>• Initiatives focused on addressing social determinants of health</li> </ul>

**Successful strategies may include those that:**

- Deter individuals at high risk for family and domestic violence from engaging in unhealthy relationships.
- Help individuals at high risk for violence to resolve potentially violent disputes before they occur by teaching consent, communication, and other healthy coping mechanisms.
- Help connect survivors of family and/or domestic violence to economic resources to gain financial independence, such as job readiness programs or entrepreneur opportunities.
- Connect those at high risk for violence to education, employment, and housing services.
- Provide peer mentoring, trauma-informed services, and culturally responsive mental health support to individuals impacted by gun violence.
- Encourage bystanders/community members to recognize signs of family/domestic violence.
- Engage community members to build trust and collaboration among stakeholders.
- Increase feelings of community safety and help increase positive outcomes for those most impacted by community violence.
- Promote and expand trauma-informed principles and programming with a dedicated focus on working in areas with a high concentration of community violence.

**Non-allowable Expenses**

Grant recipients may not propose to use these funds to pay for any of the following:

1. Capital construction, renovation, remodeling, or land acquisition.
2. The purchase or lease of vehicles.
3. Firearms, ammunition, or related equipment.
4. Law enforcement equipment.
5. Political contributions or lobbying.
6. Honoraria.
7. Personal entertainment, personal calls, or alcohol.
8. Fundraising.
9. Direct cash payments to program participants.
10. Indirect costs.

Bonuses and raises may be allowable if they are approved as part of a locality’s compensation plan or approved by the Board of Directors of a non-profit organization.

Overtime pay may be allowable if it is part of the organization’s compensation plan and necessary for the completion of grant approved activities.

**Non-Supplantation**

Funds for this project cannot be used to supplant funds that would otherwise be available for the same purposes. *Supplanting* occurs when an entity reduces or reallocates federal, state, local, or organizational funds for a particular activity or purchase specifically because other funds are available.

## Concept Proposal Review Process

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As a first step, interested applicants will submit a concept proposal, documenting the organization's eligibility, the proposed project, and the anticipated outcomes of the project. This is the "Pre-Application" step in the DCJS On-line Grant Management System (OGMS). Upon review of the concept proposals, DCJS will invite select applicants to submit full applications for review. Grant awards will then be recommended following review of the full grant applications.

DCJS staff will review each concept proposal to determine whether the following criteria are met:

1. The proposed project provides a description of the applicant's organization/agency, and the unmet need or problem that the project will address.
2. Proposed project activities are allowable and meet the goals of this funding opportunity.
3. Anticipated project outcomes meet the goals of this program.
4. If the proposed project is replicating an existing best-practice model, the following are provided: a) name of the model, b) brief description of the model, including its basis/origin and the number of years implemented, and c) website/link to additional information about the model.

In addition, concept proposals will be assessed for potential project viability and factors that may inform the likelihood of a project's success. An applicant's readiness/risk will be assessed to determine if the organization has the appropriate infrastructure to manage the awarded funds in accordance with financial accounting standards, including separate tracking of revenue and expenditures by funding source and adhering to an established financial management protocol. Further, concept papers will be reviewed with an eye toward establishing a program likely to be replicable if found to be effective in Virginia. This is a competitive grant process. Neither the invitation to submit a concept proposal or grant application, nor the provision of technical assistance to applicants by DCJS, implies that an applicant will receive a grant award.

## Before Applying

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- *OGMS Registration*  
Grant applications must be entered in OGMS ([www.ogms.dcjs.virginia.gov/index.do](http://www.ogms.dcjs.virginia.gov/index.do)). OGMS instructions for **registering for a new account** and OGMS instructions for **applying for funding** are found at [www.dcjs.virginia.gov/grants/ogms-training-resources](http://www.dcjs.virginia.gov/grants/ogms-training-resources). Register or confirm existing registration at least two weeks prior to the application due date to ensure the individual who will be submitting the application has access to OGMS.
- *UEI Number*  
To be eligible for funding under this grant program, organizations must have Unique Entity Identifier (UEI) number. A UEI number can be obtained through the federal System of Award Management (SAM) at [www.sam.gov](http://www.sam.gov).
- *Preapplication Information Session*  
An optional, virtual information session for potential applicants is available on **Thursday, June 18, 2026, at 2:00 p.m.** To attend, register in advance here: <https://www.zoomgov.com/meeting/register/RkH9X-BdRCG-xFMcKWrr-w>

## Concept Proposal Instructions

Follow the instructions below to submit a comprehensive concept proposal in **OGMS Funding Opportunity #566997, to be received by 12:00 p.m. on Monday, July 20, 2026**. Concept proposals received at 12:01 p.m. or later will not be considered. Early submissions are appreciated. Concept proposals that omit any of the required information may not be considered for additional action. Concept proposals need to include complete information in accordance with these guidelines and instructions in OGMS.

DCJS staff are available to provide technical assistance and support during this process via email at [VictimsServicesTA@dcjs.virginia.gov](mailto:VictimsServicesTA@dcjs.virginia.gov). Please allow two business days for a response.

To apply for this grant, select Funding Opportunity **#566997, CY 27-28 Invitation for Concept Proposals to Prevent and Respond to Family and Domestic Violence Victimization and Perpetration**, in OGMS. Read the description of the grant program to ensure you have selected the correct funding opportunity.

### A. General Information

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

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

### B. Face Sheet (in OGMS)

Face Sheet Instructions (in OGMS)	
Congressional District(s)	Select all congressional districts ( <a href="http://www.census.gov/mycd">www.census.gov/mycd</a> ) served by the agency.
Best Practice	Is not applicable to this grant program. Select “No”.
Jurisdiction(s) Served	Select all jurisdictions proposed to be served by this grant program.
Program Title	Program titles must include the organization’s name, name of the grant program, and the calendar year.

Certified Crime Prevention Community	Is not applicable to this grant program. Select “No”.
Type of Application	Enter “New.”
Community Setting	Check all that apply.
Brief Project Overview (maximum of 750 characters)	Provide a brief summary (4-6 sentences) of the proposed project being described.
Project Director	Provide the name and contact information for the person who will have day-to-day responsibility for managing the project and who will be the contact if DCJS needs project-related information.
Project Administrator	<p>The Project Administrator is the person who has authority to formally commit the organization, locality, or state agency to comply with all the terms of the grant application, including the provision of the required match (if applicable). This must be the president of the board of directors of a nonprofit organization; the county administrator; the city, county or town manager; the chief elected officer of the locality, such as the mayor or chairman of the board of supervisors; or, in the case of a state agency, the agency head.</p> <p>Someone other than the Project Administrator can sign all application certifications and authorize the submission of the grant application if they have been delegated the authority.</p>
Finance Officer	Provide the name and contact information for the person responsible for fiscal management of the funds associated with this grant, such as the treasurer of the agency’s board, the locality financial manager, or the hired accountant.

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

**C. Concept Proposal Form (in OGMS)**

The project concept proposal describes the need for the project, the project itself, and anticipated project outcomes.

Concept Proposal Form (in OGMS)	
Organization Information (maximum of 5,000 characters)	Provide a brief overview of the applicant’s organization, including mission and current projects.
Community and Issue Information (maximum of 5,000 characters)	<p>Provide a description of the problem, need, or issue specific to the service population that this grant project will address.</p> <p>Describe the existing resources and services that are available to address the identified problems.</p> <p>Explain why these grant funds are necessary to address the needs.</p> <p>Describe how the proposed project will address the identified problem, need, or issue.</p>
Proposed Project (maximum of 7,500 characters)	<p>Provide a description of a proposed project that prevents and/or addresses or responds to family/domestic violence victimization or perpetration.</p> <p>Describe some of the planned implementation activities and the relevance of these activities to preventing, addressing, or responding to family/domestic violence.</p> <p>Describe how the proposed project will incorporate a collaborative and multi-disciplinary approach within the community being served.</p> <p>If the proposed project is replicating an existing best-practice model, provide the following: 1) name of the model, 2) brief description of the model, including its basis/origin and the number of years implemented, and 3) website/link to additional information about the model.</p>
Anticipated Outcomes (maximum of 5,000 characters)	Describe how the proposed project efforts will create real, measurable effects. Outcomes should be specific, measurable, achievable, relevant, and time-bound (“SMART”). Applicants are encouraged to assess their project and staffing levels, and create a clear, actionable plan to assess progress. For

	example, if your project is prevention-focused and you're developing a community awareness campaign: How many individuals will the campaign potentially impact? How will you measure it? How will you collect that information and how often?
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**D. Brief Budget Summary (in OGMS)**

Complete the brief budget summary in OGMS. If applicant is selected to submit a grant application for funding, a detailed budget will need to be provided as part of the application process.

Brief Budget Summary (in OGMS)	
Anticipated Cost (maximum of 5,000 characters)	Provide a total estimated/anticipated cost for the proposed project for 24 months.
Brief Budget Narrative (maximum of 5,000 characters)	Describe in general terms the costs of the proposed project and the anticipated types of costs that would be included. This may include costs such as personnel, supplies, training, and travel.
Financial Readiness Assessment (maximum of 5,000 characters)	Describe your financial readiness to manage DCJS grant funds. Provide a brief description of your financial management and/or accounting system, including answers to the following questions: does your organization currently operate adequate accounting systems and maintain financial records to accurately account for grant funds awarded to them? Does your organization utilize a robust system of internal controls which includes written financial and grants management protocols?  If the above items are not in place, the applicant will be identified as a high-risk recipient, upon award, and receive adequate technical assistance and training to bring the program into compliance.

**E. Authority Certification**

All applicants must complete this component. It must be signed by the Project Administrator or their designee.

If someone other than the Project Administrator completes the certification and application submission, a document granting permission to enter the Project Administrator’s name is required. This documentation must clearly state that the designated individual is permitted to submit the grant application and complete all required electronic certifications on the Project

Administrator’s behalf. It must include an effective date, specific grant application to which the authorization applies, and include the name and contact information of the person being granted signatory authority.

## **Submit Pre-Application**

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Once all components are marked complete in OGMS, submit your application by clicking “Submit Application” by the **due date of 12:00 p.m. (noon) on Monday, July 20, 2026**. After such time, OGMS will no longer permit applications to be submitted.

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

DCJS staff are available to provide technical assistance and support during the application process via email at [VictimsServicesTA@dcjs.virginia.gov](mailto:VictimsServicesTA@dcjs.virginia.gov). Applicants may also use the “Ask a Question” feature under the Funding Opportunity in OGMS. A response will be sent within two business days. Individualized technical assistance and support is available upon request.

**This concludes Step #1 (Pre-Application) of the application process. Upon review of the concept proposals, DCJS will invite select applicants to submit full applications for review. Your organization will be notified of next steps within four weeks of your concept proposal submission.**

## Appendix A: Step #2 – Grant Application Instructions

**Upon notification from DCJS to submit a full grant application, follow the instructions below.**

**This is a competitive grant process.** Neither the invitation to submit a grant application nor the provision of technical assistance to applicants by DCJS implies that an applicant will receive a grant award.

### A. Goals and Objectives Form (in OGMS)

All applicants must complete project-specific goals and objectives. The goals and objectives section is worth 30% of the applicant’s score. Awarded applicants will report on the status of their goals and objectives quarterly.

Project Specific Goals and Objectives Form Instructions (in OGMS), 30% of Applicant’s Score	
Goal (maximum of 100 characters per goal)	Applicants must enter three goals. Goals must reflect the work anticipated to occur in the grant period ( <b>24 months</b> ) with awarded funds. Select “Add Entry” to enter each goal.
Objectives (maximum of 500 characters per objective)	Under each goal, enter two to three objectives. Each objective must be “SMART,” meaning they must be specific, measurable (i.e. quantifiable), attainable, related to items in the budget, and time-based.  Goals and objectives must address the purpose of this funding opportunity.
Intended outcome/impact (maximum of 2000 characters)	Describe the intended outcome anticipated should each goal be reached.
Data collection (maximum of 2000 characters)	Describe the data that will be tracked to determine whether grant goals have been met and the method to store and analyze the data.
Time frame (maximum of 250 characters)	Describe the time frame needed for each goal. Time frames should not exceed the grant period (24 months).

**B. Budget and Related Narratives**

The project budget, composed of all budget forms, is worth 30% of the applicant’s score. A complete budget includes: 1) A budget grid form, and 2) itemized budget forms for each budget category.

1. The budget grid is a form located on OGMS. The budget grid summarizes the total amount of funding requested in each budget category.

Budget Grid Instructions	
Report the amount of funds requested by category. Funding reported on the grid should represent the whole grant period <b>(24 months)</b> . For any category for which you are not requesting funds, enter \$0.00 on the budget grid.	<ul style="list-style-type: none"> <li>● Personnel</li> <li>● Fringe Benefits</li> <li>● Consultants</li> <li>● Travel</li> <li>● Subsistence (lodging and per diem) and Other Travel</li> <li>● Equipment</li> <li>● Supplies and Other Expenses</li> </ul>
Match	Match is not required under this grant program. Do not add matching funds to the budget.
Place requests for funding under the “State Special” column.	Funding for this grant program comes from state special funds. Place requests for funding under the “State Special” 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 proposed project. If the proposed project will generate program income, enter the anticipated amount of program income that will be earned and explain how these funds will be used to support the grant project.

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

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

Requirements for itemized budget forms:

- **The budget should include costs for the entire grant period, which is 24 months (January 1, 2027 through December 31, 2028).**
- All items requested in each budget form must be allowable per grant guidelines, reasonable, and justified as clearly necessary for the project to succeed.
- In general, a cost will be considered reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost.
- On the budget itemization forms, under “Description,” provide a description of each item including a basis of computation that explains how you came up with the requested amount of funds for the item.
- Under “Justification,” describe how the item or funds will be used in the project.
- At the bottom of each itemized budget form, the applicant must identify the funding source for the budgetary items. Allocate all expenses under state funds.
- For all items, the applicant must indicate in the description whether the item is used exclusively for the proposed project. Items that are not used exclusively for the project must be prorated, and the applicant must include an explanation of how the items were prorated. If an item is used exclusively for this proposed project, prorating is not needed. If the item is used to support other projects in the agency, prorating is needed.

How to Prorate:

- Proration based on budget: If the request for funding is 15% of the total operating budget, prorate items that are not used exclusively for this proposed project by 15%.
- Proration based on grant funded Staff: If staff is funded 50% by this grant, prorate their computer, office supplies, office furniture, cellphone or other assigned items by 50%.

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

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

Personnel and Employee Fringe Benefits Itemized Budget Form Instructions	
Indicate if personnel costs are included in the budget – “Yes” or “No.”	If “Yes,” complete remainder of the form.

<p>Personnel</p>	<p>Enter the employee’s name, position title, whether the position is full time or part time, the total hours per week worked, the total hours per year, the total annual salary (regardless of funding source), and the amount requested under the grant. Indicate if this is a new position. If the position is vacant, enter “Vacant” instead of an employee name.</p> <p>All requested amounts must be reasonable given the complexity of work and consistent with the agency’s approved compensation plan. For funding requested for a position that provides services outside of these grant activities, prorate the request to only include time spent on this grant project.</p>
<p>Employee fringe benefits</p>	<p>Select the employee’s name. Enter the fringe benefit costs (FICA, retirement, group life, health insurance, workers’ compensation, unemployment, disability, and other).</p> <p>If fringe benefits for individual employees cannot be determined, create an employee named “Fringe Benefit” and enter the total amounts for each fringe benefit and enter zero for the salary. If this process is elected, leave the fringe amounts for each individual employee at zero.</p> <p>Fringe benefit amounts must be proportional to the requested salary.</p>
<p>Description (maximum of 500 characters)</p>	<p>Select the employee’s name.</p> <p>Under “Description of Position,” include:</p> <ul style="list-style-type: none"> <li>• Grant-related duties performed (do not list job duties that are not under this grant)</li> <li>• Whether and how the position was prorated</li> <li>• The basis of computation for fringe benefits</li> </ul>
<p>Justification (maximum of 500 characters)</p>	<p>Select the employee’s name.</p> <p>Under “Justification for Position,” include:</p> <ul style="list-style-type: none"> <li>• How the position is essential to the goals in the proposed project</li> <li>• State that the rate of compensation is approved by the Board of Directors or aligned with the organization’s</li> </ul>

	<p>compensation plan for similar positions that perform similar work.</p> <ul style="list-style-type: none"> <li>Assurance that the rate of compensation meets a living wage requirement.</li> </ul>
Application attachments	Attach a job description for each position for which funding is being requested in the Attachments section of the OGMS application.

Example:

**Description**

*Applicant requests funding for 100% of a full-time youth preventionist position. This position will have responsibility to implement all of the project’s goals and objectives, as outlined in this application and the attached position description. The salary for this position is \$59,000 for year 1 and \$60,770 for year 2 (with 3% COL raise). It is not prorated. Fringe benefits are requested at 100%.*

**Justification**

*The annual salary of the preventionist is consistent with similar positions in this part of the state and is approved by the agency’s Board of Directors. According to [Unitedforalice.org](http://Unitedforalice.org), a living wage for the City of Charlottesville is \$42,216/year for one adult; our proposed salary exceeds this living wage requirement. This position will be directly responsible for implementing the project’s goals and objectives.*

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

Services provided by a third party, regardless of whether there is a contract in place, should go under the consultants form (e.g., training facilitators, consulting firms, employment agencies, interpreters, translation services, property management, daycare providers, etc.)

Do not include membership fees under the consultants form. Membership fees must be placed in the supplies and other expenses form.

Consultants Form Instructions	
Indicate if consultants are included in the budget – “Yes” or “No.”	If “Yes,” complete remainder of the form.
Consultant rates	The rate of compensation for individual consultants must be reasonable and consistent with that paid for similar services in the marketplace; however, if the rate exceeds \$650.00 per day (\$81.25 per hour, exclusive of travel and/or subsistence (lodging and per diem), additional approval is required. For

	<p>additional approval, complete the form linked here and attach it to your application under the Attachment section.</p> <p><a href="https://www.dcs.virginia.gov/content/consultant-rate-justification-form">https://www.dcs.virginia.gov/content/consultant-rate-justification-form</a></p> <p>The rate may not exceed the consultant’s usual and customary fee.</p>
Consultant subsistence and travel	<p>Consultant subsistence (lodging and per diem) and travel are generally not allowable unless it is necessary, reasonable, and justified. Reimbursable costs must adhere to the recipient’s established travel policy.</p>
Description (maximum of 500 characters)	<p>Select the name of the consultant.</p> <p>Under “Description of Consultant’s Role,” include:</p> <ul style="list-style-type: none"> <li>• A description of the consultant’s role</li> <li>• Each service contracted for</li> <li>• The total budgeted amount for each service</li> <li>• A basis of computation for the requested amount</li> </ul>
Justification (maximum of 500 characters)	<p>Under “Justification for Use of Consultant,” include:</p> <ul style="list-style-type: none"> <li>• The number of people benefiting from each type of service, if applicable</li> <li>• How use of the consultant is necessary to meet the goals and objectives of the grant</li> </ul> <p>Applicants are encouraged to attach supporting documentation to justify the request.</p>

Example:

**Description**

*Applicant requests funding for Spanish and Russian translation services contracted with Jane Doe. These services are needed to translate our to-be-developed project materials for both print and web use. These will support outreach and are critical to our project’s goals, so this request is not prorated. We estimate translation of 5000 words. Jane Doe’s rate is 15 cents per word. 15 cents x 5000 words x 2 (two languages) = \$1,500.*

**Justification**

*The materials that we’ll develop as part of this project are critical to the goals and objectives. This includes making the materials accessible for the Spanish- and Russian-speaking communities in our area. Jane Doe’s rate of 15 cents per word is the middle*

*range rate for translation services, according to Bureau Works.*

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

Grant funds may be used for mileage costs to assist grant staff or volunteers with meeting grant goals. Applicants must use the federal mileage reimbursement rate if they do not have a local travel policy. The federal mileage reimbursement rate can be found at this link: <https://www.gsa.gov/travel/plan-a-trip/transportation-airfare-rates-pov-rates-etc/privately-owned-vehicle-pov-mileage-reimbursement?topnav=travel>.

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

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

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

Example:

**Description**

*Applicant requests mileage for the 24-month period for the youth preventionist to travel to eight schools in our area. They will go to each school quarterly, at an average of 30 miles roundtrip. This is not prorated since this travel is specifically tied to our project goals and objectives. 8 schools x 8 visits (4 each per year) x 30 miles x .725 (IRS mileage rate) = \$1,392.*

**Justification**

*Mileage is needed so that the preventionist can implement the school-related goals and objectives of this project. Per agency policy, we reimburse mileage at the current IRS rate which is 72.5 cents/mile for 2026.*

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

Subsistence and Other Travel Costs Form Instructions	
Indicate if subsistence (lodging and per diem) and other travel costs are included in the budget – “Yes” or “No.”	If “Yes,” complete the remainder of the form.
Other Travel Costs	Under “Other Travel Costs,” enter: <ul style="list-style-type: none"> <li>The event title</li> <li>The number of people attending</li> <li>The number of trips with airfare</li> <li>The airfare rate</li> <li>Other travel costs</li> </ul>
Description (maximum of 500 characters)	Select the event item being requested. Under “Description of Costs,” include: <ul style="list-style-type: none"> <li>A description of the costs</li> <li>A basis of computation for each cost</li> <li>Whether the request is based on the federal rate or the applicant’s policy.</li> </ul>
Justification (maximum of 500 characters)	Under “Justification for Costs,” include: <ul style="list-style-type: none"> <li>A description of how the expense is necessary to meet the goals and objectives</li> </ul>

	<p>of the grant</p> <ul style="list-style-type: none"> <li>• If the applicant’s travel policy differs from the federal rate, provide an explanation of the applicant’s policy as it relates to the request.</li> </ul>
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Example:

**Description**

*Applicant requests airfare for the youth preventionist to attend the national 2027 Community Violence Intervention Conference, to be held in Los Angeles, CA. The estimated airfare cost is \$700 roundtrip (see attached estimates) from Charlottesville to Los Angeles. This is not prorated and is based on economy prices.*

**Justification**

*Attendance at this conference will give the preventionist new knowledge and tools to implement the goals and objectives of this project. This conference is largest convening in the country exclusively dedicated to community violence intervention. The goal of the conference is to bring together leading experts, advocates, and practitioners to share insights, struggles, and opportunities to advance the field of community violence intervention.*

- e. **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 recipient’s policies. Upon award, applicants must maintain property records and an inventory of equipment and major supplies purchased with grant funds onsite and available upon request.

*Equipment* is considered tangible personal property, including information technology systems, having a useful life of more than one year and a per-unit acquisition cost of \$5,000 or greater (or the organization’s capitalization policy, if it is less than \$5,000). If the organization does not have a capitalization policy in place, the amount of \$5,000 must be followed.

Equipment Form Instructions	
Indicate if equipment is included in the budget – “Yes” or “No.”	If “Yes,” complete the remainder of the form.
Description (maximum of 500 characters)	Select the equipment item being requested.  Under “Description of Equipment,” include:

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

Example:

**Description**

*Applicant is seeking funding to purchase a scanner/copier. The total cost for the item is \$5,000. The scanner/copier will be used by all agency staff and will not be exclusive to the staff working on this grant. Grant funded staff comprise 10% of our total staffing, so the applicant is seeking funding for 10% of the scanner/copier. \$5,000 (total cost) x 10% = \$500.*

**Justification**

*The scanner/copier will replace the current one which is approximately 10 years old. The current one is unreliable and often breaks down. This new scanner/copier will be used to copy materials needed for this project. Similar products cost \$4,500-\$7,500. The selected item is at the lower end of this range.*

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

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

- Office supplies
- Postage
- Training or conference registration

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

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

Membership fees should be requested under this category.

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

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

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

	<ul style="list-style-type: none"> <li>○ The benefits the applicant will receive from the membership</li> <li>○ Why the membership is needed to meet the grant goals</li> </ul>
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Examples:

**Description**

*Applicant is seeking funding to purchase a laptop computer for the youth preventionist. The laptop and associated workstation components identified for purchase cost \$900. The laptop includes the programming and security features needed. 100% of this position’s work is dedicated to this grant program so it is not prorated.*

Note: Under the personnel section, grant reviewers should see that the applicant is requesting 100% of personnel costs through this grant.

**Justification**

*The applicant does not currently have a laptop/workstation for this new position. In order for the position to conduct the work of the grant project, a new workstation is needed.*

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

Indirect costs are not permitted under this grant program.

## Application Review Process

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

Reviewers may consider current and past performance (if applicant is an existing grant recipient), project progress and implementation, demonstrated need, geographic location, budget justification, program design and services provided, sustainability, cost effectiveness of proposed projects, adherence to grant guidelines, and the availability of funds.

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

Application Scoring	
Required Application Components	Number of Possible Points
Concept Proposal Form (submitted during Step #1 Pre-Application phase)	30
Goals and Objectives	30
Budget Grid and Itemized Budget Forms	30
Technical Compliance	10

Bonus points are not available for this funding opportunity.

The Criminal Justice Services Board (CJSB) is expected to make award determinations at its meeting in December 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.

## Attachments in OGMS

Upload the following attachments in OGMS, if required.		
	When is it required?	Details
<b>Letter authorizing signing, grant certification and grant application submission</b>	If someone other than the Project Administrator completes the OGMS certifications and application submission, a document	Provide documentation from the Project Administrator authorizing a specific individual to enter the Project Administrator's name as the

	<p>granting permission to enter the Project Administrator’s name is required.</p>	<p>electronic signature in OGMS.</p> <p>This documentation must clearly state that the designated individual is permitted to submit the grant application and complete all required electronic certifications on the Project Administrator’s behalf.</p> <p>It must include an effective date, specific grant application to which the authorization applies, and include the name and contact information of the person being granted signatory authority.</p>
<p><b>Job descriptions</b></p>	<p>Applicants seeking funding under “Personnel” must attach job descriptions for each staff for which they are requesting funding.</p>	<p>Position titles on the job descriptions must correspond to the Personnel form.</p>

## Certifications in OGMS

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The Project Administrator’s “signature” for grant certifications and application submission may be completed directly in OGMS by the Project Administrator, provided he or she has an individual OGMS account and is linked to the application. Alternatively, the signature may be entered in OGMS by the Project Director or another authorized individual who is preparing the application, as long as that person has been granted permission by the Project Administrator to submit the application and to enter the Project Administrator’s name as the electronic signature.

The individual submitting the application should upload documentation demonstrating this authorization—such as a letter or email from the Project Administrator. It must include an effective date, specific grant application to which the authorization applies, and include the name and contact information of the person being granted signatory authority.

To ensure strong financial controls and appropriate documentation, the applicant should retain a copy of the certifications signed by the Project Administrator, or other proof that the Project Administrator is aware of the application and the certifications submitted on their behalf, as part of the organization’s internal grant file.

Certifications		
	Who	Action Needed
<b>General Conditions and Assurances</b>	All applicants must complete this form.	It must be signed by the Project Administrator or their designee.
<b>Lobbying and Debarment Certification</b>	All applicants must complete this form.	It must be signed by the Project Administrator or their designee.
<b>Non-Supplantation</b>	All applicants must complete this form.	It must be signed by the Project Administrator or their designee.

## Fund Requests and Grant Reporting Requirements

Failure to comply with grant reporting requirements in a timely manner may result in DCJS withholding disbursement of grant funds and/or termination of the award. DCJS will provide grant reporting requirements at the time of grant award. Listed below are the anticipated requirements.

### Disbursement of Funds

- The Virginia Department of Criminal Justice Services processes grant reimbursements through the Commonwealth's financial accounting system (Cardinal). Before grant claim reimbursements can be processed in OGMS, organizations must be added to the Cardinal system. Instructions for completing the W-9 are available on the OGMS Training and Resources page: <https://www.dcjs.virginia.gov/grants/ogms-training-resources>
- Disbursement of funds will occur on a cost-reimbursement basis for actual funds expended through a “claim” process.
- Actual expenditures must be reported quarterly and invoiced pursuant to approved line-item budget categories in the approved grant application.
- Grantees will only be reimbursed for costs that have been incurred within the grant period, and which are reported on the detail of expenditures (financial report).
- Grant funds may only be expended and or obligated during the grant period.
- A final claim for all obligations must be submitted within 45 days after the end of the grant period unless the 4<sup>th</sup> quarter claim is marked final by the grantee.
- Claims and financial reports must be submitted through OGMS.
- Status reports must be submitted prior to financial claims or the claim will be held until the status report is submitted.

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

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

The Claim Certification Form includes a place to report program income. Program income is defined as any income earned as a result of grant funded activities.

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

**Projected Financial Report Due Dates for Calendar Year 2027-2028 Grants**

Reporting Period	Report Due Date
1 <sup>st</sup> Quarter, Jan. – March	April 15, 2027
2 <sup>nd</sup> Quarter, April – June	July 15, 2027
3 <sup>rd</sup> Quarter, July – Sept.	October 15, 2027
4 <sup>th</sup> Quarter, Oct. – Dec.	January 15, 2028
5 <sup>th</sup> Quarter, Jan. – March	April 15, 2028
6 <sup>th</sup> Quarter, April – June	July 15, 2028
7 <sup>th</sup> Quarter, July – Sept.	October 15, 2028
8 <sup>th</sup> Quarter, Oct. – Dec.	January 15, 2029

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

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

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

**Projected Quarterly Status Report Due Dates for Calendar Year 2027-2028 Grants**

Reporting Period	Report Due Date
1 <sup>st</sup> Quarter, Jan. – March	April 15, 2027
2 <sup>nd</sup> Quarter, April – June	July 15, 2027
3 <sup>rd</sup> Quarter, July – Sept.	October 15, 2027
4 <sup>th</sup> Quarter, Oct. – Dec.	January 15, 2028
5 <sup>th</sup> Quarter, Jan. – March	April 15, 2028
6 <sup>th</sup> Quarter, April – June	July 15, 2028
7 <sup>th</sup> Quarter, July – Sept.	October 15, 2028
8 <sup>th</sup> Quarter, Oct. – Dec.	January 15, 2029

## Submit Application

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Submit your application with required attachments through OGMS **by 12:00 p.m. (noon) on Monday, July 20, 2026**. After such time, OGMS will no longer permit applications to be submitted.

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

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