



## **Virginia Services, Training, Officers, Prosecution (VSTOP) Grant Program**

Guidelines and Application Procedures  
Calendar Year 2026  
Federal Funds Solicitation  
For Continuation Applicants

**Application Due Date: Monday, October 20, 2025 at 12:00 p.m. (Noon)**

**Late applications will not be accepted.**

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

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## I. Introduction

The Virginia Department of Criminal Justice Services (DCJS) is accepting applications for the Calendar Year (CY) 2026 Virginia Services, Training, Officers, Prosecution (VSTOP) grant program.

### A. Grant Period

This is a **continuation** grant opportunity from CY 2025. The grant period is for 12 months, CY 2026, January 1, 2026 through December 31, 2026. Grant period extensions will not be considered.

### B. Funding Source

This grant program is supported by federal STOP (Services, Training, Officers, Prosecutors) Violence Against Women Formula Grant Program funds, through the U.S. Department of Justice, Office on Violence Against Women. The VSTOP awards for this grant period are the Commonwealth of Virginia's 2024 and 2025 federal STOP awards, assistance listing number 16.588.

Due to uncertainty regarding future VSTOP funding, programs are encouraged to develop long-term strategies and infrastructure to ensure sustainability after this grant period.

### C. Authority, Funding Purpose, and Priority Areas

In 1994, the United States Congress passed the Violence Against Women Act (VAWA) as part of the Violent Crime Control and Law Enforcement Act. One part of VAWA is the STOP Violence Against Women program, administered by the U.S. Department of Justice Office on Violence Against Women (OVW). The STOP program promotes a coordinated, multidisciplinary approach to improving the criminal justice system's response to violent crimes against women; encourages the development and strengthening of effective law enforcement and prosecution strategies to address violent crimes against women; and the development and strengthening of victim services in cases involving violent crimes against women.

The VSTOP grant program administered by DCJS offers funds to enhance the capacity of local communities to develop and strengthen effective law enforcement and prosecution strategies to combat violent crimes against women and to develop and strengthen victim services in cases involving violent crimes against women.

Grant funds must be used to address one or more of the following purpose areas, pursuant to OVW requirements and 34 U.S.C. § 10441(b). All program goals and objectives must be consistent with these purpose areas.

1. Training law enforcement officers, judges, other court personnel, and prosecutors to more effectively identify and respond to violent crimes against women (including the crimes of domestic violence, dating violence, sexual assault, and stalking, including the appropriate use of nonimmigrant status under subparagraphs (T) and (U) of section 101(a)(15) of the Immigration and Nationality Act (8 U.S.C. § 1101(a)(15))).
2. Developing, training, or expanding units of law enforcement officers, judges, other court personnel, and prosecutors specifically targeting violent crimes against women, including the crimes of domestic violence, dating violence, sexual assault, and stalking.
3. Developing and implementing more effective police, court, and prosecution policies, protocols, orders, and services specifically devoted to preventing, identifying, and responding to violent crimes against women, including the crimes of domestic violence, dating violence, sexual assault, and stalking, as well as the appropriate treatment of victims including implementation of the grant conditions in section 40002(b) of the Violence Against Women Act of 1994 (34 U.S.C. 12291(b)).
4. Developing, installing, or expanding data collection and communication systems, including computerized systems, linking police, prosecutors, and courts or for the purpose of identifying, classifying, and tracking arrests, protection orders, violations of protection orders, prosecutions, and convictions for violent crimes against women, including the crimes of domestic violence, dating violence, sexual assault, and stalking.
5. Developing, enlarging, or strengthening victim services and legal assistance programs, including domestic violence, dating violence, sexual assault, and stalking programs, developing or improving delivery of victim services and legal assistance to underserved populations, providing specialized domestic violence court advocates in courts where a significant number of protection orders are granted, and increasing reporting and reducing attrition rates for cases involving violent crimes against women, including crimes of domestic violence, dating violence, sexual assault, and stalking.
6. Developing, enlarging, or strengthening programs addressing the needs and circumstances of Indian tribes in dealing with violent crimes against women, including the crimes of domestic violence, dating violence, sexual assault, and stalking.
7. Supporting formal and informal statewide, multidisciplinary efforts, to the extent not supported by state funds, to coordinate the response of state law enforcement agencies, prosecutors, courts, victim services agencies, and other state agencies and departments, to violent crimes against women, including the crimes of domestic violence, dating violence, sexual assault, and stalking.
8. Training of sexual assault forensic medical personnel examiners in the collection and preservation of evidence, analysis, prevention, and providing expert testimony and treatment of trauma related to sexual assault.

9. Developing, enlarging, or strengthening programs to assist law enforcement, prosecutors, courts, and others to address the needs and circumstances of individuals 50 years of age and over, individuals with disabilities, and Deaf individuals who are victims of domestic violence, dating violence, sexual assault, or stalking, including recognizing, investigating, and prosecuting instances of such violence or assault and targeting outreach and support, counseling, legal assistance and other victim services to such individuals.
10. Providing assistance to victims of domestic violence and sexual assault in immigration matters.
11. Maintaining core victim services and criminal justice initiatives, while supporting complementary new initiatives and emergency services for victims and their families, including rehabilitative work with offenders.
12. Supporting the placement of special victim assistants (to be known as “Jessica Gonzales Victim Assistants”) in local law enforcement agencies to serve as liaisons between victims of domestic violence, dating violence, sexual assault, and stalking and personnel in local law enforcement agencies in order to improve the enforcement of protection orders. Jessica Gonzales Victim Assistants shall have expertise in domestic violence, dating violence, sexual assault, or stalking and may undertake the following activities: a. developing, in collaboration with prosecutors, courts, and victim service providers, standardized response policies for local law enforcement agencies, including the use of evidence-based indicators to assess the risk of domestic and dating violence homicide and prioritize dangerous or potentially lethal cases; b. notifying persons seeking enforcement of protection orders as to what responses will be provided by the relevant law enforcement agency; c. referring persons seeking enforcement of protection orders to supplementary services (such as emergency shelter programs, hotlines, or legal assistance services); and d. taking other appropriate action to assist or secure the safety of the person seeking enforcement of a protection order.
13. Providing funding to law enforcement agencies, victim services providers, and state, tribal, territorial, and local governments (which funding stream shall be known as the Crystal Judson Domestic Violence Protocol Program) to promote: a. the development and implementation of training for local victim domestic violence service providers, and to fund victim services personnel, to be known as “Crystal Judson Victim Advocates,” to provide supportive services and advocacy for victims of domestic violence committed by law enforcement personnel; b. the implementation of protocols within law enforcement agencies to ensure consistent and effective responses to the commission of domestic violence by personnel within such agencies such as the model policy promulgated by the International Association of Chiefs of Police (“Domestic Violence by Police Officers: A Policy of the IACP, Police Response to Violence Against Women Project” July 2003)); and c. the development of such protocols in collaboration with state, tribal, territorial and local victim services providers and domestic violence coalitions. Note: Any law

enforcement, state, tribal, territorial, or local government agency receiving funding under the Crystal Judson Domestic Violence Protocol Program, and any subgrantee of such an agency, shall (1) receive specialized training, on an annual basis, from domestic violence and sexual assault nonprofit organizations on the topic of incidents of domestic violence committed by law enforcement personnel and (2) provide a report to the Department of the protocol(s) adopted in connection with the Crystal Judson Domestic Violence Protocol Program, including a summary of progress in implementing such protocol(s), once every two years.

14. Developing and promoting state, local, or tribal legislation and policies that enhance best practices for responding to domestic violence, dating violence, sexual assault, and stalking.
15. Developing, implementing, or enhancing Sexual Assault Response Teams, or other similar coordinated community responses to sexual assault.
16. Developing and strengthening policies, protocols, best practices, and training for law enforcement agencies and prosecutors relating to the investigation and prosecution of sexual assault cases and the appropriate treatment of victims.
17. Developing, enlarging, or strengthening programs addressing sexual assault against men, women, and youth in correctional and detention settings.
18. Identifying and conducting inventories of backlogs of sexual assault evidence collection kits and developing protocols and policies for responding to and addressing such backlogs, including protocols and policies for notifying and involving victims.
19. Developing, enlarging, or strengthening programs and projects to provide services and responses targeting male and female victims of domestic violence, dating violence, sexual assault, or stalking, whose ability to access traditional services and responses is affected by their sexual orientation or gender identity, as defined in section 249(c) of title 18 of the United States Code.
20. Developing, enhancing, or strengthening prevention and educational programming to address domestic violence, dating violence, sexual assault, stalking, or female genital mutilation or cutting, with not more than 5 percent of the amount allocated to a state to be used for this purpose.
21. Developing, enhancing, or strengthening programs and projects to improve evidence collection methods for victims of domestic violence, dating violence, sexual assault, or stalking, including through funding for technology that better detects bruising and injuries across skin tones and related training.
22. Developing, enlarging, or strengthening culturally specific victim services programs to

provide culturally specific victim services and responses to female genital mutilation or cutting.

23. Providing victim advocates in State or local law enforcement agencies, prosecutors' offices, and courts to provide supportive services and advocacy to Indian victims of domestic violence, dating violence, sexual assault, and stalking.
24. Paying any fees charged by any governmental authority for furnishing a victim or the child of a victim with any of the following documents: (A) A birth certificate or passport of the individual as required by law. (B) An identification card issued to the individual by a State or Tribe, that shows that the individual is a resident of the State or a member of the Tribe.

#### **D. Amount Available**

It is anticipated that the VSTOP allocation for CY 2026 funding will be **\$3,772,954** for the 12-month award period **to support continuation applicants**. VAWA requires that each category receive a certain percentage of the state allocation per year:

- **"Courts"** category will receive 5% of the total STOP allocation. VAWA Reauthorization 2013 directs that Court category funds go "to" Courts, instead of "for" Courts.
- **"Discretionary"** category can receive up to 15% of the total STOP allocation.
- **"Law Enforcement"** category will receive at least 25% of the total STOP allocation.
- **"Prosecution"** category will receive at least 25% of the total STOP allocation.
- **"Victim Services"** category will receive at least 30% of the total STOP allocation. At least 10% of the Victim Services category shall fund linguistically and culturally specific services and activities based in culturally specific, community-based organizations.

For a list of predetermined, anticipated award amounts for CY 2026, see **Attachment A**. Applicants must ensure that the budget they enter into the DCJS On-line Grant Management System (OGMS) as part of this grant application equals, or is less than, their predetermined award amount.

Due to uncertainty regarding future STOP funding, programs are encouraged to develop long-term strategies and infrastructure to ensure sustainability after this grant period.

Award amounts are contingent upon the availability of funding, program performance, and compliance with grant requirements.

## **E. Match**

Nonprofit/non-governmental applicants that are **funded under the Victim Services category** are exempt from the match requirement.

For grantees categorized as Courts, Discretionary, Law Enforcement, and Prosecution, VSTOP funds may not be used to pay more than 75% of the costs of proposed projects. The remaining 25% must be provided by the applicant as cash or in-kind match. All funds designated as match are restricted to the same uses as the VSTOP funds and must be expended during the same project period. Match cannot be derived from other federal funds.

To calculate the required match, use the following formula:

$(\text{Total federal funds requested} / .75) - \text{Total federal funds requested}$

For example, if you are requesting \$100,000 in federal funds, the calculation to determine the required match would be:

$(\$100,000 / .75) - \$100,000 = \$33,333$

### **In-Kind Match:**

In-kind match may include donations of expendable equipment (cell phones, computers), office supplies, workshop or classroom materials, workspace, or the monetary value of time contributed by professional and technical personnel and other skilled and unskilled labor (including volunteers), if the services they provide are an integral and necessary part of a funded 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 the 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 in-kind match. For additional guidance on the value of volunteer time, go to [www.independentsector.org/volunteer\\_time](http://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 is applicable both for internal staff members and individuals external to the program. The value placed on loaned or donated equipment may not exceed its fair market value. The value placed on donated services must be consistent with the rate of compensation paid for similar work in the organization or the labor market.

*It is allowable within the law enforcement category for donated police vehicles to be used as match. The above criteria are applicable.*



## II. Applicant Eligibility Requirements

Only organizations that currently receive a CY 2025 VSTOP grant in the **Courts, Discretionary, Prosecution, Law Enforcement, and Victim Services categories** are eligible to apply. Current CY 2025 awards must be in good standing, with all VSTOP-required progress reports and financial reports submitted. New applicants are not eligible to apply under this funding opportunity.

### Other Eligibility Requirements

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

- Must have a current and active federal System of Award Management (SAM) ([www.sam.gov](http://www.sam.gov)) registration and a Unique Entity Identifier (UEI) number. Applicants without a current, active SAM registration will not be considered.
- Must not be excluded or debarred from doing business with the federal government or the Commonwealth of Virginia.
- Must be in good standing with all state and federal agencies with which they have an existing grant or contractual relationship.
- Must hold current professional and state licenses and certifications as needed for individual grant-funded projects.
- May not deny benefits to or discriminate against, in both employment and the delivery of services, any person on the basis of actual or perceived race, color, religion, national origin, sex, gender identity, sexual orientation, or disability in any program or activity funded in whole or in part by OVW.
- Must maintain statutorily required civil rights statistics on victims served by race or national origin, sex, age, and disability, within the grant period and permit access to any documents, papers, and records to determine that the subgrantee is complying with applicable civil rights laws.
- Must maintain confidentiality of victim information.
- Must comply with DCJS requirements and provide statistical and programmatic information as required.
- Must provide services as defined by DCJS and/or OVW.
- Applicants must not have claims or status reports that are more than 30 days overdue.

## III. Grant Project Requirements

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

- Civil Rights and Nondiscrimination  
<https://www.ojp.gov/program/civil-rights-office/statutes-regulations>  
<https://www.ojp.gov/program/civil-rights-office/training-resources>
- Code of Federal Regulations Uniform Administrative Requirements, Cost Principles, and

Audit Requirements for Federal Awards (Title 2, Subtitle B, Chapter XXVIII, Part 2800)  
[www.ecfr.gov](http://www.ecfr.gov)

- U.S. Department of Justice Grants Financial Guide  
[www.ojp.gov/doj-financial-guide-2024](http://www.ojp.gov/doj-financial-guide-2024)
- VSTOP Grant Specific Conditions  
<https://www.dcjs.virginia.gov/filebrowser/download/2553?fid=2553#block-uswds-base-subtheme-page-title>  
Conditions for CY 2026 will be provided upon award but are not expected to differ significantly.

### **Failure to Abide by Terms and Conditions**

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

- Failure to adhere to the standard terms and conditions or special conditions.
- Failure to implement the project within 90 days of the start of the award period.
- Implementing substantial program changes to the extent that the project is no longer aligned with the purpose of the funding.
- Failure to submit reports (programmatic and/or financial) in a timely manner.
- Filing a false certification in this application or other report or document.
- Other significant grant compliance or implementation concerns as identified by DCJS.
- Not conducting VSTOP-funded activities throughout the entire award period.

### **Sexual Assault Set Aside Designation**

Under the 2013 VAWA Reauthorization, a new requirement was implemented for STOP Grant Program recipients. The requirement indicated that 20 percent of funds granted to a state must be allocated for programs or projects in two or more categories (victim services, courts, law enforcement, and prosecution) that meaningfully address sexual assault, to include stranger rape, acquaintance rape, alcohol, or drug- facilitated rape, and rape within the context of an intimate partner relationship. These programs are indicated in OGMS with “SAS” in their title.

OVW advises that to ensure that projects funded under the sexual assault set aside are meaningfully addressing sexual assault, state administering agencies, such as DCJS, should evaluate whether the interventions offered are tailored to meet the specific needs of sexual assault victims. This includes ensuring that the projects funded under the set aside have a legitimate focus on sexual assault and that personnel funded under the projects have sufficient expertise and experience on sexual assault. OVW further recommends that states work closely with sexual assault coalitions and service providers in each state to help ensure that programs “meaningfully” address sexual assault. As a reminder, children under 11 years

old cannot be served utilizing VSTOP funds. Any sexual assault services provided to children under 11 cannot be counted as part of the sexual assault set aside.

#### *Defining “Meaningful”*

Within the VSTOP grant program, DCJS measures how programs meaningfully address sexual assault by the amount of time that is dedicated to providing training and services that are focused on sexual assault. A program must utilize at least 50% of their time to this effort or be recognized as intentionally supporting sexual assault related services to be considered as meaningfully addressing sexual assault and be included as a part of the set aside. VSTOP funds may be used for services tailored to victims of sexual violence to include support groups, community awareness, advocacy, counseling, and helplines, among other services. In addition, VSTOP funds may also support activities such as training for law enforcement, prosecutors, and courts personnel to address sexual violence and multidisciplinary collaboration activities such as Sexual Assault Response Teams (SARTs).

#### *Evaluation*

Beginning with the CY 2026 VSTOP funding opportunity, projects will be evaluated during the grant review process via a supplemental narrative question to determine if they do, in fact, meet the sexual assault set aside. The project will need to provide details on how their project intentionally supports sexual assault related services. Details could be relevant to service provisions for victims of sexual assault, trainings, staff qualifications, and work with multidisciplinary teams among other allowable activities under STOP. In addition, staff will review the amount of time allocated to the project via the budget components to determine if the project meets this designation based on time charged to the grant. A project’s utilization of time is not the only criteria that allows them to meet the sexual assault set aside designation. Moreover, these projects will be required to provide narrative responses via the biannual reporting process on their ongoing STOP funded activities that meaningfully address sexual violence.

## **IV. Grant Application Technical Assistance**

DCJS staff are available to provide technical assistance regarding the funding announcement and the application procedures. For guidance on preparing and submitting a grant application, please contact the staff members listed on the last page of this solicitation.

## **V. Grant Application Deadline**

Submit applications through the DCJS Online Grants Management System (OGMS) **no later than 12:00 p.m. on Monday, October 20, 2025**. Early submissions are encouraged. The OGMS link is <https://ogms.dcis.virginia.gov/index.do>. The funding opportunity number is 559180.

## **VI. Restrictions and Limitations**

### **A. 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 that have been appropriated for the same purpose. Additionally, requests for “new” staff positions must be justified, must not supplant state or local funds, and must result in significant additional service delivery.

### **B. Non-allowable and Out-of-Scope Activities**

In accordance with federal grant prohibitions, grant funds may not be used for any out-of-scope or unallowable activities. Should DCJS become aware that grant funds support such activities, grant termination and other remedies may be pursued.

Activities funded with this grant cannot compromise victim safety and recovery, deter healing for victims, and/or undermine offender accountability.

The full list of out-of-scope activities is available on pages 12-13 of the OVW Fiscal Year 2025 STOP Formula Grant Program Funding Opportunity at:

<https://www.justice.gov/ovw/media/1400476/dl?inline>

### **C. Stayed Out-of-Scope Activities**

Pursuant to a Federal District Court order, as of August 8, 2025, a stay was placed on eight of the listed out-of-scope activities. Additional information is available at:

<https://www.justice.gov/ovw/open-notice-of-funding-opportunity>

If an applicant is proposing any activities related to those listed, please contact DCJS staff at [tierra.williams@dcjs.virginia.gov](mailto:tierra.williams@dcjs.virginia.gov) prior to submitting an application.

### **D. Allowable Costs**

Grant funds may be used only for expenses that directly relate to carrying out the activities described in the 24 purpose areas listed in these guidelines.

Grant funds may support personnel costs directly associated with staffing the grant-funded projects, specialized training for staff members involved in the project, and/or the costs of equipment and supplies necessary for the project. All staff and/or positions must be directly linked to the project in a clear manner.

Grant funds may support legal assistance programs to provide representation for victims in their attempts to obtain civil protective orders, separation, divorce, and child custody.

Grant funds may support children’s services only if the applicant can demonstrate an inextricable link between children’s services and providing services for an adult victim. For example, VSTOP funds may support the expansion of emergency shelter services to include programs for children of the adults residing in the shelter.

#### **E. Non-allowable Expenses**

STOP/VAWA funds cannot be used to cover any costs not directly related to service delivery for victims of crimes. Additionally, organizations cannot use STOP/VAWA funds for any of the following:

- Direct payments to victims or any dependents
- Activities that directly benefit the offender/perpetrator
- Construction costs
- Food for staff and/or Board meetings and trainings
- Immigration fees
- Late fees
- Mortgage payments
- Stipends to volunteers or crisis line advocates
- Victim property loss
- Renovations
- Construction
- Physical modifications to buildings
- Land acquisition
- Purchase of real estate
- Lobbying
- Fundraising
- Cannot serve more than 15% male victims (unless project is focused on purpose areas #17 or #19)
- Attendance at a law enforcement academy or academic courses to obtain basic training or certifications, or for standard in-service (all grant-supported law enforcement training must directly align with one or more VSTOP purpose areas)
- Training not directly tied to the VSTOP purpose areas and goals and objectives of the proposed grant project

Applicants are strongly encouraged to request only the minimum number of staff necessary to implement programs. To promote the retention of qualified project staff, applicants are encouraged to request competitive salaries. It is recommended that all salaries provide a living wage; a living wage calculator is available at:

<https://livingwage.mit.edu/states/51/locations>.

The requested compensation level should be further documented by comparison of the scope and complexity of work performed to other similar positions receiving similar pay.

Please review the application instructions for additional information on allowable and unallowable expenses for VSTOP applicants under this funding opportunity.

#### **Ineligible Projects:**

- In accordance with the VAWA Reauthorization of 2013, “youth” has been redefined to include any person under the age of 11 years old. Grant funds may not be used to support services that focus exclusively on youth.

- Grant funds may not be used to support programs for perpetrators of crime in any capacity.

## **VII. Availability of Continuation Funding**

Award amounts are contingent upon the availability of funding, program performance, and compliance with grant requirements.

## **VIII. Application Review Process**

This is a non-competitive grant application process.

Current DCJS grant recipients will not be considered for funding if, as of the application due date, any of the required claims, financial reports (detail of expenditure reports in OGMS), or progress reports (status reports in OGMS) for the current grant are more than 30 days overdue. DCJS may waive this provision for good cause, which may be submitted via a contract amendment reporting extension in OGMS. Applicants must be in good standing with the current terms and conditions of the award to include encumbrances, corrective action plans, or other items identified by the DCJS grant monitor to ensure compliance.

Applications will be reviewed by DCJS staff to ensure the following:

1. All items within the application are completed, to include the face sheet and authorized officials.
2. The requested budget matches, or is less than, the predetermined subaward amount listed in **Attachment A**.
3. All certifications are complete and signed by the correct individual in OGMS.
4. All items listed in the budget are:
  - a. Allowable,
  - b. Allocable,
  - c. Reasonable,
  - d. Justified as needed for the project,
  - e. Including a basis of computation, and
  - f. Prorated if needed (and include a basis of computation for the proration).
5. The application includes three goals, with two to three objectives each, and all objectives are specific, measurable, attainable, related to the items in the budget, and time based. The goals and objectives must align with the selected purpose areas and budget requests.

DCJS staff will electronically send applications back to applicants for needed corrections, which must be completed before funds can be awarded in OGMS.

The Criminal Justice Services Board is expected to make award determinations at its meeting on December 4, 2025. Award determinations are final and may not be appealed.

DCJS will issue grant awards based on approval from the Criminal Justice Services Board. 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.

## IX. Before Applying

Grant applications must be entered in OGMS (<https://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 individuals responsible for completing and signing the required components in the application have access to OGMS. Note, OGMS accounts are deactivated after 90 days of inactivity. Requests for reactivation of OGMS accounts must be sent to: [ogmssupport@dcjs.virginia.gov](mailto:ogmssupport@dcjs.virginia.gov).

To be eligible for funding under this grant program, organizations must have a current and active federal System of Award Management (SAM) ([www.sam.gov](http://www.sam.gov)) registration and a Unique Entity Identifier (UEI) number.

## X. Application Instructions

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

To apply for this grant, select Funding Opportunity 559180 - CY 2026 Virginia Services, Training, Officers, Prosecution (VSTOP) Formula Grant Program for Continuation Applicants.

Under *General information*, use the following naming convention for *Program Title*: VSTOP, CY2026, Name of Applicant Organization.

Under *Additional Applicants*, select any organization members who should have access to this application and to the grant if it is awarded. If you do not see the name of a person who should have access to the application or grant, it could mean they are not registered in OGMS, they are not registered under the same organization, or that their OGMS account has been deactivated.

### A. 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	Not applicable
Jurisdiction(s) Served	Select all jurisdictions proposed to be served by this grant program.

Program Title	Program titles must include the organization's name, name of the grant program, and the calendar year.
Certified Crime Prevention Community	Not applicable
Type of Application	Enter "Continuation."
Community Setting	Check all that apply.
Brief Project Overview	<p>Provide a description of the proposed project and the anticipated implementation activities. Summarize what the funds will support, including the number of people that will be served, items that will be purchased, and the number of staff that will be supported (include position titles).</p> <p><i>For example, "VSTOP funds will be used for the following: salary and benefits for a part time sexual assault counselor; developing and printing new brochures; and emergency needs for sexual assault victims such as hotel, clothing, emergency food and travel expenses. For the upcoming calendar year, we anticipate assisting 150 victims with this grant program."</i></p>
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>Provide the name and contact information for the person authorized to formally commit the organization, locality, or agency to complying with all the terms of the grant application, including the provision of match, if applicable.</p> <p>This <b>must</b> 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>If someone other than one of these officials is</p>



	delegated the authority to serve as Project Administrator or sign for Project Administrator, attach a letter delegating authority to serve in this capacity. This letter must be specific to this funding opportunity, signed by the person granting this authority, printed on agency letterhead, and dated after the release of these guidelines.
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. Additionally, delegation of Project Administrator authority or Project Administrator signing authority may not be given to the persons listed as Project Director or Finance Officer.

#### **B. Sexual Assault Set Aside Narrative (Current SAS programs ONLY)**

Provide details on how your project intentionally supports sexual assault related services under the sexual assault set aside allocation. Details could be relevant to service provision for victims of sexual assault, trainings, staff qualifications, and work with multidisciplinary teams, among other allowable activities. You may also provide details on the amount of VSTOP time dedicated to these efforts by VSTOP-funded staff.

#### **C. Project Specific Goals and Objectives Form (in OGMS)**

All applicants must complete Project Specific Goals and Objectives. Applicants are encouraged to assess funding and staffing levels and develop goals/objectives that are reflective of the work anticipated to occur in the grant period and only with awarded funds. Applicants must identify three goals. Each goal must have two to three objectives. Each objective must be measurable and directly related to one or more items requested in the grant proposal budget. Awarded applicants will report on the status of their goals and objectives quarterly.

##### **Examples**

**Goal #1:** To provide an array of supportive services to domestic violence, sexual assault, and stalking victims.

**Objective 1:** By December 31, 2026, the VSTOP- funded staff will serve 175 victims of sexual assault will participate in the DV therapy program that is supported by this grant project.

**Objective 2:** By December 31, 2026, VSTOP advocates working under this grant program will provide hospital accompaniment to 50 victims of sexual assault.

**Objective 3:** By December 31, 2026, the VSTOP-funded staff will participate in 12 outreach activities, 6 of which will focus on underserved communities, in order to inform our service area of our sexual assault services.

**Intended Outcome:** We will increase our reach to sexual assault survivors, who will have access to crisis services and on-going supportive services.

**Data Collection:** Services will be tracked in our agency case management database. Outreach activities will be documented in an Excel-based spreadsheet.

**Timeframe:** All objectives are designed to be completed by December 31, 2026, over a 12-month period.

**Goal #2:** To support domestic violence victims with basic needs provisions.

**Objective 1:** By December 31, 2026, the VSTOP-funded staff will provide sheltering services to 50 victims of domestic violence.

**Objective 2:** By December 31, 2026, VSTOP funded advocates will provide court accompaniment to 35 victims seeking protective orders.

**Objective 3:** By December 31, 2026, VSTOP funded advocates will provide 250 hours of crisis intervention services to victims of domestic violence through the agency crisis line.

**Intended Outcome:** Victims of domestic violence will receive access to services responding to their needs as related to crime victimization.

**Data Collection:** Services will be tracked in our agency case management database. Crisis line services are also documented in an Excel-based spreadsheet.

**Timeframe:** All objectives are designed to be completed by December 31, 2026, over a 12-month period.

#### D. Budget Summary Form (in OGMS)

Current CY 2025 VSTOP grantees are eligible to apply for funding amounts not to exceed one-half of their current CY 2024-2025 VSTOP award amount.

Funding reported on the grid should represent the whole grant period.

Budget Summary Form Instructions (in OGMS)	
Report the amount of funds requested by category.	<ul style="list-style-type: none"> <li>• Personnel</li> <li>• Fringe Benefits</li> <li>• Consultants</li> <li>• Travel</li> <li>• Subsistence and Other Travel</li> <li>• Equipment</li> <li>• Supplies and Other Expenses</li> <li>• Indirect Costs</li> </ul>

Match	Include match funds in the appropriate column, if required.
Place requests for funding under the “Federal” 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 organization 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.

#### **E. Itemized Budget Form**

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

Requirements for itemized budget forms:

- All items requested in each budget form must be allowable, reasonable, and justified.
- At the bottom of each itemized budget form, the applicant must identify the funding source for the budgetary items. Allocate all expenses under federal or match funds, as appropriate.
- For all items, the applicant must indicate in the description whether the item is used exclusively for the proposed project.
- Items that are not used exclusively for the VSTOP-funded project must be prorated, and the applicant must include an explanation of how the items were prorated.
  1. Prorating means the request for funding is proportional to the use of each item for this grant program.
  2. If an item is used exclusively for this proposed project, prorating is not needed.
  3. If the item is used to support other projects in the agency, prorating is needed.
  4. How to prorate:
    - a. Proration Based on Budget: If your request for funding is 15% of your total operating budget, you can prorate items that are not used exclusively for this proposed project by 15%.

- b. Proration Based on Grant Funded Staff: If your staff is funded 50% by this grant, you can prorate this person's computer, office supplies, office furniture, or other assigned items by 50%.
- c. Proration Based on Salary: If your VSTOP funded staff serve 10% of the total victims served by your agency, you can prorate items that are not used exclusively for this proposed VSTOP project by 10%.

1. **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.

Personnel and Employee Fringe Benefits Itemized Budget Form Instructions	
Indicate if personnel costs are included in the budget – "Yes" or "No."	If "Yes," complete remainder of the form.
Personnel Form	<ul style="list-style-type: none"> <li>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" in lieu of an employee name.</li> <li>All requested amounts must be reasonable given the complexity of work and consistent with the applicant's staff 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.</li> </ul>
Employee Fringe Benefits	<ul style="list-style-type: none"> <li>Select the employee's name.</li> <li>Enter the fringe benefit costs (FICA, retirement, group life, health insurance, workers' compensation, unemployment, disability, and other).                             <ul style="list-style-type: none"> <li>If fringe benefits for individual employees cannot be entered, create an employee named "Fringe Benefit" and enter the</li> </ul> </li> </ul>

	<p>aggregate amounts for each fringe benefit and enter zero for the salary.</p> <ul style="list-style-type: none"> <li>○ If this process is elected, leave the fringe amounts for each individual employee at zero.</li> <li>● Fringe benefit amounts must be proportional to the requested salary.</li> </ul>
Description (maximum of 500 characters)	<ul style="list-style-type: none"> <li>● Select the employee's name.</li> <li>● Under "Description of Position," include: <ul style="list-style-type: none"> <li>○ Grant-related duties performed (do not list job duties that are not under this grant),</li> <li>○ Whether and how the position was prorated, and</li> <li>○ The basis of computation for salary and fringe benefits.</li> </ul> </li> </ul>
Justification (maximum of 500 characters)	<ul style="list-style-type: none"> <li>● Select the employee's name.</li> <li>● Under "Justification for Position," include: <ul style="list-style-type: none"> <li>○ How the position meets the purpose of VSTOP funding,</li> <li>○ Assurance that the rate of compensation is approved by the Board of Directors or aligned with the locality compensation plan for similar positions in the geographic area that perform similar work, and</li> <li>○ Assurance that the rate of compensation meets a living wage requirement.</li> </ul> </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 a full-time victim advocate position. This victim advocate position will provide direct services to victims of domestic violence and sexual assault. They will provide crisis intervention, court accompaniment, referrals to services, assistance with applying for victim compensation, travel assistance for obtaining services and participating in criminal justice proceedings, and they will participate in outreach activities. 100% of the position is allowable VSTOP work and so this request is not prorated. The hourly rate for this position is \$24/hour. They will work 2,080 hours (full-time) under this grant project. \$24 x 2080 hours= \$49,920. Fringe benefits are requested at 100%.*

### Justification

*The salary for this victim advocate position is similar to other positions in our agency; the victim advocate pay range is \$21.50-\$24.80 per hour. According to [Unitedforalice.org](http://Unitedforalice.org), a living wage for the City of Richmond is \$18.65/hr. for one adult. Our proposed salary exceeds this living wage requirement. The victim advocacy services provided by this position will assist the organization with the following goals: supporting victims' emotional and physical needs; helping to stabilize their lives after victimization; and helping victims understand and participate in the criminal justice system, which are allowable activities with VSTOP funding.*

2. **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). Supporting documentation (time sheets, invoices, evidence of completed deliverables) for consultants must be maintained onsite and made available upon request.

Do not include membership fees in consultants. 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, 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) and Travel	Consultant subsistence and travel are generally not allowable unless it is necessary, reasonable, and justified. Reimbursable costs must adhere to the recipient’s established travel policy.
Description (maximum of 500 characters)	<ul style="list-style-type: none"> <li>Select the name of the consultant.</li> </ul>

	<ul style="list-style-type: none"> <li>• Under “Description of Consultant’s Role,” include: <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, and</li> <li>○ A basis of computation for the requested amount.</li> </ul> </li> </ul>
Justification (maximum of 500 characters)	<ul style="list-style-type: none"> <li>• Under “Justification for Use of Consultant,” include: <ul style="list-style-type: none"> <li>○ An explanation as to why a consultant is needed to perform the service, and</li> <li>○ How use of the consultant meets the purpose of VSTOP funding.</li> </ul> </li> <li>• Applicants are encouraged to attach supporting documentation to justify the request.</li> </ul>

Example:

**Description**

*Applicant requests funding for 104 hours of counseling services contracted with Acme Counseling. 104 hours of counseling services over the 12-month grant period will allow the organization to send 2 victims per week to one hour of counseling located in our offices with Acme Counselors. (52 weeks x 2 victims per week x 1 hour per session= 104 hours). All counseling sessions will be for victims served under this VSTOP project, so this request is not prorated. The Acme Counseling rate is \$80/per hour. 104 hours x \$80/hour = \$8,320.*

**Justification**

*Our in-house counselor cannot keep up with the need for counseling services. By contracting with Acme Counseling, we can shorten the wait list and get more victims into this needed service. \$80/hour is within the federal contracting limits, and it is the actual hourly rate Acme charges its clients.*

3. **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/private-owned-vehicle-pov-mileage-reimbursement?topnav=travel>.

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

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

Travel Form Instructions	
Indicate if travel (mileage) costs are included in the budget – “Yes” or “No.”	If “Yes,” under “Local Mileage” or “Non-local Mileage,” enter the number of miles and the mileage rate. Continue the form.
Description (maximum of 500 characters)	<ul style="list-style-type: none"> <li>• Select the mileage being requested.</li> <li>• Under “Description of Mileage,” include: <ul style="list-style-type: none"> <li>○ A description of the requested mileage for each item,</li> <li>○ A basis of computation for the requested amount, and</li> <li>○ Whether the request is based on the federal/state travel policy or the applicant’s policy.</li> </ul> </li> </ul>
Justification (maximum of 500 characters)	<ul style="list-style-type: none"> <li>• Under “Justification for Mileage,” include: <ul style="list-style-type: none"> <li>○ A description of how the expense meets the purpose of VSTOP funding and</li> <li>○ If the applicant’s travel policy differs from the federal/state travel policy, provide the applicant’s policy as it relates to the request.</li> </ul> </li> </ul>

Example:

#### **Description**

*Agency estimates that over the 12-month grant period, victim advocates will travel 100 miles round trip to attend four Multi-disciplinary Team meetings with other service providers in our service area. This is based on travel in previous years. 100 miles x 70 cents per mile (.70) x 4 meetings = \$280.*

#### **Justification**

*These meetings are essential for victims’ services because we collaborate on cases to determine the best way to meet the needs of our clients during the meetings. The agency policy mileage reimbursement follows the federal standard mileage rate, which is currently 70 cents per mile.*



4. **Subsistence and Other Travel Costs Form** (if not funded by this project, use \$0.00 on the budget grid.)

Grant funds may be used for subsistence 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 and other travel costs are included in the budget – “Yes” or “No.”	If “Yes,” complete the remainder of the form.
Other Travel Costs	<ul style="list-style-type: none"> <li>Under “Other Travel Costs,” enter: <ul style="list-style-type: none"> <li>The event title,</li> <li>The number of people attending,</li> <li>The number of trips with airfare,</li> <li>The airfare rate, and</li> <li>Other travel costs.</li> </ul> </li> </ul>
Description (maximum of 500 characters)	<ul style="list-style-type: none"> <li>Select the event item being requested.</li> <li>Under “Description of Costs,” include: <ul style="list-style-type: none"> <li>A description of the costs,</li> <li>A basis of computation for each cost, and</li> <li>Whether the request is based on the federal/state travel policy or the applicant’s policy.</li> </ul> </li> </ul>
Justification (maximum of 500 characters)	<ul style="list-style-type: none"> <li>Under “Justification for Costs,” include: <ul style="list-style-type: none"> <li>A description of how the expense meets the purpose of VSTOP funding and</li> <li>If the applicant’s travel policy differs from the federal/state travel policy, provide the applicant’s policy as it relates to the request.</li> </ul> </li> </ul>

Example:

**Description**

*Agency requests subsistence for three advocates to attend basic advocacy training in Richmond, September 1-5, 2026. According to the GSA, each complete day of subsistence is \$48.  $\$48 \times 5 \text{ days} \times 3 \text{ staff} = \$720$ . This request is not prorated because each staff attending the conference will provide services under this grant project.*

### Justification

*Attendance at this conference will give the direct service advocate who attends the tools and knowledge to work with victims of domestic violence, sexual assault, and stalking and appropriately fulfill the goals and objectives of this grant. It is our agency policy to provide subsistence in accordance with the U.S. General Services Administration (GSA).*

5. **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 carry out grant funded activities. Grant funded equipment must be tracked, managed, and disposed of in a manner consistent with the subrecipient's policies and the DOJ Grants Financial Guide ([www.ojp.gov/funding/financialguidedojo/overview](http://www.ojp.gov/funding/financialguidedojo/overview)).

Upon award, applicants must adhere to the DOJ Grants Financial Guide property standards for grant funded equipment and maintain property records and an inventory of equipment and major supplies purchased with grant funds onsite and available upon request.

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

Equipment Form Instructions	
Indicate if equipment is included in the budget – "Yes" or "No."	If "Yes," complete the remainder of the form.
Description (maximum of 500 characters)	<ul style="list-style-type: none"> <li>• Select the equipment item being requested.</li> <li>• 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> </li> <li>• Attach applicable documentation of estimated costs.</li> </ul>

Justification (maximum of 500 characters)	<ul style="list-style-type: none"> <li>• Under “Justification for Equipment,” include how the item is needed to carry out grant funded activities.</li> <li>• If equipment is requested to replace outdated or “old” equipment, briefly describe why replacement is necessary and when the “old” equipment was acquired.</li> </ul>
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Example:

**Description**

*Applicant is seeking funding to purchase a CrimeCam Examiner Digital Camera with FLS from Arrowhead Forensics for the FNE. The item will be used for photographing fluorescence of biologicals on victims of sexual assault. The requested item is \$5,000 based on the listed category price (see attached ad) and will be used by the FNE 100% of the time to conduct examinations under this grant project; therefore, the entire cost of the item is being requested.*

**Justification**

*The item will be used for photographing fluorescence of biologicals on victims of sexual assault. With updated equipment as the current equipment is over ten years old, the program staff will be able to obtain high quality images to assist in evidence collection.*

**6. Supplies and Other Expenses Form** (if 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                     | • Membership fees                     |
| • Postage                             | • Printing projects                   |
| • Training or conference registration | • Copy machines, under \$5,000*       |
| • Telephone services                  | • Printers, under \$5,000*            |
| • Cell phone services                 | • Computers for grant funded staff*   |
| • Equipment maintenance               | • Cell phones for grant funded staff* |
| • Internet provider contracts         |                                       |

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

Membership fees should be requested under this category. Grant funds may support a maximum of three memberships per year. Memberships must be in the name of the organization, not an individual.

VSTOP grant funds may not be used for credentialing of any kind.

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)	<ul style="list-style-type: none"> <li>• Select the supply or item being requested.</li> <li>• 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, and</li> <li>○ Whether and how the item is prorated.</li> </ul> </li> <li>• For membership fees, include the above listed requirements and the following:               <ul style="list-style-type: none"> <li>○ A description of the organization or association, and</li> <li>○ The membership rate.</li> </ul> </li> </ul>
Justification (maximum of 500 characters)	<ul style="list-style-type: none"> <li>• Under “Justification,” include:               <ul style="list-style-type: none"> <li>○ Why the item is needed to carry out grant funded activities,</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, and</li> <li>○ An explanation of how the amount being requested is reasonable.</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>For membership fees, include the benefits the applicant will receive from the membership.</li> </ul>
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Example:

**Description**

*Applicant is seeking funding to purchase a laptop computer for VSTOP funded staff advocate Jane Doe. The laptop identified for purchase costs \$900. The laptop includes the programming and security features needed, including anti-virus protection software. Jane is funded by VSTOP (80%) to serve sexual and domestic violence victims. Therefore, we have prorated this request to 80%. \$900 (total cost) x 80% = \$720.*

**Justification**

*The laptop computer will give Jane the ability to manage their cases. Jane does not currently have a laptop. They only have a desktop computer. The laptop is needed so that Jane can take it to court and have access to needed information. Similar items cost \$700-1200. This is in the mid/lower end of that range.*

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

- Indirect costs are allowable under this grant program but not required.
- Indirect costs are costs of an organization that are not readily assignable to a particular project but are necessary to organization operation and project performance.
- Indirect costs are those that benefit more than one activity and are common or joint purpose costs. For example, costs of an office manager or receptionist position that answers general phone calls and greets clients are considered indirect costs.
- Requested indirect costs may only be used for allowable purposes. For example, the applicant cannot use indirect costs to support lobbying activities as lobbying is an unallowable cost under this grant program.
- Allowable indirect costs are based on direct expenditures in the grant budget.
- The salaries of administrative and clerical staff should generally be treated as indirect costs. Administrative and clerical staff salaries may be appropriate to include as direct costs only if all the following conditions are met:
  - Administrative or clerical services are integral to the grant project or activity.
  - Individuals involved can be specifically identified with the grant project or activity.
  - Such costs are explicitly included in the budget or have the prior written approval of the awarding agency.
  - The costs are not also recovered as indirect costs on the proposed project or other grant programs.

Requesting Indirect Costs	
Indicate if indirect costs are included in the budget – “Yes” or “No.”	If “Yes,” complete the remainder of this form.
Determine Indirect Cost Rate	<ul style="list-style-type: none"> <li>Determine the indirect cost rate that will be used for this grant program. Applicants have two rate options:               <ol style="list-style-type: none"> <li>Negotiated Indirect Cost Rate Agreement (NICRA). Applicants using a NICRA must attach a copy of their current, signed, final, or provisional agreement to this OGMS form. Applicants may apply with a provisional rate; however, if their final rate is lower, they will need to pay back the difference in any funds paid out with the higher rate.</li> <li>De Minimis Rate                   <ul style="list-style-type: none"> <li>Applicants without a current NICRA may elect to use the de minimis rate of 15% or less.</li> <li>Complete the OGMS de minimis rate certification.</li> <li>This certification must be signed by the Project Administrator.</li> </ul> </li> </ol> </li> <li>If the applicant will use the de minimis rate, answer “Yes.” If the applicant will use a NICRA, answer “No.”</li> </ul>
Direct Expenditures	Enter the amount of funds in the Application Budget per each category. <ul style="list-style-type: none"> <li>Do not include anticipated indirect costs in this grid.</li> <li>Do not include matching funds in this grid.</li> <li>Save the form before continuing.</li> </ul>
Expenditure Totals	Enter the indirect cost rate.
DCJS Funds	Enter the total allowable amount of indirect costs (or less if needed to fit into the budget) under federal funds.

Subrecipients who request reimbursement for indirect costs will include their reimbursement requests on quarterly claims. The amounts requested must be based on the actual Modified Total Direct Cost (MTDC) amount incurred each quarter, not including match. This amount will likely vary from quarter to quarter. The amount of indirect costs requested for reimbursement each quarter cannot be the total for the year divided by four.

For assistance determining the appropriate amount of indirect costs that may be claimed, subrecipients can use the MTDC Worksheet each quarter ([www.dcj.virginia.gov/sites/dcj.virginia.gov/files/MTDC%20Worksheet.xlsx](http://www.dcj.virginia.gov/sites/dcj.virginia.gov/files/MTDC%20Worksheet.xlsx)).

## **XI. Certifications and Attachments in OGMS**

<b>Certifications</b>		
	<b>Who</b>	<b>Action Needed</b>
<b>General Conditions and Assurances</b>	All applicants must complete this form.	It must be signed by the Project Administrator or their designee.
<b>Lobbying and Debarment Certification</b>	All applicants must complete this form.	It must be signed by the Project Administrator or their designee.
<b>SAM Registration</b>	All applicants must complete this form.	Upload proof of SAM registration with the Unique Entity Identifier (UEI) number and a non-expired expiration date.
<b>Non-Supplantation</b>	All applicants must complete this form.	It must be signed by the Project Administrator or their designee.
<b>Civil Rights Certification of Compliance</b>	All applicants must complete this form.	<ul style="list-style-type: none"> <li>The Project Administrator must certify that they have viewed the civil rights training offered by the Office for Civil Rights (OCR) and that they will ensure all grant funded staff will be trained to understand their responsibilities as outlined in the OCR training.</li> <li>A link to the OCR training is attached to the certification form. All applicants should select "Yes" on the "Project</li> </ul>

		<p>Director Certification” in OGMS and complete the form with their information.</p> <ul style="list-style-type: none"> <li>• The Project Administrator must select whether the applicant agency falls under Equal Employment Opportunity Plan (EEOP) Certification A or Certification B.</li> <li>• Awarded applicants that fall under EEOP Certification B must have an EEOP on file and provide it to DCJS upon request.</li> <li>• All applicants should select “Yes” on the “Project Administrator Certification” in OGMS and complete the form.</li> </ul>
<b>Authority Certification</b>	All applicants must complete this form.	It must be signed by the Project Administrator or their designee.

**ATTACHMENTS:**

Upload the following attachments in OGMS, if required.		
	When is it required?	Details
<b>Letter Designating Signing Authority</b>	If someone other than the specified individual signs any of the certifications in the application, a letter designating signing authority is required.	<p>The letter must meet the following conditions:</p> <ul style="list-style-type: none"> <li>• On official organization letterhead,</li> <li>• Include an effective date,</li> <li>• List applicable grant numbers or application titles, and</li> <li>• Include the contact information of the person being granted signatory authority.</li> </ul>
<b>Acknowledgement of Notice of</b>	All applicants must submit this form, which can be	It must be signed by the Project Administrator or their designee.



<b>Statutory Requirement to Comply with the Confidentiality and Privacy Provisions and the Violence Against Women Act</b>	found through this link: <a href="https://www.justice.gov/ovw/media/384316/dl?inline">https://www.justice.gov/ovw/media/384316/dl?inline</a>	
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## **XII. 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**

- Disbursement of funds will occur on a cost-reimbursement basis for actual funds expended through a “claim” process.
- Actual expenditures must be reported quarterly and invoiced pursuant to approved line-item budget categories in the approved grant application.
- Subgrantees will only be reimbursed for costs that have been incurred within the grant period, and which are reported on the detail of expenditures (financial report).
- Grant funds, including matching funds, may only be expended and/or obligated during the grant period.
- A final claim for all obligations must be submitted within 45 days after the end of the grant period unless the 4<sup>th</sup> quarter claim is marked final by the subgrantee.
- Claims and financial reports must be submitted through OGMS.

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

Grant recipients must submit quarterly financial reports in OGMS. Included with financial reports, subrecipients must submit a Claim Certification Form in OGMS. 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. Subrecipients must use program income to offset total allowable costs of the grant project, thus reducing the federal award and non-federal entity contributions. See the DOJ Grants Financial Guide ([www.ojp.gov/funding/financialguidedojo/overview](http://www.ojp.gov/funding/financialguidedojo/overview)) for more information on program income.

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 2026 Grants

Reporting Period	Report Due Date
1 <sup>st</sup> Quarter, Jan. – March	April 15, 2026
2 <sup>nd</sup> Quarter, April – June	July 15, 2026
3 <sup>rd</sup> Quarter, July – Sept.	October 15, 2026
4 <sup>th</sup> Quarter, Oct. – Dec.	January 15, 2027

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

Grant recipients must submit **one biannual status report, with narrative**, in OGMS, and **one cumulative annual report** in the federal *VAWA MEI IMPACT Tool for Subgrantee Reporting*. If the status report due date falls on a weekend or state recognized holiday, the reports are due on the next business day.

Projected Status Report Due Dates for Calendar Year 2026 Grants

Reporting Period	Report Due Date
January – June (Biannual with narrative)	July 15, 2026
January – December (Cumulative annual)	January 31, 2027

### XIII. How and Where to Submit Application

Submit applications and required attachments through DCJS OGMS by 12:00 p.m. on Monday, October 20, 2025. 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) (and include your grant name and application number) or visit OGMS Training & Resources at <https://www.dcjs.virginia.gov/grants/ogms-training-resources>.

If applicants have questions, please email the VSTOP & VSDVVF Grant Program Coordinator, Tierra Williams, at [tierra.williams@dcjs.virginia.gov](mailto:tierra.williams@dcjs.virginia.gov), or call at 804-239-8850, and copy your assigned DCJS Grant Monitor. A response will be sent within two business days.

**Attachment A**  
**CY 2026 Maximum Award Amounts**

<b>Subgrantee Name</b>	<b>Maximum Federal Award</b>	<b>Funding Category</b>
Abuse Alternative	\$ 53,195	Victim Services
Action in Community Services, Inc. (ACTS) DV	\$ 25,341	Victim Services
Action in Community Services, Inc. (ACTS) SA	\$ 50,000	Victim Services
Alexandria SARA	\$ 50,000	Discretionary
Asian Pacific Islander DV Resource Project	\$ 50,000	Victim Services
Augusta Co. SO	\$ 50,000	Law Enforcement
Augusta Co./City of Staunton CA	\$ 31,020	Prosecution
Avalon: Ctr. for Women & Children	\$ 17,938	Victim Service
Ayuda	\$ 50,000	Victim Services
Bedford Co. DSS	\$ 12,591	Discretionary
Buchanan SO	\$ 50,000	Law Enforcement
Buena Vista PD	\$ 50,000	Law Enforcement
Campbell Co. SO	\$ 50,000	Law Enforcement
Caroline Co. CA	\$ 22,155	Prosecution
Caroline County SO	\$ 50,000	Law Enforcement
Charlottesville SARA	\$ 50,000	Victim Services
Charlottesville SHE	\$ 17,227	Victim Services
Chesterfield Co. CA	\$ 58,405	Prosecution
Chesterfield Co. DV Center	\$ 38,926	Discretionary
Chesterfield Co. PD	\$ 50,000	Law Enforcement
Choices, Council on Domestic Violence for Page County, Inc.	\$ 27,659	Victim Services
City of Alexandria CA	\$ 70,803	Prosecution
City of Bristol PD	\$ 50,000	Law Enforcement
City of Hampton CA	\$ 64,801	Prosecution
City of Norfolk CA	\$ 86,392	Prosecution
City of Roanoke PD	\$ 50,000	Law Enforcement
City of Suffolk CA	\$ 56,650	Prosecution
City of Williamsburg/James City Co. CA	\$ 28,372	Prosecution
Clarke Co. CA	\$ 28,053	Prosecution
Collins Center - Harrisonburg	\$ 50,000	Victim Services
Culpeper CA	\$ 36,638	Prosecution
Culpeper/SAFE	\$ 32,295	Victim Services
Empowerhouse (Formerly RCDV)	\$ 18,208	Victim Services
Fairfax Co. PD	\$ 50,000	Law Enforcement
Family Crisis Support Services	\$ 27,045	Victim Services
Family Resource Center, Inc. - Wytheville	\$ 48,610	Victim Services
Floyd Co. SO	\$ 50,000	Law Enforcement
Franklin Co. SO	\$ 50,000	Law Enforcement
Genieve Shelter	\$ 18,430	Victim Services
Gloucester Co. CA	\$ 41,174	Prosecution
Grayson Co. SO	\$ 50,000	Law Enforcement
Hanover Safe Place	\$ 30,184	Victim Services
Harrisonburg PD	\$ 50,000	Law Enforcement

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Isle of Wight Co. CA	\$	23,096	Prosecution
King William County CA	\$	40,000	Prosecution
Latinos in Virginia Empowerment Center	\$	50,000	Victim Services
Lee Co. SO	\$	50,000	Law Enforcement
Legal Aid Works (formerly Rappahannock Legal Services)	\$	23,558	Victim Services
Loudoun LAWS	\$	24,416	Victim Services
Louisa Co. CA	\$	27,350	Prosecution
Lynchburg CA	\$	60,449	Prosecution
Lynchburg YWCA	\$	50,000	Victim Services
Northern VA Family Services/Multicultural Human Svcs. Program	\$	50,000	Victim Services
Office for Women & Domestic and Sexual Violence Services	\$	65,404	Discretionary
Office of the Attorney General	\$	40,156	Discretionary
Patrick Co. SO	\$	50,000	Law Enforcement
People Inc.	\$	14,792	Victim Services
Portsmouth H.E.R Shelter	\$	15,915	Victim Services
Prince William Co. OCJS	\$	31,235	Discretionary
Project Horizon Inc.	\$	50,000	Victim Services
Quin Rivers CAA/Project Hope	\$	27,800	Victim Services
Rappahannock CASA	\$	50,000	Victim Services
Richmond Co./The Haven	\$	32,226	Victim Services
Roanoke/Council Community Sv	\$	13,317	Discretionary
Rockbridge Co. SO	\$	50,000	Law Enforcement
Rockingham Co./City of Harrisonburg CA	\$	22,520	Prosecution
Russell Co. SO	\$	50,000	Law Enforcement
Scott Co. SO	\$	50,000	Law Enforcement
Southside Survivor Response Center (formerly CAFV)	\$	30,702	Victim Services
Southwest Va. Legal Aid	\$	15,062	Victim Services
Supreme Court of Virginia	\$	180,187	Courts
Tahirih Justice Center No VA	\$	50,000	Victim Services
Tazewell Co. CA	\$	27,584	Prosecution
The James House	\$	50,000	Victim Services
Transitions	\$	81,993	Victim Services
VCU Center on Aging	\$	82,263	Law Enforcement
Virginia Poverty Law Center	\$	21,894	Victim Services
Washington Co. SO	\$	50,000	Law Enforcement
Winchester Laurel Center	\$	22,901	Victim Services
Wise Co. SO	\$	50,000	Law Enforcement
Women's Resource Center of the New River Valley	\$	50,000	Victim Services
Wythe Co. CA (previously Wythe Co. SO)	\$	24,919	Prosecution
York Co./City of Poquoson CA	\$	27,366	Prosecution
YWCA-SHR	\$	50,013	Victim Services