



# **State Aid to Localities with Police Departments “599”– FY2026**

## **Guidelines and Eligibility Procedures**

***Application Due Date  
June 30, 2025***

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

In accordance with the *Code of Virginia* § 9.1-165 through § 9.1-172, the Virginia Department of Criminal Justice Services (DCJS) distributes State Aid to Localities with Police Departments, known as “599.” For FY2026, the General Assembly and Governor have allocated \$229,650,081 in funding to provide State Aid to Localities with Police Departments. A breakdown of these allocations is attached.

## II. Eligibility for “599” Funds

To be eligible for “599” funds, a locality must have a police department as defined in the *Code of Virginia* § 9.1-165, and all of the department’s law enforcement personnel must meet the state’s minimum training requirements. Before the start of each year, the participating jurisdiction must certify to DCJS that it meets this criterion. DCJS uses its training records database to verify that each locality’s officers comply with the minimum training requirements. Each locality must also certify that it will use the “599” funds to supplement, not supplant, local funds provided for public safety services.

## III. Crime Reporting and Sex Offender Registration

To maintain their eligibility for “599” funds, localities must submit accurate, up-to-date crime reports to the Virginia State Police (VSP) in accordance with their requirements and schedule. They must also register sex offenders as required by the *Code of Virginia* and notify VSP that they have done so. DCJS is authorized to withhold payment of “599” funds when we receive notification from VSP that a locality has not complied with these requirements.

## IV. Calculation and Distribution of “599” Amounts

Although the *Code of Virginia* sets out a distribution formula for calculating the amounts for eligible localities, in recent years, the General Assembly has instead specified in the Appropriations Act that localities’ allocations in a given fiscal year are to be based on a standard, across-the-board percentage increase or decrease from the previous fiscal year’s allocations. The distribution formula has, in effect, been superseded during those years by the instructions in the Appropriations Act. Funds are distributed to eligible localities in quarterly payments via electronic funds transfers.

## V. Funding Period

The eligibility process under this funding opportunity is for “599” funding during the state fiscal year starting July 1, 2025, and ending on June 30, 2026. If DCJS is informed that a locality has not met the requirements set in the *Code of Virginia* for “599” funding, funds will be suspended until the locality complies. At that time, the next scheduled payment will include the withheld payments. However, if the locality does not comply prior to June 30, 2026, they forfeit the remaining funds.

## VI. Forms and Instructions

**To receive funds, localities must complete the eligibility process through the DCJS Online Grants Management System (OGMS) no later than 5:00 p.m. on June 30, 2025.** Please note that although OGMS uses the words “application” and “grant” throughout the system, this funding is not a grant, and this is not an application, but an eligibility process.

To complete the process, you must register in OGMS and, once approved, choose “599” from the list under “Funding Opportunities.” Additional resources can be found in the “Website” section under this funding opportunity.

To copy the previous year’s eligibility forms, click “Copy Existing Application.” Select an application from the “599” Funds program area and click “Copy Application.” The data in the prior eligibility forms will be copied into the new forms. **Please review each one to ensure all information is updated and accurate and then sign the required recertification forms.** Then mark the application section as complete and submit the completed forms.

**General Information:** The OGMS Application Creation Wizard will assist you in completing the application’s General Information form. Step 1 of the Wizard requires an application title and primary contact. The application title should include the **locality’s name and fiscal year** (e.g., Town of ABC FY26).

The primary contact is the individual in your agency who will be designated as the primary person responsible for the eligibility process from your locality. The individual will receive automated email notifications when attention is needed on the forms. You can add additional individuals to this application and give them access to edit the forms or associate them later after the fiscal year has begun.

Once the information has been entered, click “Save Form” to enter Step 2. Under this step, an Application ID will be assigned, and the Program Area, Funding Opportunity, Application Stage, and Application Status will be auto-populated. Select the locality for which you will be submitting these forms. Click “Save Form Information” to start Step 3.

Under “Additional Applicants,” select any additional contacts within the locality who will also manage funding and work on the forms. This may include the Police Chief and Finance Officer. Once you click “Save Form Information” on Step 3, you will have completed the General Information component of the eligibility process.

After General Information has been finished, you have the ability to complete the forms in any order or save to return at another time.

#### **Face Sheet:**

- *Congressional District:* Select the Congressional District(s) that will benefit from the funding. To select more than one, hold down the Ctrl key.
- *Jurisdiction(s) Served:* Select all jurisdiction(s) served.
- *Certified Crime Prevention Community:* Click the hyperlink on the form to see if your locality is certified.
- *Community Setting:* Check the box(es) that best describes the locality.
- *Police Chief:* Enter the name and contact information for the Police Chief. If the Sheriff’s Office provides policing services, enter the name and contact information for the Sheriff.
- *Local Unit of Government’s Chief Executive:* List the person with the authority to formally commit the locality to complying with all the funding requirements.
- *Finance Officer:* List the person responsible for the fiscal management of the funds and provide all required contact information.

**599 Budget:** Click “Edit Grid” and enter the amount allocated to the locality for FY26. The FY26 Allocation Excel file under “Attachments” contains this information.

**Certificate of Eligibility:** This form is required. Fields in red font are required and must be answered before you can mark the form as complete. Please note the following:

- *What Year Was the Police Department Established:* Enter the year the locality’s police department was established.
- *Sworn Officer:* The police department must have at least one sworn member who is employed full-time.

- *Police Departments Established after July 1, 1981:* To meet this requirement, at least one officer must be on duty at all times. An officer who is required to remain on call at home or who is allowed to leave a message where they can be reached is not considered “on duty.”
- *Additional Comments:* This section is optional and allows the locality to provide additional information on the eligibility requirements in the form.
- *Certification:* This section is required and must be signed by the person who can certify that the locality will meet the minimum training standards.

**Non-Supplanting Certification:** This form is required. Fields in red font are required and must be answered before you can mark the form as complete. Please note the following:

- *Local Funds:* **Do not include “599” funding in this amount.** The total should be exclusive of state and/or federal funds.
- *Services:* Briefly describe the public safety services supported by the amount listed in “Local Funds.”
- *Certify:* This section must be signed by the person who can certify that the locality will use “599” funds to supplement local funds provided for public safety services.

**Crime Data and Sex Offender Registration Certification:** This form is required. Fields in red font are required and must be answered before you can mark the form as complete. Please remember that DCJS is authorized to withhold “599” funding payments when VSP informs DCJS that a locality has not complied with reporting requirements.

**Authority Certification:** If the person completing the forms is not the chief executive of the local unit of government, information regarding the signing authority or the delegation of such authority should be submitted under “Attachments.”

## VII. Submitting the Forms

To receive funds, localities must complete the eligibility process through the DCJS Online Grants Management System (OGMS) no later than 5:00 p.m. on June 30, 2025. Each form must be marked as complete before you can submit it. If you receive an alert, you must review the form for any missing required information.

## VIII. Technical Assistance

Please contact the following DCJS staff for questions regarding the “599” eligibility process:

- Phyllis Vaughan: email [phyllis.vaughan@dcjs.virginia.gov](mailto:phyllis.vaughan@dcjs.virginia.gov) or telephone 804-340-9754
- Tracy Matthews: email [tracy.matthews@dcjs.virginia.gov](mailto:tracy.matthews@dcjs.virginia.gov) or telephone 804-371-0635

For assistance with the OGMS system, email [ogmssupport@dcjs.virginia.gov](mailto:ogmssupport@dcjs.virginia.gov) and include the program area in the subject line. This should be used for general system questions and not form-specific inquiries.

Refer to the Attachments and Website Links under the Funding Opportunity (FO #548743) for additional resources.