Virginia Department of Criminal Justice Services

Sexual Assault Services Program (SASP)
Guidelines and Application Procedures
Calendar Year 2027

Federal Funds Competitive Solicitation

Online Grants Management Funding Opportunity Number
570691

Application Deadline
August 17, 2026 at 12:00 p.m. (noon)
Late applications will not be accepted.

Guidelines Issued July 21, 2026

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

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General Information

The Virginia Department of Criminal Justice Services (DCJS) is accepting applications through the On-line Grants Management System (OGMS) (www.ogms.dcjs.virginia.gov/index.do) for calendar year (CY) 2027, Sexual Assault Services Program (SASP) funding.

The purpose of SASP is to support the establishment, maintenance, and expansion of rape crisis centers and other nongovernmental or tribal programs and projects to assist individuals who have been victimized by sexual assault, without regard to the age of the individual (34 U.S.C. §12511(b)(2)(B)).

Pursuant to 34 U.S.C. §12511(a)(1), funds under this program must be used to provide intervention and related assistance to:

- Adult, youth, and child victims of sexual assault.
- Family and household members of such victims.
- Those collaterally affected by the victimization (e.g., friends, coworkers, classmates), except for the perpetrator of such victimization.

The following are SASP priority areas for funding:

1. 24-hour hotline services providing crisis intervention services and referral.
2. Accompaniment and advocacy through medical, criminal justice, and social support systems, including medical facilities, police, and court proceedings.
3. Crisis intervention, short-term individual and group support services, and comprehensive service coordination and supervision to assist sexual assault victims and family or household members.
4. Information and referral to assist the sexual assault victim and family or household members.
5. Community-based, culturally specific services and support mechanisms, including outreach activities.
6. Development and distribution of materials on issues related to the services described in numbers 1 through 5 above.

Funding Details	
Grant Award Period	CY 2027 (January 1, 2027 - December 31, 2027) Grant period extensions will not be considered.
Funding Source	Funding for this grant program is made available from federal Sexual Assault Services Formula Grant Program funds, through the U.S. Department of Justice (DOJ), Office on Violence Against Women (OVW). The SASP awards for this grant period will be funded from the Commonwealth of Virginia's 2025 and 2026 federal SASP awards, Assistance Listing

	number 16.017.
Expected Total Amount of Funding	DCJS anticipates $1,125,000 in SASP funds will be available for awards under this funding opportunity. Subgrant award amounts may not exceed $65,000 for the 12-month grant period.
Availability of Continuation Funding	Awarded projects may receive two additional awards with the same award amount, for CYs 2028 and 2029, if funding is available, the subgrantee is meeting the goals and objectives of their funded project, and if the awarded program remains in good status. A program in "good status" means all claims and status reports for the current grant are no more than 30 days overdue (not withstanding an approved reporting extension), all encumbrances (if applicable) have been met, and there are no outstanding compliance matters.
Match Requirement	Recipients of these funds are not required to provide matching funds under this funding opportunity.
Disbursement of Funds	Disbursement of funds will occur on a cost-reimbursement basis for actual funds expended.
OGMS Funding Opportunity Number	570691
Application Deadline in OGMS	**August 17, 2026, at 12:00 p.m. (noon)**

Application Assistance

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

Application Assistance	
DCJS Contact	Andi Martin 804-371-0534 Andi.martin@dcjs.virginia.gov
Optional Recorded Webinar	Part One: Passcode: wsc5?0c@ https://www.zoomgov.com/rec/share/OIOUVo2S7PuHTfQLesFyAGMoKgEXBFq4qYk-qsloh33HwMvGfvDGXd48QCN0XHpb.dZ7frDsMuYCR9RSy?startTime=1784139520000

	Part Two: Passcode: wsc5?0c@ https://www.zoomgov.com/rec/share/OIOUVo2S7PuHTfQLesFyAGMoKgEXBFq4qYk-qsloh33HwMvGfvDGXd48QCN0XHpb.dZ7frDsMuYCR9RSy?startTime=1784141551000
OGMS Assistance	www.dcjs.virginia.gov/grants/ogms-training-resources
OGMS Contact	ogmssupport@dcjs.virginia.gov

Applicant Eligibility Requirements

Types of Organizations
This funding opportunity is open to rape crisis centers or other nonprofit, nongovernmental organizations or tribal programs that provide core services, direct intervention, and related assistance to victims of sexual assault. The term "rape crisis center" means a nonprofit, nongovernmental, or tribal organization, or governmental entity in a state other than a territory that provides intervention and related assistance to victims of sexual assault without regard to their age.

In the case of a governmental entity, the entity may not be part of the criminal justice system (such as a law enforcement agency) and must be able to offer a comparable level of confidentiality as a nonprofit entity that provides similar victim services (34 U.S.C. §12291(a)(30)).

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

- Must have a current and active federal System of Award Management (SAM) (www.sam.gov) registration and a Unique Entity Identifier (UEI) number. 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 hold current professional and state licenses and certifications as needed for individual grant-funded projects.
- 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 without an approved extension. DCJS may waive this provision for good cause, which may be submitted via a contract amendment reporting extension in OGMS through the applicant's current award.
- May not deny services based on age.
- 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 provide services to sexual assault victims at no charge.
- 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 OWV.

Grant Project Requirements

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

- Code of Federal Regulations, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)
  www.ecfr.gov (Title 2, Federal Financial Assistance)
- Civil Rights and Nondiscrimination
  https://www.ojp.gov/program/civil-rights-office/statutes-regulations

  https://www.ojp.gov/program/civil-rights-office/training-resources
- U.S. Department of Justice Grants Financial Guide
  www.ojp.gov/doj-financial-guide-2024
- Department of Justice Determination of Suitability to Interact with Participating Minors (for programs serving individuals under the age of 18) https://www.ojp.gov/funding/explore/interact-minors]
- Supporting documentation for all expenses must be maintained in accordance with the Code of Federal Regulations. This includes but is not limited to timesheets that accurately reflect staff, consultant and volunteer time on grant funded activities, purchase receipts, invoices, and equipment and supply logs.
- SASP Grant Specific Conditions

  https://www.dcjs.virginia.gov/filebrowser/download/3966?fid=3966#block-uswds-base-subtheme-page-title

  Note: OVW FFY 2026 award conditions have not been released as of the release of these guidelines. If these conditions include changes that impact subrecipients, DCJS will communicate those changes with awarded programs.

Non-Supplantation
This funding opportunity is supported with federal funds. Federal funds must be used to supplement existing state and local funds for program activities and must not supplant (replace) state or local funds appropriated for the same purpose. Additionally, requests for “new” staff positions must be

justified, must not supplant state or local funds, and must result in significant additional service delivery.

Match

Recipients of these funds are not required to provide matching funds under this funding opportunity.

Failure to Abide by Terms and Conditions

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

- Failing to adhere to the standard terms and conditions or special conditions,
- Failing 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,
- Failing to submit reports (programmatic, data, and/or financial) in a timely manner,
- Filing a false certification in this application or other report or document, or
- Other significant grant compliance or implementation concerns as identified by DCJS.

Non-allowable Expenses [and Out-of-Scope Activities]

SASP grant recipients may not use these grant funds to pay for any of the following:

- Any portion of salary for time not dedicated to approved, grant-funded activities,
- Capital construction, renovation, remodeling, or land acquisition,
- The purchase or lease of any vehicles,
- Firearms, ammunition, or related equipment,
- Political contributions or lobbying,
- Honoraria,
- Personal entertainment, personal calls, or alcohol,
- Trinkets or give-away items (e.g., key chains, pop sockets, flashlights, whistles, chip clips, t-shirts, canvas bags), or
- Food and drink for staff and allied professionals.

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.

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.

The full list of out-of-scope activities is available on pages 8-9 of the OVW Fiscal Year 2025 Sexual Assault Services Formula Program Notice of Funding Opportunity (NOFO) at: https://www.justice.gov/ovw/media/1399161/dl?inline.

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. The stayed out-of-scope activities are listed as #2-5, #7-9, and #11 on the above-referenced NOFO. These out-of-scope activities are not enforceable as to any OVW FY 2025 or FY 2026 awards unless and until the preliminary stay is lifted. Additional information is available at: https://www.justice.gov/ovw/open-notices-of-funding-opportunity.

If an applicant is proposing any activities related to those listed, please contact DCJS staff at andi.martin@dcjs.virginia.gov prior to submitting an application.

Allowable Costs

This SASP funding opportunity is designed to support programs and activities that provide core services, direct intervention, and related assistance to victims of sexual assault.

Allowable Costs	
Salary and fringe benefits for staff to provide services to victims of sexual assault.	For example: • Accompaniment and advocacy through medical, criminal justice, and social support systems, including medical facilities, police, and court proceedings. • Crisis intervention, short-term individual and group support services, and comprehensive service coordination and supervision to assist sexual assault victims and family or household members. • Information and referral to assist sexual assault victims and family or household members. In an effort to encourage dedicated services to victims of sexual assault, and the establishment of a SASP focused grant project, grant funds can support no less than 50% of a full-time or part-time employee. In an effort to ensure full-time SASP-funded staff do not engage in unallowable activities such as prevention, domestic violence work, or fundraising, grant funds can support no more than 90% of a full-time employee.
Supplies or equipment for use by a SASP funded staff person.	For example: • Office space • Laptops • Printers • Copiers

	• Telephones • Cellphones • Internet or cell phone service These items must be used in the provision of sexual assault services, and they must be prorated to the amount of time the SASP funded staff person works on this grant project. These items cannot be purchased for victims' personal use.
Supplies needed to provide services to victims of sexual assault.	For example: • Journals • Yoga mats • Food and water for sexual assault victims in group therapy • Art supplies
Outreach activities.	Outreach activities must be focused on informing the service area of available victim/survivor intervention services and how they can access services.
Payments for goods or services needed by sexual assault victims because of their sexual assault victimization.	For example: • Emergency clothing needed after victim's clothing is taken as evidence • Securing new or temporary housing, including paying a security deposit, first month's rent, or moving expenses • Travel expenses • Childcare expenses • Utility assistance (other than utilities in arrears)
Development and distribution of materials on issues related to the services described above.	

Data Reporting Requirements

- **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. Subrecipients must use program income to offset total allowable costs of the grant project; thus, reducing the federal award and non-federal entity contributions. Please, see the DOJ Financial Guide for more information on program income: https://www.justice.gov/ovw/media/1375646/dl?inline.

- **Progress reports** (referred to as "Status Reports" in OGMS)
  Grant recipients must submit quarterly status reports through OGMS. Through quarterly status reports, grant recipients will provide a narrative describing the work done each quarter using SASP funds. Recipients will also report the total number of victims assisted during the reporting period and describe challenges implementing the SASP grant project.

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

- **Annual Data Reporting**
  Grant recipients will complete one annual progress report that describes activities supported with SASP funds. For this annual report, grant recipients must use an OVW on-line subgrantee reporting system called "VAWA MEI IMPACT Tool for Subgrantee Reporting."

  The annual report details how funds were used over the whole grant period. Grant recipients will report the following: number of staff funded by the grant; number of primary and secondary victims served; number of victims served in each victim service category; number of materials developed and distributed using SASP funding, including whether materials were translated into other languages; demographic information about victims served; number of victims who received SASP Program-funded services for multiple victimizations; whether any victims seeking services were unserved and the reasons why they went unserved; and barriers or challenges providing SASP funded services. Additionally, recipients will report the most significant areas of remaining need regarding improving services to victims, increasing victims' safety, and enhancing community response.

  See the following link for details about the VAWA MEI reporting system including a SASP Formula Sample Subgrantee Performance Reporting Form: www.vawamei.org/wp-content/uploads/2023/10/SASP-Subgrantee-2022-Form_Sample.pdf.

  The VAWA MEI IMPACT Tool is an OVW sponsored on-line subgrantee reporting system. DCJS will provide grant recipients with a link to the reporting system at the end of each calendar year. A copy of the on-line completed report must be uploaded to OGMS by the recipient.

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, project progress and implementation, demonstrated need, geographic location, budget justification, program design, 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**
Project Narrative	40
Goals and Objectives	25
Budget Grid and Itemized Budget Forms	25
Technical Compliance	10

Bonus points are not available for this funding opportunity.

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 without an approved extension. DCJS may waive this provision for good cause, which may be submitted via a contract amendment reporting extension in OGMS through the applicant's current award.

The Criminal Justice Services Board (CJSB) is expected to make award determinations at its meeting on October 8, 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.

Before Applying

- *OGMS Registration*
  Grant applications must be entered in OGMS (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. 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.

- *SAM Registration*
  To be eligible for funding under this grant program, organizations must have a current and active federal System of Award Management (SAM) (www.sam.gov) registration and a Unique Entity

Identifier (UEI) number. This can take up to ten days or longer to complete. Applicants without a UEI or SAM registration should begin this process as soon as possible. Applicants without a UEI or SAM registration will not be considered.

- *Preapplication Webinar*
  A pre-recorded, optional webinar for potential applicants is available here:

  Part One:
  Passcode: wsc5?0c@
  https://www.zoomgov.com/rec/share/OIOUVo2S7PuHTfQLesFyAGMoKgEXBFq4qYk-qsloh33HwMvGfvDGXd48QCN0XHpb.dZ7frDsMuYCR9RSy?startTime=1784139520000

  Part Two:
  Passcode: wsc5?0c@
  https://www.zoomgov.com/rec/share/OIOUVo2S7PuHTfQLesFyAGMoKgEXBFq4qYk-qsloh33HwMvGfvDGXd48QCN0XHpb.dZ7frDsMuYCR9RSy?startTime=1784141551000

Application Instructions

To apply for this grant, select Funding Opportunity 570691*, Sexual Assault Services Program (SASP) CY 2027* in OGMS*.* Read the description of the grant program to ensure you have selected the correct funding opportunity.

Your application will consist of the following components:

A. General Information
B. Face Sheet
C. Project Description Form
D. Goals and Objective Form
E. Budget and Related Narratives
F. Attachments
G. Certifications

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 (www.census.gov/mycd) served by the proposed project.
Best practice	Is not applicable to this grant program.
Jurisdiction(s) served	Select all jurisdictions proposed to be served by this grant project.
Program title	Program titles must include the organization's name, name of the grant program, and the calendar year. For example, *"DCJS SASP CY 2027"*
Certified crime prevention community	Is not applicable to this grant program.
Type of application	Select "New."
Community setting	Check all that apply.
Brief project overview	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). For example, *"SASP 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. We anticipate assisting 100 victims with this grant program."*
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	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. 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. Someone other than the Project Administrator can sign all application certifications and submit the grant application if they have been delegated the authority to do so. See the section of these guidelines titled, "Attachments in OGMS" for details about what must be attached to the application in OGMS to delegate signing authority.
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. SASP Project Description Form (in OGMS)

The project description describes the service area, outreach efforts, and how the proposed project will meet the OVW defined Purpose Areas (detailed below). Applicants will also estimate the number of victims that will be served by the project. This section is worth 40% of the applicant's score.

SASP Project Narrative Instructions (in OGMS), 40% of Applicant's Score	
Project Purpose Areas	Select all Purpose Areas this proposal will address: 1. 24-hour hotline: 24-hour hotline services providing crisis intervention and referral. 2. Accompaniment: Accompaniment and advocacy through medical, criminal justice, and social support systems, including medical facilities, police, and court proceedings. 3. Crisis intervention: Crisis intervention, short-term individual and group support services, and comprehensive service coordination and supervision to assist sexual assault victims and

	family or household members. 4. Information and referral: Information and referral to assist the sexual assault victim and family or household members. 5. Community-based: Community-based, culturally specific services and support mechanisms, including outreach activities. 6. Materials: The development and distribution of materials on issues related to the services described above.
Project Description (maximum of 5,000 characters)	Provide a project description that addresses the following: • Describe how the requested SASP funds in the application budget will be used to address each of the Purpose Areas selected above, and how they will be used to meet the goals and objectives identified later in this application.
Informational Materials (Maximum of 5,000 characters)	Using the Yes/No boxes, indicate whether you will use grant funds to develop, revise, or distribute informational materials. Describe the informational materials that will be developed, revised or distributed with SASP funds. Indicate whether SASP funds will be used to translate materials into languages other than English and identify those other languages. If funds will not be used to develop, revise, or distribute materials, enter “NA.”
Victim Services	Enter the total estimated number of victims this project is intended to serve. Enter the estimated number of victims that will receive each service: • Civil Legal Advocacy/Court Accompaniment (Assisting a victim/survivor with civil legal issues including preparing paperwork for a protection order, accompanying victim/survivor to a protection order hearing, or other civil court proceedings. Does not include advocacy by attorneys and/or paralegals.) • Counseling Services/Support Group (Short-

	term individual or group counseling or support.) • Criminal Justice Advocacy/Court Accompaniment (Assisting a victim/survivor with criminal legal issues; preparing paperwork such as victim impact statements; accompanying a victim/survivor to a criminal court proceeding or law enforcement interview; and all other advocacy within the criminal justice system.) • Crisis Intervention (A process by which a person identifies, assesses, and intervenes with an individual in crisis to restore balance and reduce the effects of the crisis in his/her life. In this category, include crisis intervention that occurs in person and/or over the telephone.) • Employment Counseling (Actions designed to assist a victim/survivor in obtaining employment, e.g., skills training, job searches, resume-writing, job interviews, and preservation of employment.) • Financial Counseling (Actions designed to assist a victim/survivor with issues related to improving credit, retiring debt, setting up bank accounts, managing household finances, negotiating with lenders or landlords, developing budgets, filing tax returns, etc.) • Hospital/Clinic/Other Medical Response (Accompanying a victim/survivor to, or meeting a victim/survivor at a hospital, clinic, or medical office.) • Job Training (Providing training in specific employment-related skills to a victim/survivor, e.g., on computer literacy.) • Language Services (Interpretation or translation.) • Material Assistance (Providing victims/survivors with SASP-funded clothing, food, personal items, etc.)

	• Transportation (Provision of SASP-funded transportation, either directly or through bus passes, taxi fares or other means of transportation.) • Victim/Survivor Advocacy (Actions designed to help the victim/survivor obtain needed support, resources, or services including employment, housing, shelter services, health care, victims' compensation, school/education, etc.)

D. Goals and Objectives Form (in OGMS)

All applicants must complete project goals and objectives. The goals and objectives section is worth 25% of the applicant's score. Awarded applicants will report on the status of their goals and objectives quarterly.

Project Goals and Objectives Form Instructions (in OGMS), 25% of Applicant's Score	
Goal (maximum of 100 characters per goal)	Applicants must enter two goals. Goals must reflect the work anticipated to occur in the grant period with awarded funds. Select "Add Entry" to enter each goal.
Objectives (maximum or 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. qualifiable), attainable, related to items in the budget, and time-based. Goals and objectives must address the Purpose Areas the applicant selected above.
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.

Example Goal and Objectives

Goal: *Sexual Assault victims will be provided support in the immediate aftermath of their victimization.*

Objective 1: *Our SASP-funded hotline will provide 100 victims with crisis intervention services, referrals, and information.*

Objective 2: *Using SASP funded background checks and training supplies, we will onboard 3 volunteers who will help cover 24/7 hospital accompaniment shifts.*

Objective 3: *Using SASP funded mileage, we will travel to the hospital 12 times during the grant period to provide hospital accompaniment services.*
Intended Outcome: *The immediate support we offer will help reduce the physical, emotional, and psychological impacts that often intensify when a person is left without guidance or care. When survivors receive prompt, compassionate, and coordinated services, they are more likely to regain a sense of safety and begin healing in a way that honors their needs and autonomy.*
Data Collection: *The hotline staff will enter services in Vadata. We will run Vadata reports, quarterly, to report on these grant funded services. Reported numbers from these reports will be prorated to this grant as our hotline is funded by multiple sources. Our volunteer coordinator will track all volunteer training supplies and background checks we pay for with these funds in two separate Excel spreadsheets. All SASP funded items will be tracked by funding source in our financial management system. The SASP-funded advocate will track mileage used for hospital accompaniment in an Excel spreadsheet.*

E. Budget and Related Narratives

The project budget, composed of all budget forms, is worth 25% 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, and the amount being requested from federal funds, state funds and special funds.

Budget Grid Instructions	
Report the amount of funds requested by category. Funding reported on the grid should represent the whole grant period. For any category for which you are not requesting funds, enter $0.00 on the budget grid.	• Personnel • Fringe Benefits • Consultants • Travel • Subsistence (lodging and per diem) and Other Travel • Equipment • Supplies and Other Expenses • Indirect Costs
Match	Match is not required under this grant program. Do not add matching funds to the budget.
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.

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:

   - 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 federal 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 funds associated with this project. Staff time supported by grant funds may only be spent on approved grant activities. SASP funds may support up to 90% of a full-time employee and no less than 50% of a full-time or part-time employee. Full-time positions over 90% or any position under 50% will not be considered. All salaries must meet a living wage requirement specific to the applicant's service area. To determine living wage, 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.
Personnel	Enter the employee's name, position title, whether the position is full time or part time, the total hours worked per week, 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. 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.
Employee fringe benefits	Select the employee's name. Enter the fringe benefit costs (FICA, retirement, group life, health insurance, workers' compensation, unemployment, disability, and other). 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. Fringe benefit amounts must be proportional to the requested salary.

Description (maximum of 500 characters)	Select the employee's name. Under "Description of Position," include: • Grant-related duties performed (do not list job duties that are not under this grant) • Whether and how the position was prorated • The basis of computation for fringe benefits
Justification (maximum of 500 characters)	Select the employee's name. Under "Justification for Position," include: • How the position is essential to the goals in the proposed project • Assurance that the rate of compensation is approved by the Board of Directors or aligned with the organization's compensation plan for similar positions that perform similar work. • Assurance that the rate of compensation meets a living wage requirement.
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
SASP funding is requested to cover 75% of the salary and benefits for Counselor, John Doe. John is a full-time employee (40 hours/week) who provides counseling services to victims of SA and DV. SASP funding will support John's work with SA victims only, supported by weekly timecards that track SASP funded SA services separate from DV services supported by other funding. $50k (total annual salary) x 75% = $37,500. Fringe also prorated at 75%: $16,500 x 75% = $12,375. Total salary and fringe $37,500 + $12,375 = $49,875.

Justification
John's salary and benefits are consistent with similar positions in the surrounding area and supported by the organization's compensation plan. The salary meets the living wage requirement ($42,324/year) for our service area (Albemarle Co.). This position will provide counseling services specifically to sexual assault victims, as allowable with SASP funding.

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, the rate may not exceed $650.00 per day ($81.25 per hour, exclusive of travel and/or lodging and per diem) and may not exceed the consultant's usual and customary fee.
Consultant subsistence and travel	Consultant lodging, 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.
Description (maximum of 500 characters)	Select the name of the consultant. Under "Description of Consultant's Role," include: • A description of the consultant's role • Each service contracted for • The total budgeted amount for each service • A basis of computation for the requested amount • If consultant travel is requested, provide an explanation as to whether the amount is based off the applicant's travel policy or the federal rate detailed here: https://www.gsa.gov/travel/plan-a-trip/transportation-airfare-rates-pov-rates-etc/privately-owned-vehicle-pov-mileage-reimbursement?topnav=travel
Justification (maximum of 500 characters)	Under "Justification for Use of Consultant," include: • The number of clients benefiting from each type of service

	• How use of the consultant is necessary to meet the goals and objectives of the grant Applicants are encouraged to attach supporting documentation to justify the request.

Example:

Description

Applicant requests funding for 208 hours of counseling services contracted with Acme Counseling. 208 hours of counseling services will allow the organization to send 4 sexual assault victims per week to one hour of counseling during the grant period. (52 weeks x 4 victims per week x 1 hour per session= 208 hours). All counseling sessions will be for victims of sexual assault and these services are exclusive to this SASP project, so this request is not prorated. The Acme Counseling rate is $80/per hour. 208 hours x $80/hour = $16,640.

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.

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, 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)	Select the mileage being requested. Under "Description of Mileage," include:

	• A description of the requested mileage per each item • A basis of computation for the requested amount • Whether the request is based on the federal rate or the applicant's policy
Justification (maximum of 500 characters)	Under "Justification for Mileage," include: • A description of how the requested mileage is necessary to meet the goals and objectives of the grant • 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.

Example:

Description

Agency requests mileage for our SASP funded advocate to travel to the hospital to meet directly with sexual assault victims. We anticipate the advocate will respond to 40 calls at the hospital specific to sexual assault cases based on 2025 statistics. A round-trip to our local hospital is 20 miles. 40 calls x 20 miles each= 800 miles. We reimburse mileage at the federal rate of 72.5 cents per mile. 800 miles x .725 = $580. Mileage used by the SASP funded advocate is used exclusively for this SASP project, so this request is not prorated.

Justification

Mileage is needed so that our SASP funded staff person can be present with victims at the hospital where they can provide a wide range of services in a supportive, trauma-informed way.

d. Subsistence and Other Travel Costs Form (If lodging, per diem, 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 lodging, per diem and other travel costs are	If "Yes," complete the remainder of the form.

included in the budget – “Yes” or “No.”	
Other Travel Costs	Under “Other Travel Costs,” enter: • The event title • The number of people attending • The number of trips with airfare • The airfare rate • Other travel costs
Description (maximum of 500 characters)	Select the event being requested. Under “Description of Costs,” include: • A description of the costs • A basis of computation for each cost • Whether the request is based on the federal rate or the applicant’s policy
Justification (maximum of 500 characters)	Under “Justification for Costs,” include: • A description of how the expense is necessary to meet the goals and objectives of the grant • 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.

Example:
Description
Agency requests airfare for our SASP funded advocate to attend the Victim Services Annual Conference, September 1–5, 2027, in Atlanta, Georgia. Round trip airfare from Richmond to Atlanta currently ranges from $375–$670 depending on time of travel and the number of layovers. Applicant anticipates purchasing a plane ticket costing $400. This request is prorated to $100 because roughly 25% of the conference is focused on sexual assault while the other 75% is focused on other victimizations. $400 x 25%=$100.

Justification
Attendance at this conference will give the direct service SASP advocate tools and knowledge to work with victims of sexual assault. This year’s conference is focused on serving victims with disabilities. There are no sexual assault conferences with a focus on victims with disabilities available in Virginia. Last year, 11 sexual assault victims with disabilities requested our services and it is important to us to increase our skills specific to this population.

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 subrecipient's policies and the Code of Federal Regulations (www.ecfr.gov) and the DOJ Financial Guide (www.ojp.gov/funding/financialguidedoj/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)	Select the equipment item being requested. Under "Description of Equipment," include: • The basis of computation for the requested amount • Whether and how the item is prorated • An explanation of how the amount being requested is reasonable • An explanation for how the cost of an item was determined (e.g., a quote from a vendor) Attach applicable documentation of estimated costs.
Justification (maximum of 500 characters)	Under "Justification for Equipment," include how the item is essential to the goals in the proposed project. If equipment is requested to replace outdated or "old" equipment, briefly describe why replacement is necessary and when the "old" equipment was acquired.

Example:

Description

Applicant is seeking funding to purchase a new case management system. The total cost for the system, including licensing, is $7,000. This system will manage all cases worked by all staff, so this request is prorated. If awarded, this grant will make up approximately 10% of our whole organization's annual budget. Therefore, we are prorating this request at 10%. $7,000 (total cost) x 10% = $700.

Justification

Our current case management system is outdated and no longer serves our needs. It slows down and often crashes, necessitating rebooting every few days. We also have noticed recent lost data. It was purchased ten years ago. Similar products cost $6,500-8,500.

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). These include, but are not limited to, the following:

- Office supplies
- Therapy supplies
- Postage
- Training or conference registration
- Telephone services
- Cell phone services
- Internet provider contracts
- Printing projects
- Leases for or purchasing copy machines, under $5,000*
- Leases for or purchasing printers, under $5,000*
- Computer or laptop *
- Cell phones *

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."

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: • An explanation of what the item is • A basis of computation that explains how the total cost of the item was determined • Whether and how the item is prorated
Justification (maximum of 500 characters)	Under "Justification," include: • Why the item is needed to meet the grant goals • Whether the item is replacing an older item • The age of the older item • An explanation as to why it must be replaced

Examples:

Description

Applicant is seeking funding to purchase a laptop computer for SASP 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 SASP (80%) to serve sexual assault victims. Jane is also funded by VOCA (20%) to serve DV 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.

g. **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, not including match.

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:

1. Administrative or clerical services are integral to the grant project or activity.
2. Individuals involved can be specifically identified with the grant project or activity.
3. Such costs are explicitly included in the budget or have the prior written approval of the awarding agency.
4. 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	Determine the indirect cost rate that will be used for this grant program. Applicants have two rate options: 1. Federally 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. 2. De minimis rate ○ Applicants without a current NICRA may elect to use the de minimis rate of 15% or less. ○ Complete the OGMS de minimis rate certification. ○ This certification must be signed by the Project Administrator.

	If the applicant will use the de minimis rate, answer “Yes.” If the applicant will use a NICRA, answer “No.”
Direct expenditures	Enter the amount of funds in the budget grid per each category. Do not include anticipated indirect costs in this grid. Save the form before continuing.
Expenditure totals	Enter the indirect costs rate.
DCJS funds	Enter the total allowable amount of indirect costs. If the requested amount must be less than what is otherwise allowable in order to fit into the grant funding cap of $50,000, adjust the rate.

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 each quarter, subrecipients can use the MTDC Worksheet (www.dcjs.virginia.gov/sites/dcjs.virginia.gov/files/MTDC%20Worksheet.xlsx).

Attachments in OGMS

Upload the following attachments in OGMS, if required.		
	When is it required?	**Details**
Letter authorizing signing, grant certification and grant application submission	If someone other than the Project Administrator completes the OGMS certifications and application submission, a document granting permission to enter the Project Administrator’s name is required.	Provide documentation from the Project Administrator authorizing a specific individual to enter the Project Administrator’s name as the electronic signature in OGMS. 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.
Job descriptions	Applicants seeking funding under "Personnel" must attach job descriptions for each staff for which they are requesting funding.	Position titles on the job descriptions must correspond to the Personnel form.
Acknowledgement of Notice of Statutory Requirement to Comply with the Confidentiality and Privacy Provisions and the Violence Against Women Act	All applicants must submit this form, which can be found through this link: https://www.justice.gov/ovw/media/384316/dl?inline	It must be signed by the Project Administrator or their designee.
Proof of 501c3 Status	All non-profit organizations who have not received an award from DCJS.	New non-profit applicants who have never received a grant award from DCJS must submit proof of 501c3 status.

***Note:** For each attachment that is required and not provided, reviewers will subtract 5 points.

Certifications in OGMS

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 as noted under "Attachments in OGMS."

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**
SASP DOJ Certification	All applicants must complete this form.	It must be signed by the Project Administrator or their designee.
General Conditions and Assurances	All applicants must complete this form.	It must be signed by the Project Administrator or their designee.
Lobbying and Debarment Certification	All applicants must complete this form.	It must be signed by the Project Administrator or their designee.
SAM Registration	All applicants must complete this form.	Upload proof of SAM registration with the Unique Entity Identifier number (UEI) and a non-expired expiration date.
Non-Supplantation	All applicants must complete this form.	It must be signed by the Project Administrator or their designee.
Civil Rights Certification of Compliance	All applicants must complete this form.	The Project Administrator must certify that that upon award, they will ensure all grant funded staff and authorized grant officials are made aware of their civil rights responsibilities as detailed on the Office for Civil Rights training and resources website https://www.ojp.gov/program/civil-rights-office/training-resources. The certification includes assurance that completion of civil rights training by grant funded staff is documented, and they accept responsibility for ensuring that project staff understand their civil rights responsibilities. All applicants should select "Yes" on the "Project Director Certification"

		in OGMS and complete the form with their information. The Project Administrator must select whether the applicant agency falls under Equal Employment Opportunity Plan (EEOP) Certification A or Certification B. Awarded applicants that fall under EEOP Certification B must have an EEOP on file and provide it to DCJS upon request. All applicants should select “Yes” on the “Project Administrator Certification” in OGMS and complete the form.
Authority Certification	All applicants must complete this form.	It must be signed by the Project Administrator or their designee.

Fund Request

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 4th quarter claim is marked final by the subgrantee.
- 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.

Submit Application

Submit your application with required attachments through OGMS by 12:00 pm (noon) on August 17, 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, include the grant name and application number, or visit OGMS Training & Resources at 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 Andi.martin@dcjs.virginia.gov or 804-371-0534. Applicants may also use the "Question" feature under the Funding Opportunity in OGMS. A response will be sent within two business days.