



Virginia Department of Criminal Justice Services

Victim Witness Grant Program (VWGP)

Guidelines and Application Procedures State Fiscal Year 2027

Federal and State Funds Continuation Solicitation

Online Grant Management System Funding Opportunity Number
564573

Application Deadline
Monday, April 20, 2026, 12:00 p.m. (noon)
Late applications will not be accepted.

Guidelines Issued March 19, 2026

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

Table of Contents

General Information	3
Application Assistance	5
Applicant Eligibility Requirements	5
Grant Project Requirements	6
Application Review Process	12
Before Applying.....	12
Application Instructions.....	13
Certifications in OGMS.....	29
Attachments in OGMS	31
Fund Requests and Grant Reporting Requirements.....	32
Submit Application.....	33
Attachment A – SFY 2027 Anticipated Award Amounts.....	34

General Information

The Virginia Department of Criminal Justice Services (DCJS) is accepting applications through the On-line Grant Management System (OGMS) (www.ogms.dcs.virginia.gov/index.do) for state fiscal year (SFY) 2027, for the Victim Witness Grant Program (VWGP). This funding is supported by federal Victims of Crime Act (VOCA) funds, Virginia Crime Victim-Witness Fund (state special funds), and state general funds appropriated to DCJS in the Commonwealth of Virginia’s state budget for SFY 2027.

The primary purpose of VOCA funding is to support the delivery of direct services to victims of crime. For the purposes of this grant program, a *crime victim* is defined as a person who has suffered physical, sexual, financial, and/or emotional harm as a result of the commission of a crime. This includes victims of federal crimes. Crimes do not need to be reported to law enforcement in order for people to receive services under VOCA.

The federal VOCA Rule defines *direct services to victims of crime* as “efforts that:

1. respond to the emotional, psychological, or physical needs of crime victims;
2. assist victims to stabilize their lives after victimization;
3. assist victims to understand and participate in the criminal justice system; *OR*
4. restore a measure of security and safety for the victim.”

These funds can be used to provide crime victims with:

- Information and referrals. Examples include providing information about the criminal justice process and victims’ rights; referrals to other victim service programs; and referrals to other services, supports, and resources.
- Personal advocacy and accompaniment services. Examples include accompaniment to emergency medical care and forensic examinations; accompaniment to criminal justice system-related events; individual advocacy; and intervention with employers, landlords, schools, and others on behalf of the victim.
- Emotional support and safety services. Examples include crisis intervention; safety planning; hotline services; individual counseling; support groups; and other therapeutic services.
- Shelter and safe housing options. Examples include providing emergency shelter; providing transitional housing; arranging safe housing; and other relocation assistance.
- Criminal and civil justice system assistance. Examples include notification of criminal justice events; and accompaniment to court hearings, to meetings with law enforcement and prosecution, and to other criminal justice system-related events.

Funding Details	
Grant Award Period	SFY 2027, July 1, 2026, through June 30, 2027. Grant period extensions will not be considered.
Funding Source	Funding for this grant program is made available from federal VOCA funds, through the U.S. Department of Justice (DOJ), Office for Victims of Crime. The awards for this grant period are anticipated to be funded from the

	<p>Commonwealth of Virginia’s 2023, 2024, and 2025 federal VOCA awards, Assistance Listing number 16.575.</p> <p>Additionally, funding for this grant program includes state general and special funds allocated to DCJS for grants to local and statewide applicants through the Victim Witness Grant Program.</p>
<p>Expected Total Amount of Funding</p>	<p>Eligible organizations may apply for amounts up to their current SFY 2026 VWGP award. DCJS will not approve awards that exceed the applicants’ current VWGP award amount. Please reference the attached list of predetermined award amounts and funding sources.</p>
<p>Availability of Continuation Funding</p>	<p>DCJS anticipates continuation funding for subrecipients in SFY 2028 if funding is available 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 (notwithstanding an approved reporting extension), all encumbrances (if applicable) have been met, and there are no outstanding compliance matters. The amount of available funding and individual subaward amounts are unknown at this time.</p>
<p>Match Requirement</p>	<p>According to the VOCA Rule, grant recipients must contribute a match of at least 20%. The state general and special fund portions of each award will meet this requirement. Therefore, local matching funds are not required.</p>
<p>Disbursement of Funds</p>	<p>Disbursement of funds will occur on a cost-reimbursement basis for actual funds expended.</p>
<p>Quarterly Reporting and Claims</p>	<p>Actual expenditures must be reported quarterly and invoiced according to the approved budget. Reimbursement is only for costs incurred during the grant period and listed on the financial report. Grant funds are obligated only within the grant period. A final claim for all obligations is due within 45 days after the grant ends. All claims and</p>

	reports must be submitted in OGMS.
OGMS Funding Opportunity Number	564573
Application Deadline in OGMS	Monday, April 20, 2026, 12:00 pm (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	Patricia Foster Patricia.Foster@dcjs.virginia.gov
OGMS Assistance	www.dcjs.virginia.gov/grants/ogms-training-resources
OGMS Contact	ogmssupport@dcjs.virginia.gov

Applicant Eligibility Requirements

Types of Organizations

The following eligibility criteria are in accordance with federal guidelines, the Commonwealth of Virginia’s budget language, and the VOCA Rule. Eligible applicants must meet all the following criteria:

- Demonstrate a record of providing effective direct services to crime victims. In accordance with the federal [VOCA Rule](#), a program has demonstrated a record of effective services when, for example, it demonstrates the support and approval of its direct services by the community, its history of providing direct services in a cost-effective manner, and the breadth or depth of financial support from sources other than the federal Crime Victims Fund (source of VOCA funding).
- Have a record of support from sources other than the federal Crime Victims Fund. A program has financial support from sources other than the Crime Victims Fund when at least twenty-five percent (25%) of the program’s funding in the year of, or the year preceding, the subaward comes from such sources, which may include other federal funding programs.

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 be in good standing with all state and federal agencies with which they have an existing grant or contractual relationship.

Grant Project Requirements

Project Eligibility

Eligible projects must meet all the following criteria:

1. Provide services directly to victims of crime.
2. Utilize the Victims Services Data Collection System (VSDCS) to document individuals served and the services provided to those individuals. Comply with DCJS certifications and reporting.
3. Promote collaboration with victim service agencies and organizations within the community to coordinate efforts that support and assist crime victims.
4. Assist victims of crime in seeking crime victim compensation benefits. VWGP recipients must assist victims in seeking Virginia Victims Fund (VVF) benefits, including maintaining a supply of VVF brochures and applications, establishing procedures to identify clients who may be eligible for compensation, ensuring that all VWGP-funded staff are familiar with VVF compensation services, assisting clients with the application process, and checking claim statuses.
5. Utilize volunteers significantly in project activities and maintain documentation onsite of volunteer efforts.
6. Provide program information to the majority of agencies that assist victims of crime in the service delivery area.
7. 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.
8. Provide services to crime victims at no charge.
9. Maintain confidentiality of victim information.
10. Comply with DCJS requirements and provide statistical and programmatic information about staff, volunteers, and victims served.
11. Provide services as defined by DCJS and/or the federal Office for Victims of Crime (OVC) and maintain data collected through the Victims Services Data Collection System (VSDCS). Only enter grant-funded services/activities.
12. Provide services to victims of federal crimes on the same basis as victims of state/local

crimes.

13. Meet program match requirements as applicable. Note, although state general funds awarded to subgrantees are used to meet the VOCA-required match, subgrantees must apply these funds to their project during the grant period in order for the match requirement to be fulfilled. Unspent state general funds may result in an unmet match obligation, which could necessitate the subgrantee's return of federal funds.

Services Provided by Grant-Funded Staff

Services provided by grant-funded staff are direct, allowable, and measurable actions performed by personnel whose positions are supported in whole or in part by VWGP funds. These services must directly benefit individuals who are eligible and served by the project. Examples include crisis intervention, case management, advocacy, counseling, information and referral, legal assistance, safety planning, accompaniment to court or medical appointments, and other forms of direct client support. Services are tracked by the number of clients served, service hours, and service outcomes (projected service targets).

Grant-Funded Activities

Grant-funded activities encompass the broader set of tasks and efforts supported by the VWGP grant that contribute to the delivery or enhancement of victim services but may not always involve direct client contact. Examples include outreach and education to increase awareness of available services, data collection and reporting, program evaluation, staff training, and coordination with other agencies to improve service delivery systems. Activities may include program support functions that enhance or sustain service delivery and program development and are measured by outputs. For example, the number of trainings provided and received, partnerships and collaborations established, or material distributed on behalf of crime victims.

Grant Conditions and Federal Requirements

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

- Civil Rights and Nondiscrimination
<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
- U.S. Department of Justice Grants Financial Guide
www.ojp.gov/doj-financial-guide-2024
- VWGP Grant Specific Conditions
<https://www.dcjs.virginia.gov/filebrowser/download/2617?fid=2617#block-uswds-base-subtheme-page-title>
Conditions for SFY 2027 will be provided upon award but are not expected to differ significantly.

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 *local* matching funds under this funding opportunity.

For those grantees receiving VOCA funds as part of their award, state general funds are also awarded and are used to meet the VOCA-required match. Grantees must apply these funds to their project during the grant period for the match requirement to be fulfilled. Unspent state general funds may result in an unmet match obligation, which could necessitate the grantee return federal funds, if applicable.

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:

- 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 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.

Non-allowable Expenses

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

1. Any portion of salary for time not dedicated to approved, grant-funded activities.
2. Capital construction, renovation, remodeling, or land acquisition.
3. The purchase or lease of any vehicles.
4. Firearms, ammunition, or related equipment.
5. Political contributions or lobbying.
6. Honoraria.
7. Personal entertainment, personal calls, or alcohol.
8. Trinkets or give-away items (e.g., key chains, pop sockets, flashlights, whistles, chip clips, t-shirts, canvas bags).
9. Research and studies.
10. Active investigation and the prosecution of criminal activities.
11. Fundraising.
12. Activities focused on prevention.

- 13. Direct cash payments to victims.
- 14. Supplies or equipment that are given to victims for their personal use.
- 15. Non-emergency use of food.
- 16. Consultant hourly rates that exceed \$81.25/hour or \$650/day.
- 17. Neither VOCA funds nor state general and special funds awarded through this funding opportunity may be used as matching funds for other grant programs.

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.

Allowable Costs

This grant program is designed to support programs and activities that provide comprehensive services, direct intervention, and related assistance to crime victims.

Allowable Costs	
<p>Salary and fringe benefits to support staff time spent meeting the goals and objectives of this grant.</p>	<p>For example:</p> <ul style="list-style-type: none"> • Information and referrals • Personal advocacy and accompaniment services • Emotional support and safety services • Shelter and safe housing • Criminal and civil justice system assistance
<p>Supplies or equipment for use by a VWGP-funded staff person that support the goals and objectives of this grant.</p>	<p>For example:</p> <ul style="list-style-type: none"> • Office space • Laptops • Printers • Copiers • Telephones • Cellphones • Internet or cell phone service <p>These items must be prorated to the amount of time the grant-funded staff person works on this grant project. These items cannot be purchased for victims’ personal use. Subgrantees must maintain and inventory property purchased with grant funds in accordance with the DOJ Grants Financial Guide: www.ojp.gov/funding/financialguidedoj/overview</p>

<p>Travel and subsistence (lodging and per diem) needed by staff and volunteers to support the goals and objectives of this grant.</p>	<p>For example:</p> <ul style="list-style-type: none"> • Mileage • Per diem • Lodging • Parking <p>DCJS will consider requests to support limited attendance at appropriate out-of-state training conferences. DCJS will approve requests for funds to support out-of-state travel or airfares to attend training conferences, with adequate justification. Justification must address how the training is needed to meet the goals of the grant and that it is unavailable within the state. Applicants should demonstrate that attendance is cost-effective and will facilitate essential improvements in service delivery. Registration fee expenses should be detailed in the “Supplies and Other Expenses” category.</p>
<p>Consultant costs that support the goals and objectives of this grant.</p>	<p>For example:</p> <ul style="list-style-type: none"> • Translation services • Interpretation services
<p>Supplies needed to provide services to crime victims</p> <p>and</p> <p>Payments for goods or services needed by crime victims because of their victimization.</p>	<p>For example:</p> <ul style="list-style-type: none"> • Security measures such as re-keying locks or purchasing a motion detector or security camera that does not require installation. • Emergency food and clothing. • Therapeutic supplies to be used by crime victims, such as journals, yoga mats, and art supplies.
<p>Outreach activities</p>	<p>For example, brochures, fliers, billboards, and other outreach expenses to inform the community being served about the organization’s victim services and how they can access services.</p>

Make note of the following training opportunities as part of budget development:	
Title	Strengthening Advocacy: Essential VWGP Services Explained
Topics	The in-person training will focus on required services under the Virginia Crime Victim and Witness Rights Act (“Bill of Rights”), updated VSDCS brief descriptions, expanded service definitions, and documentation of services to individuals served with VWGP funds. The agenda is structured so it can be delivered consistently across four regions and allows for regional discussion of service examples, trends, challenges, and successes.
Intended Audience	Victim Witness Grant Program advocates, volunteers, and allied professionals who document services in the VSDCS.
Learning Objectives	<p>Understanding the statutory requirements of the crime victims' Bill of Rights:</p> <ul style="list-style-type: none"> • Overview of six (6) sections of the Bill of Rights • Distinguishing required services from enhanced or generic services • Documentation tips and examples of required services • Applying updated service definitions consistently across programs • Aligning service delivery with grant requirements • OAG, Parole Board, VADOC, and VVF presentations • Identifying documentation and compliance expectations in victim notification and compensation services
Dates, Locations, and Registration	<p>Friday, July 10, 2026 Stafford, VA https://www.dcjs.virginia.gov/eventregistration/register.cfm?eventid=3845</p> <p>Friday, August 14, 2026 Abingdon, VA https://www.dcjs.virginia.gov/eventregistration/register.cfm?eventid=3844</p> <p>Friday, September 11, 2026 Weyers Cave, VA https://www.dcjs.virginia.gov/eventregistration/register.cfm?eventid=3846</p> <p>Friday, November 6, 2026 Chesapeake, VA https://www.dcjs.virginia.gov/eventregistration/register.cfm?eventid=3856</p>

Application Review Process

This is a continuation grant. The grant period for subawards made under these guidelines is 12 months, July 1, 2026, through June 30, 2027. For purposes of this solicitation, applicants must submit one budget that will be used for the 12-month grant period.

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), progress reports (status reports in OGMS), or encumbrances 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 through the applicant's current award.

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

1. The applicant is eligible for funding.
2. The request for funding does not exceed the applicant's current VWGP award.
3. Proposed project activities are allowable.
4. Proposed project costs are allowable under this grant program, justified as necessary, prorated as required, allocable to the project, and include a basis of computation necessary for DCJS staff to make these determinations.
5. The applicant has identified three goals with two to three objectives, and all objectives are specific, measurable, attainable, related to items in the budget and time-based.
6. The goals and objectives address the purpose of this funding opportunity.
7. All certifications are completed and signed by the correct individual.

The Criminal Justice Services Board (CJSB) is expected to make award determinations at its meeting in June of 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: 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. It is not recommended to create another OGMS user account while awaiting a request to reactivate an account.

SAM: 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.

Application Instructions

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

To apply for this grant, select **Funding Opportunity 564573, Victim Witness Grant Program (VWGP) SFY 2027**.

General Information

Under *General information*, use the following naming convention for *Program Title*: VWGP SFY 2027, <Name of Applicant Organization>.

Under *Additional Applicants*, select all 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 served by the applicant (www.census.gov/mycd).
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, the 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	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, “Victim Witness Grant Program funds

	<p><i>will support the salaries and benefits of one full-time Director, three full-time Advocates, one full-time Program Assistant, and one hourly Administrator. These positions will provide the direct services required under the Virginia Crime Victim and Witness Rights Act, including information and referral assistance, personal advocacy and accompaniment, emotional support and safety services, access to shelter and housing resources, and guidance throughout the criminal and civil justice processes. With this staffing structure, the program anticipates serving approximately 1,600 victims during SFY 2027.”</i></p>
<p>Project Director</p>	<p>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.</p>
<p>Project Administrator</p>	<p>The Project Administrator is the person who has authority to formally commit the organization, locality, or state agency to comply with all the terms of the grant application, including the provision of the required match. This must be the president of the board of directors of a nonprofit organization; the county administrator; the city, county, or town manager; the chief elected officer of the locality, such as the mayor or chairman of the board of supervisors; or, in the case of a state agency, the agency head.</p> <p>Someone other than the Project Administrator can certify and authorize the submission of the grant application if they have been delegated the authority.</p> <p>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.</p> <p>(See page 29 for authority designation instructions.)</p>
<p>Finance Officer</p>	<p>Provide the name and contact information for the person responsible for the fiscal management of the funds associated with this grant, such as the</p>

	treasurer of the agency’s board, the locality's financial manager, or the hired accountant.
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***Note:** Appropriate internal controls necessitate that the Project Director, Project Administrator, and Finance Officer are different people.

B. Project Specific Goals and Objectives Form (in OGMS)

Complete the SFY2027 VWGP Goals Projection Form (located in the Attachment section of the Funding Opportunity #564573).

Applicants must provide projected Project Specific Goals for services to direct victims and witnesses. Projections should reflect the level of work anticipated to occur during the grant period for SFY 2027 based on requested funding and staffing. All projections must align with the required services under the [Virginia Crime Victim and Witness Rights Act](#) and correspond to items included in the budget.

Applicants must enter a numerical value for each service listed on the form, including zero. Projections must be measurable and include multiple services and directly relate to the activities supported in the proposed grant budget. Awarded applicants will report quarterly on progress toward these goals in the VSDCS.

Projection Form Instructions	
Service Category Name (Column A)	Each service is categorized into one of five (5) OVC Service Categories.
Service Name (Column B) Brief Service Description (Column C)	Each service name (Column B) is followed by a brief service description (Column C). Use this column as a quick reference to full descriptions located in the VW Codebook.
Required by Code (Column D) Direct Victim (Column E) Direct Witness (Column F) Generic Victim (Column G) Generic Witness (Column H)	Yes: Indicates service is required by the Virginia’s Crime Victim and Witness Rights Act . Each category of victim and witness services (Columns E-H) contains indications of Yes.
Projected Goal (Column I)	Applicants must enter a numerical value in Column I for each listed service. Projected goals must reflect the work anticipated to occur in the grant period, with funds awarded for service provision to victims and witnesses of crime. <ul style="list-style-type: none"> • Each projected goal must be “SMART,”

	<p>meaning they must be specific, measurable (i.e., quantifiable), attainable, related to items in the budget, and time-based.</p> <ul style="list-style-type: none"> • Projected goal values must address the purpose of this funding opportunity and represent the grant period.
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C. Budget Grid (in OGMS)

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

Budget Grid Instructions (in OGMS)	
Report the amount of funds requested by category.	<ul style="list-style-type: none"> • Personnel and Fringe Benefits • Consultants • Travel • Subsistence and Other Travel • Equipment • Supplies and Other Expenses • Indirect Costs
Match	<p>The match requirement for this funding opportunity is met with state general and or special funds, which must be placed under the “State” (General or Special) column in the budget grid, if applicable.</p> <p>Do not add funds on the budget grid under “Cash Match” or “In-Kind Match.”</p>
Place requests for funding under the “Federal” and “State” columns.	Funding for this grant program comes from federal VOCA funds and state general funds. Place requests for funding under the appropriate column(s), based on the award amounts listed in the attachment.
Ensure that each itemized budget form aligns with the total amount requested on the budget grid.	Each budget line must correspond to the itemized budget forms. Round all amounts to the nearest dollar.
Funds from Other Sources	Enter all funds from other sources that support the proposed project. If the proposed project will generate program income, enter the anticipated amount of program income that will be earned and explain how these funds will be used to support the grant project.

1. Itemized Budget Forms (in OGMS)

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 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.
- 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 and state 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 project must be prorated, and the applicant must include an explanation of how the items were prorated.
 - i. If an item is used exclusively for this proposed project, prorating is not needed.
 - ii. If the item is used to support other projects in the agency, prorating is needed.
 - iii. 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 Individual Grant Funded Staff: If a staff person is funded 50% by this grant, prorate their computer, office supplies, office furniture, cellphone or other assigned items by 50%.
 - Proration Based on Total Grant Funded Staff: If 25% of the organization's staffing is supported by this grant, prorate items used by all staff by 25%.
 - Proration Based on Victims Served: If your VWGP-funded staff serve 10% of the total victims served by your agency, you can prorate items that are not used exclusively for this proposed VWGP project by 10%.

- 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 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 the remainder of the form.
Personnel Form	<ul style="list-style-type: none"> • 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. • 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.
Employee Fringe Benefits	<ul style="list-style-type: none"> • Select the employee’s name. • Enter the fringe benefit costs (FICA, retirement, group life, health insurance, workers’ compensation, unemployment, disability, and other). <ul style="list-style-type: none"> ○ If fringe benefits for individual employees cannot be entered, create an employee named “Fringe Benefit” and enter the aggregate 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)	<ul style="list-style-type: none"> • Select the employee’s name. • Under “Description of Position,” include: <ul style="list-style-type: none"> ○ Grant-related duties performed (do not list job duties that are not under this grant),

	<ul style="list-style-type: none"> ○ Whether and how the position was prorated, and ○ The basis of computation for salary and fringe benefits.
<p>Justification (maximum of 500 characters)</p>	<ul style="list-style-type: none"> ● Select the employee’s name. ● Under “Justification for Position,” include: <ul style="list-style-type: none"> ○ How the position meets the purpose of this grant program, ○ 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 ○ Assurance that the rate of compensation meets a living wage requirement.

Example 1:

Description

The applicant requests funding for a full-time victim advocate position. This victim advocate position will provide direct services to crime victims. They will provide crisis intervention, court accompaniment, referrals to services, assistance with applying for victim compensation, and participate in outreach activities. 100% of the position is allowable VWGP work, so this request is not prorated. The hourly rate for this position is \$27/hour. They will work 2,080 hours (full-time) under this grant project. \$27 x 2080 hours= \$56,160. Fringe benefits are requested at 100%.

Justification

The salary for this victim advocate position is similar to other positions in our program and is supported by our locality’s compensation plan. The victim advocate pay range is \$21.50-\$28.80 per hour. 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 also purposes of VOCA funding.

Example 2:

Description

The applicant requests funding for 20% of the Project Director’s (PD) salary. Under this grant, the PD will supervise all VWGP-funded direct service providers and complete VWGP quarterly progress reports and contract amendments. These duties take up 20% of their time, so this request is prorated. The PD’s salary is \$70,000/year. \$70,000 x 20%= \$14,000. Fringe Benefits are requested at 20%.

Justification

The annual salary of the PD is consistent with similar positions in this part of the state, and it is approved by the locality's compensation plan. Similar positions in the area range between \$62,000-\$78,000. Our proposed salary also exceeds the living wage for our locality. The PD position is necessary for this VWGP grant project as it supports the provision of direct services to victims and the successful management of this grant.

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 on the Consultants form (e.g., training facilitators, consulting firms, employment agencies, etc.) Supporting documentation (i.e., time sheets, invoices, evidence of completed deliverables) for consultants must be maintained onsite and made available upon request.

Do not include membership fees under the Consultants form. Membership fees must be placed on the Supplies and Other Expenses form.

Consultants Form Instructions	
Indicate if consultants are included in the budget – “Yes” or “No.”	If “Yes,” complete the 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 (lodging and per diem) and travel are generally not allowable unless it is necessary, reasonable, and justified. Reimbursable costs must adhere to the recipient’s established travel policy.
Description (maximum of 500 characters)	<ul style="list-style-type: none"> • Select the name of the consultant. • Under “Description of Consultant’s Role,” include: <ul style="list-style-type: none"> ○ A description of the consultant’s role, ○ Each service contracted for, ○ The total budgeted amount for each service, and

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

Example:

Description

Applicant requests funding for Spanish and Russian translation services contracted with Jane Doe. Translation services are needed to translate our current victims’ services brochure into Spanish and Russian. These brochures support outreach to victims of crime to be served by this grant project, so this request is not prorated. Our brochure is 1020 words. Jane Doe’s translation services rate is 15 cents per word. 15 cents x 1020 words x 2 (Two Languages: Spanish and Russian) = \$306.00.

Justification

Our current victims’ services brochure was recently updated. It is important to translate this brochure to reach Spanish and Russian-speaking people living in our service area. Jane Doe’s rate of 15 cents per word is the middle range rate for translation services, according to Bureau Works.

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

Grant funds may be used for mileage costs to assist grant staff or volunteers with meeting grant goals. Applicants must use the federal mileage reimbursement rate if they do not have a local travel policy. The federal mileage reimbursement rate can be found at this link:

<https://www.gsa.gov/travel/plan-a-trip/transportation-airfare-rates-pov-rates-etc/privately-owned-vehicle-pov-mileage-reimbursement?topnav=travel>.

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

- Local mileage is travel within the immediate service area (satellite offices, 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"> • Select the mileage being requested. • Under “Description of Mileage,” include: <ul style="list-style-type: none"> ○ A description of the requested mileage for each item, ○ A basis of computation for the requested amount, and ○ Whether the request is based on the federal/state travel policy or the applicant’s policy.
Justification (maximum of 500 characters)	<ul style="list-style-type: none"> • Under “Justification for Mileage,” include: <ul style="list-style-type: none"> ○ A description of how the expense meets the purpose of this grant program, and ○ If the applicant’s travel policy differs from the federal/state travel policy, provide the applicant’s policy as it relates to the request.

Example:

Description

The program 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 72.5 cents per mile (.725) x 4 meetings = \$290.

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. Promoting coordination of public and private efforts to serve and aid crime victims is a requirement of VOCA funded organizations. The locality’s policy for mileage reimbursement is currently 72.5 cents per mile.

- 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 subsistence (lodging and per diem) and other travel costs are included in the budget – “Yes” or “No.”	If “Yes,” complete the remainder of the form.
Subsistence (lodging and meals)	<ul style="list-style-type: none"> • Under “Subsistence” enter: <ul style="list-style-type: none"> ○ The event title. ○ Under “Lodging”, enter the number of rooms required, the number of nights, and rate cost. ○ Under “Meals”, enter the number of people, number of days, and the per diem rate.
Other Travel Costs	<ul style="list-style-type: none"> • Under “Other Travel Costs,” enter: <ul style="list-style-type: none"> ○ The event title, ○ The number of people attending, ○ The number of trips with airfare, if any, ○ The airfare rate, and ○ Other travel costs.
Description (maximum of 500 characters)	<ul style="list-style-type: none"> • Select the event item requested. • Under “Description of Costs,” include: <ul style="list-style-type: none"> ○ A description of the costs, ○ A basis of computation for each cost, and ○ Whether the request is based on the federal/state travel policy or the applicant’s policy.
Justification (maximum of 500 characters)	<ul style="list-style-type: none"> • Under “Justification for Costs,” include: <ul style="list-style-type: none"> ○ A description of how the expense meets the purpose of this grant and ○ If the applicant’s travel policy differs from the federal/state travel policy, provide the applicant’s policy as it relates to the request.

Example:

Description

The program requests lodging and per diem for three advocates to attend basic advocacy training in Richmond, September 1-5, 2025. According to the federal rates, each complete day of per diem is \$48. \$48 x 5 days x 3 staff = \$720. This request is not prorated because each staff member attending the conference will provide services under this grant project.

Justification

Attendance at this conference will give the direct service advocates who attend tools and knowledge to work with victims. They are all new to the program and have never attended basic training before. Providing direct services to crime victims is the purpose of VOCA funding. It is our locality’s policy to provide subsistence in accordance with the U.S. General Services Administration (GSA).

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 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/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)	<ul style="list-style-type: none"> • Select the equipment item being requested. • Under “Description of Equipment,” include: <ul style="list-style-type: none"> ○ The basis of computation for the requested amount, ○ Whether and how the item is prorated, ○ An explanation of how the amount being requested is reasonable, and ○ An explanation for how the cost of an item was determined (e.g., a quote from a vendor). • Attach applicable documentation of estimated costs.

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

Description

The applicant is seeking funding to purchase a scanner/copier. The price of the scanner/copier is \$5,000. Based on the prior year’s work, we estimate that the scanner/copier will be used by all program staff for all program needs. 90% of use will be for serving victims of crime (approximately 10% will be used for non-allowable activity). This request is prorated to 90%. \$5,000 (total cost) x 90% = \$4,500.

Justification

The scanner/copier will replace the current one, which is approximately 15 years old. The current one is unreliable and often breaks down. The new scanner/copier will be used to copy materials provided to victims and documents needed for case management. We received three quotes for a new scanner/copier and have attached them to this application. All quotes were \$5,000.

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

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

- Office supplies
- Postage
- Training or conference registration
- Telephone services
- Cell phone services
- Equipment maintenance
- Membership fees
- Printing projects
- Copy machines, under \$5,000*
- Printers, under \$5,000*
- Computers for staff*
- Cell phones for staff*

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.

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"> • Select the supply or item being requested. • Under “Description,” include: <ul style="list-style-type: none"> ○ An explanation of what the item is, ○ The basis of computation that explains how the total cost of the item was determined, ○ Whether and how the item is prorated. • For membership fees, include the above-listed requirements and the following: <ul style="list-style-type: none"> ○ A description of the organization or association, and ○ The membership rate.
Justification (maximum of 500 characters)	<ul style="list-style-type: none"> • Under “Justification,” include: <ul style="list-style-type: none"> ○ Why the item is needed to carry out grant-funded activities, ○ Whether the item is replacing an older item, ○ The age of the older item, ○ An explanation as to why it must be replaced, and ○ An explanation of how the amount being requested is reasonable. • For membership fees, include the benefits the applicant will receive from the membership.

Example:

Description

Applicant is seeking funding to purchase a laptop computer for Staff Advocate Jane Doe. The laptop identified for purchase costs \$900. The laptop includes the programming and security features needed. 85% of Jane's work is dedicated to this grant program. $\$900 \times 85\% = \765 .

Note: Under the personnel section, grant reviewers should see that the applicant is requesting 85% of Jane's total salary through this grant.

Justification

The laptop computer will give Jane the ability to enter information about individuals and services to crime victims from different courtrooms throughout the week. Jane does not currently have a laptop, only a desktop computer. The laptop is needed so that Jane can take it to court and have access to needed information. The advocate will also have a device to enter services into the Victims Services Data Collection System while waiting for the next victim advocacy to occur.

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, the 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.

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 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.

Allowable indirect costs are based on direct expenditures in the grant budget.

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"> • Determine the indirect cost rate that will be used for this grant program. Applicants have two rate options: <ol style="list-style-type: none"> 1. 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 <ul style="list-style-type: none"> ○ Applicants without a current NICRA may choose 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	<p>Enter the amount of funds in the Application Budget per each category.</p> <ul style="list-style-type: none"> • Do not include anticipated indirect costs in this grid. • Do not include matching (state general) funds in this grid. • Save the form before continuing.
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 (state general funds). 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.dcis.virginia.gov/sites/dcis.virginia.gov/files/MTDC%20Worksheet.xlsx).

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.

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
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 (UEI) number and a non-expired expiration date.

<p>Non-Supplantation</p>	<p>All applicants must complete this form.</p>	<p>It must be signed by the Project Administrator or their designee.</p>
<p>Civil Rights Certification of Compliance</p>	<p>All applicants must complete this form.</p>	<p>The Project Administrator must certify that upon award, they will ensure that the civil rights training requirement is met and that all grant funded staff and authorized grant officials are made aware of their civil rights responsibilities.</p> <p>The certification includes assurance that completion of the training is documented, and they accept responsibility for ensuring that project staff understand their responsibilities as outlined in the OCR training modules.</p> <p>All applicants should select “Yes” on the “Project Director Certification” in OGMS and complete the form with their information.</p> <p>The Project Administrator must select whether the applicant agency falls under Equal Employment Opportunity Plan (EEO) Certification A or Certification B.</p> <p>Awarded applicants that fall under EEO Certification B must have an EEO on file and provide it to DCJS upon request.</p> <p>All applicants should select “Yes” on the “Project Administrator Certification” in OGMS and complete the form.</p>
<p>Authority Certification</p>	<p>All applicants must complete this form.</p>	<p>It must be signed by the Project Administrator or their designee.</p>

Other Required Certifications	All applicants must complete all sections by selecting Yes or No. The number of hours for campus sexual assault provision must be completed with a numerical value.	It must be completed by the Project Director.
VSDCS Certification	All applicants must complete each section of this form.	It must be signed by the Project Director.

Attachments in OGMS

Upload the following attachments in OGMS, if required.		
	When is it required?	Details
Letter authorizing 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.	<p>Provide documentation from the Project Administrator authorizing a specific individual to enter the Project Administrator’s name as the electronic signature in OGMS.</p> <p>This documentation must clearly state that the designated individual is permitted to submit the grant application and complete all required electronic certifications on the Project Administrator’s behalf.</p> <p>It must include an effective date, specific grant application to which the authorization applies, and include the name and contact information of the person being granted signatory authority.</p>
Other Attachments	If additional information is needed that exceeds the space available in the OGMS component, applicants may upload the information in this section.	<ul style="list-style-type: none"> • This section is for additional details only. • Do not include information that is not requested. • It is appropriate to attach the completed Project Goals

		Spreadsheet in this section.
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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 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.

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/financialguidedoj/overview) for more information on program income.

If a financial report due date falls on a weekend or state-recognized holiday, the report is due on the next business day.

Projected Quarterly Financial Report Due Dates for State Fiscal Year 2027 Grants

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

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

Grant recipients must submit VSDCS-approved **quarterly status reports** through OGMS. Progress reports are generated, submitted to DCJS, and approved for uploading to OGMS using the VSDCS

only. Approved VWGP progress report data is bulk uploaded to the Office for Victims of Crime (OVC) Performance Measurement Tool (PMT) each quarter by DCJS.

VWGP recipients are expected to report performance measure data accurately, completely, and consistently. All grantee-reported data is subject to FOIA, and OVC may share this information and related reports at its discretion.

Submit Application

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

For technical issues and questions regarding OGMS, email ogmssupport@dcjs.virginia.gov, including 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 Patricia.Foster@dcjs.virginia.gov. Please copy your grant monitor to ensure a timely reply.

Attachment A – SFY 2027 Anticipated Award Amounts

Applicant	SFY27 VOCA ("Federal" Column)	SFY27 General Funds ("State" Column)	SFY27 Special Funds ("Special" Column)	SFY 2027 Funding Total Amount
Accomack			\$ 118,706.00	\$ 118,706.00
Albemarle			\$ 146,448.00	\$ 146,448.00
Alexandria	\$ 247,008.00	\$ 61,752.00		\$ 308,760.00
Alleghany	\$ 205,786.00	\$ 51,447.00		\$ 257,233.00
Amelia			\$ 84,548.00	\$ 84,548.00
Amherst			\$ 113,605.00	\$ 113,605.00
Appomattox			\$ 82,122.00	\$ 82,122.00
Arlington	\$ 230,304.00	\$ 57,577.00		\$ 287,881.00
Attorney General		\$ 320,372.00		\$ 320,372.00
Augusta			\$ 122,815.00	\$ 122,815.00
Bedford			\$ 164,255.00	\$ 164,255.00
Bland			\$ 80,303.00	\$ 80,303.00
Bristol			\$ 123,068.00	\$ 123,068.00
Brunswick			\$ 126,630.00	\$ 126,630.00
Buchanan			\$ 111,486.00	\$ 111,486.00
Buckingham			\$ 82,791.00	\$ 82,791.00
Buena Vista			\$ 82,825.00	\$ 82,825.00
Campbell	\$ 188,349.00	\$ 47,088.00		\$ 235,437.00
Caroline			\$ 120,588.00	\$ 120,588.00
Carroll			\$ 106,588.00	\$ 106,588.00
Charlotte			\$ 81,449.00	\$ 81,449.00
Charlottesville	\$ 188,916.00	\$ 47,230.00		\$ 236,146.00
Chesapeake	\$ 579,232.00	\$ 144,808.00		\$ 724,040.00
Chesterfield	\$ 562,347.00	\$ 140,587.00		\$ 702,934.00
Clarke	\$ 67,450.00	\$ 16,863.00		\$ 84,313.00
Colonial Heights	\$ 97,742.00	\$ 24,436.00		\$ 122,178.00
Culpeper		\$ 103,697.00		\$ 103,697.00
Cumberland		\$ 71,229.00		\$ 71,229.00
Danville	\$ 151,364.00	\$ 37,841.00		\$ 189,205.00
Dept of Corrections		\$ 510,703.00		\$ 510,703.00
Dickenson		\$ 82,122.00		\$ 82,122.00
Dinwiddie		\$ 121,364.00		\$ 121,364.00
Emporia		\$ 122,998.00		\$ 122,998.00
Essex		\$ 34,264.00		\$ 34,264.00
Fairfax	\$ 396,525.00	\$ 99,132.00		\$ 495,657.00
Floyd		\$ 75,000.00		\$ 75,000.00
Fluvanna			\$ 75,000.00	\$ 75,000.00
Franklin County		\$ 83,522.00		\$ 83,522.00

Applicant	SFY27 VOCA ("Federal" Column)	SFY27 General Funds ("State" Column)	SFY27 Special Funds ("Special" Column)	SFY 2027 Funding Total Amount
Frederick		\$ 219,546.00		\$ 219,546.00
Fredericksburg		\$ 146,099.00		\$ 146,099.00
Giles		\$ 82,122.00		\$ 82,122.00
Gloucester		\$ 116,833.00		\$ 116,833.00
Goochland		\$ 83,752.00		\$ 83,752.00
Grayson		\$ 82,603.00		\$ 82,603.00
Greene		\$ 82,122.00		\$ 82,122.00
Halifax		\$ 111,011.00		\$ 111,011.00
Hampton	\$ 332,044.00	\$ 83,011.00		\$ 415,055.00
Hanover			\$ 179,848.00	\$ 179,848.00
Henrico	\$ 549,020.00	\$ 137,256.00		\$ 686,276.00
Henry		\$ 181,333.00		\$ 181,333.00
Hopewell	\$ 151,682.00	\$ 37,921.00		\$ 189,603.00
Isle of Wight		\$ 114,645.00		\$ 114,645.00
James City	\$ 156,305.00	\$ 39,077.00		\$ 195,382.00
King George		\$ 82,122.00		\$ 82,122.00
King & Queen		\$ 75,000.00		\$ 75,000.00
King William		\$ 75,000.00		\$ 75,000.00
Lancaster		\$ 82,122.00		\$ 82,122.00
Lee		\$ 114,155.00		\$ 114,155.00
Louisa		\$ 81,440.00		\$ 81,440.00
Lunenburg		\$ 83,148.00		\$ 83,148.00
Lynchburg	\$ 308,144.00	\$ 77,037.00		\$ 385,181.00
Madison		\$ 75,627.00		\$ 75,627.00
Martinsville		\$ 125,081.00		\$ 125,081.00
Mathews		\$ 75,000.00		\$ 75,000.00
Mecklenburg		\$ 84,222.00		\$ 84,222.00
Middlesex		\$ 82,122.00		\$ 82,122.00
Montgomery	\$ 178,236.00	\$ 44,560.00		\$ 222,796.00
Nelson		\$ 82,122.00		\$ 82,122.00
New Kent		\$ 109,755.00		\$ 109,755.00
Newport News	\$ 346,859.00	\$ 86,715.00		\$ 433,574.00
Norfolk	\$ 593,588.00	\$ 148,397.00		\$ 741,985.00
Northampton		\$ 75,000.00		\$ 75,000.00
Northumberland		\$ 75,000.00		\$ 75,000.00
Nottoway		\$ 73,051.00		\$ 73,051.00
Orange		\$ 108,917.00		\$ 108,917.00
Page		\$ 82,122.00		\$ 82,122.00
Patrick		\$ 82,122.00		\$ 82,122.00
Petersburg	\$ 244,992.00	\$ 61,248.00		\$ 306,240.00

VWGP SFY 2027 Guidelines and Application Procedures

Applicant	SFY27 VOCA ("Federal" Column)	SFY27 General Funds ("State" Column)	SFY27 Special Funds ("Special" Column)	SFY 2027 Funding Total Amount
Pittsylvania		\$ 124,163.00		\$ 124,163.00
Portsmouth	\$ 451,905.00	\$ 112,977.00		\$ 564,882.00
Powhatan		\$ 61,384.00		\$ 61,384.00
Prince Edward		\$ 77,527.00		\$ 77,527.00
Prince George		\$ 113,556.00		\$ 113,556.00
Prince William	\$ 381,327.00	\$ 95,332.00		\$ 476,659.00
Pulaski	\$ 160,916.00	\$ 40,230.00		\$ 201,146.00
Radford		\$ 75,000.00		\$ 75,000.00
Rappahannock		\$ 109,309.00		\$ 109,309.00
Richmond County		\$ 75,000.00		\$ 75,000.00
Richmond City	\$ 616,023.00	\$ 154,006.00		\$ 770,029.00
Roanoke City	\$ 253,223.00	\$ 63,306.00		\$ 316,529.00
Roanoke County		\$ 157,847.00		\$ 157,847.00
Rockbridge		\$ 85,540.00		\$ 85,540.00
Rockingham	\$ 155,588.00	\$ 38,897.00		\$ 194,485.00
Russell		\$ 82,122.00		\$ 82,122.00
Salem		\$ 119,744.00		\$ 119,744.00
Scott		\$ 108,414.00		\$ 108,414.00
Shenandoah		\$ 117,820.00		\$ 117,820.00
Smyth		\$ 115,525.00		\$ 115,525.00
Southampton		\$ 120,201.00		\$ 120,201.00
Spotsylvania	\$ 217,899.00	\$ 54,475.00		\$ 272,374.00
Stafford	\$ 165,500.00	\$ 41,375.00		\$ 206,875.00
Staunton		\$ 124,670.00		\$ 124,670.00
Suffolk	\$ 333,236.00	\$ 83,309.00		\$ 416,545.00
Surry	\$ 65,697.00	\$ 16,425.00		\$ 82,122.00
Sussex		\$ 117,596.00		\$ 117,596.00
Tazewell		\$ 164,407.00		\$ 164,407.00
Virginia Beach	\$ 468,935.00	\$ 117,234.00		\$ 586,169.00
Virginia Parole Board		\$ 90,602.00		\$ 90,602.00
Warren		\$ 78,971.00		\$ 78,971.00
Washington		\$ 117,795.00		\$ 117,795.00
Waynesboro		\$ 116,556.00		\$ 116,556.00
Westmoreland		\$ 111,732.00		\$ 111,732.00
Winchester		\$ 170,827.00		\$ 170,827.00
Wise		\$ 102,566.00		\$ 102,566.00
Wythe		\$ 109,432.00		\$ 109,432.00
York		\$ 159,650.00		\$ 159,650.00
TOTAL	9,046,142.00	9,737,970.00	2,003,075.00	\$ 20,787,187.00