



VSTOP: Virginia Services, Training, Officers, Prosecution

CY 22-23 Continuation Grant Program Application Training

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Administrator





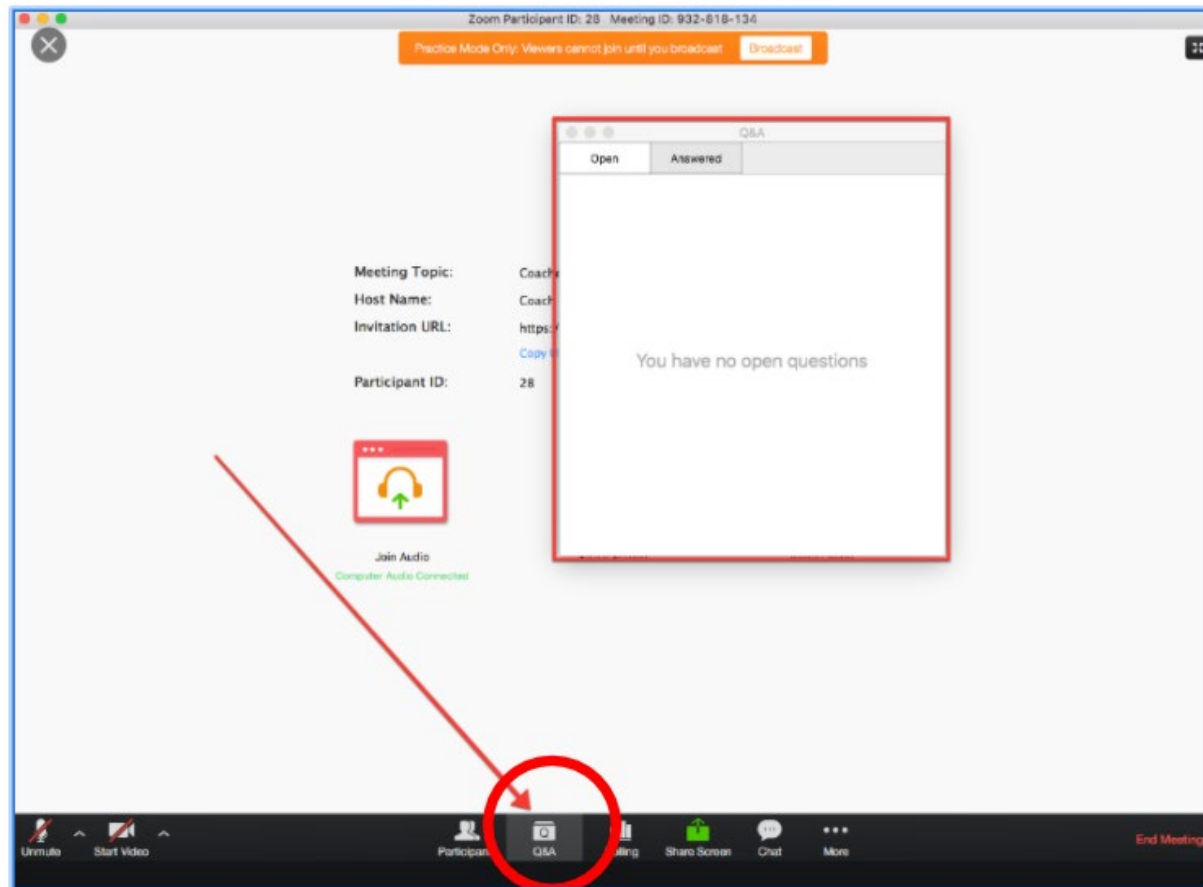
Welcome

- Thank you for joining us today. The Virginia Department of Criminal Justice Services (DCJS) is excited that the launch of the new Online Grant Management System (OGMS) is underway.
- DCJS is committed to keeping all constituents informed to ensure a smooth transition for everyone.
- The new system provides the ability to manage different aspects of your DCJS grants to include managing users, submitting grant applications, programmatic and financial reports, reimbursement claims, budget amendments and more.





Q and A Button: During the training, please type your questions in the Q&A feature and we'll answer them as we go along.





Training Agenda

- ✓ **Tierra Smith**, VSTOP & VSDVVF Grant Program Coordinator: Provide an overview of the VSTOP Grant Program as well as a review of the grant guidelines and application process for the CY22-23 funding cycle.
- ✓ **Amia Barrows**, Grant Monitor Supervisor: Provide an overview of the Online Grant Management System (OGMS) application process.

**This session is being recorded and will be available on the DCJS website.*





VSTOP Grant Program

- In 1994, the United States Congress passed the Violence Against Women Act (VAWA) as part of the Violent Crime Control and Law Enforcement Act (codified at 42 U.S.C. 3796gg through 3796gg-5). VAWA includes the Services, Training, Officers, Prosecution (STOP) grant program.
- DCJS is the administering agency for the STOP Violence Against Women grant in Virginia, known as VSTOP.
- VSTOP offers grant funds to successful applicants for activities which increase the apprehension, prosecution, and adjudication of persons committing violent crimes against women.





Categories for Funding

- Law Enforcement (25%)
- Prosecution (25%)
- Victim Services (30%)
- Courts (5%)
- Discretionary (15%)





CY 22-23 VSTOP Eligibility

Only those subgrantees who received funding in Calendar Year (CY) 2019-2021 are eligible for continuation funding.

Due to the limited amount of funds, DCJS will **NOT** be accepting NEW applications for NEW initiatives for the 2022-2023 funding cycle through **this** solicitation.





Goal of VSTOP

Establish programs that enhance the criminal justice system's response to violence against women by promoting the identification, apprehension, prosecution, and adjudication of persons committing violent crimes against women. In addition, VSTOP will also support programs that develop and enhance victim services in cases involving violent crimes against women.

- Projects must fit under one or more of the 20 Purpose Areas (**pages 3-6**)
- Due to this continuation process, grant goals and objectives cannot change without prior approval
- In addition, changes in sponsorship also require prior DCJS approval.





VSTOP Unallowables

- Cannot serve victims that are younger than 11 years old
- Cannot serve more than 15% male victims
- Cannot be used to pay for:
 - any criminal defense work (women who assault or kill partner)
 - moving household goods to a new location or acquiring furniture or housing in a new location
 - voucher programs for housing or counseling
 - substance abuse counseling
 - automobiles
 - immigration fees for battered immigrant women
 - Renovations, construction, land acquisition, lobbying, fund-raising, or formation of corporations





Grant Period

- ***2-Year Grant Cycle:*** January 1, 2022 through December 31, 2023.
- **Second** year awards are contingent upon:
 - funds allocated to support the Violence Against Women Act,
 - program performance, and
 - the availability of funds.





Funding Level

All current VSTOP Continuation grantees are eligible to apply for **LEVEL FUNDING**.

Please see the Maximum Funding Spreadsheet on the **Attachments Tab** of the OGMS Application





Cost Assumption

VSTOP grants that are currently implementing their tenth VSTOP grant program are required to reduce their VSTOP budget requests by 15% from their 2017 award.

The VSTOP Coordinator will notify these programs of this in the future.





CY 22-23 Funding Opportunity

- Funding Opportunity **3255 - CY 22-23 VSTOP Formula Grant Program for Continuation Applicants.**





VSTOP Application

- Applications must be submitted in the DCJS Online Grants Management System (OGMS) **no later than 12:00 p.m. on August 26, 2021.**
- The system will not allow you to submit an application after the deadline and, therefore it will not be considered. Plan time for any possible technical difficulties you may experience since the application will not be accepted after the deadline.
- Each application form in OGMS must be marked as complete before you can submit the application. If you receive an alert, you will need to review the form for any missing required information.





OGMS Terminology

Online Grant Management System (OGMS) Terminology

Current Terminology	New Terminology
Budget amendment request	Contract Amendment
Email messages to DCJS	Correspondence
Email notification	Alert
Financial Report	Detailed Expenditures
Grant award approval	Final Approval
Grant Award/Statement of Grant Award	Contract
Grant Coordinator	Program Coordinator/Officer – program specific*
Grant Monitor	Grant Monitor
Grant Program	Program Area
Grant Solicitation/Guideline	Funding Opportunity
Holds on the release of funds	Encumbrances – program specific*
Agency, department, or non-profit under the authority of the Organization	Agency – department or office under the Organization
Progress Report	Status Report
Project Administrator's Organization	Organization
Project change or amendment	Contract Amendment
Project Director	People – members of the Organization or Agency
Request for Funds	Claims/reimbursement
Site Visit correspondence and requests	Monitoring Activities
Solicitation posting	Announcement

* Some terms and activities in the new Online Grant Management System (OGMS) are defined and used differently depending on the funding opportunity / program area. Please contact your grant monitor for clarification. If you have any questions about OGMS, please email OGMSsupport@dcjs.virginia.gov and include your program area in the subject line.





Technical Assistance and Support

- After the training, feel free to contact ogmssupport@dcjs.virginia.gov if you have any additional questions regarding OGMS.
- When sending an email to OGMS, please include your grant program and **grant #** in the subject line so that your question(s) can be answered by the appropriate DCJS staff.
- For programmatic technical assistance, please contact your Victims Services Grant Monitor.
- For this training, we will be using a sample funding opportunity (formerly known as a grant solicitation). This is not an official funding opportunity but contains the same components as your application.





Required Application Components

Required application elements include:

- ✓ General Information
- ✓ Face Sheet
- ✓ Project Narrative
- ✓ Goals and Objectives
- ✓ Budget and Budget Narrative
- ✓ Indirect Costs
- ✓ Attachments
- ✓ Non-Supplantation
- ✓ Civil Rights Certification
- ✓ Engagement and Evaluation, to include a list of current Cooperative Agreements with implementation and review dates, signed and dated after July 1, 2020
- ✓ Authority Certification





General Information

- This section includes the high level information about the Application
- All areas application components that are in red with an asterisks are **required**





Face Sheet

Complete the **Face Sheet** Component by entering the requested information following **information in OGMS:**

- ☐ **Congressional Districts:** Choose all that apply.
- ☐ **Best Practice:** This section is currently not applicable to VSTOP.
- ☐ **Jurisdiction(s) Served:** Select all jurisdiction(s) to be served; or select "STATEWIDE" if applicable.
- ☐ **Program Title:** List the name of your program.
- ☐ **Certified Crime Prevention Community (CCPC):** Select **Yes** only if your locality is a CCPC.
- ☐ **Type of Application:** Select **Continuation of Grant.**
- ☐ **Grant Number:** Enter your CY 2021 grant number.
- ☐ **Performance Statement:** Please provide information on past performance. Examples: *This program served 100 victims CY2020.*
- ☐ **Community Setting:** Check the box(es) that best describes the applicant service area.
- ☐ **Brief Project Overview:**
- Provide a short description of the proposed project. Estimate the number of people that will be impacted by your program in the proposed grant period. This number can be the anticipated number of victims served by the program, the anticipated number of participants in a training initiative, or another specific, determinate outcome.





Face Sheet

- **Project Director:** The person who will have day-to-day responsibility for managing the project.
- **Project Administrator:** The person who has authority to formally commit the organization, locality, or state agency to complying with all the terms of the grant application. This must be the city, county, or town manager; the chief elected officer of the locality, such as the Mayor or Chairman of the Board of Supervisors; the president of the board of directors; or, in the case of a state agency, the agency head.
 - *If someone other than one of these officials has been delegated the authority to sign, and signs the grant application, provide a copy of the letter, memorandum or other document by which the signing authority was delegated as an attachment.*
- **Finance Officer:** List the person who will be responsible for fiscal management of the funds.





Signatory Authorization

- The General Grant Conditions & Assurances document, Non-supplantation statement, and Authority Certification are to be signed by the Project Administrator or designee, not the Project Director, program staff or any other individual without submitted documentation.





Project Narrative

- Demonstration of Need
- Project Description
- Service Area Demographic/Target Population
- Sustainment Plan





Goals and Objectives

- Provide goals, objectives, activities and performance measures for your project
- Objectives should include **numerical targets** for 2022 and 2023.
- Allows us to compare EXPECTED results with ACTUAL results
- Do **not** change your goals and objectives without speaking to your grant monitor first





Goals and Objectives

Example

- **Goal 1: To improve the safety of victims living in Taylor County who are experiencing domestic violence, sexual assault and/or stalking by providing trauma informed direct services and coordinating with partner agencies to enforce and enhance the prosecution of persons committing violent crimes against women.**

Example

- **Objective 1: Provide comprehensive direct services and resource referrals to partner agencies to 115 victims of domestic violence in Taylor County in CY 2022 and 2023.**

Example

- **Activities: Provide direct services to primary and secondary victims of domestic violence by providing victims with hotline services, counseling/support groups, transportation, shelter, coordinating with community partners for services, providing education, crisis intervention and education.**

Example

- **Month: January 2022**





Budget and Budget Narrative

- Refer to the CY 22 VSTOP Max Award Totals document
- Itemize all budget amounts and place in the appropriate category and column for each line item.
- Match must be thoroughly documented
- ***Round all figures to the nearest dollar.***





Budget Narrative

Applicants are encouraged to:

- be frugal to the extent possible without seriously affecting program quality,
- utilize existing personnel and volunteers instead of paid staff or consultants,
- request a minimum of non local travel,
- request a minimum of expensive equipment,
- rent rather than purchase expensive equipment when more cost effective, and
- investigate the availability of used, reconditioned or surplus equipment when appropriate.

Requested items not thoroughly justified may be deleted from budgets.

Match should also be addressed in your narrative





Match Requirements

- The match requirement is waived for programs funded from the victim services category or for tribal subgrantees
- All other grantees are required to provide a 25% match, which has the same restrictions as federal funds





Match Requirements

- All funds designated as match must be expended in the same period.
- Match cannot be derived from other Federal funds.





In Kind Match

In-kind match may include:

- donations of expendable equipment (cell phones, computers),
- office supplies,
- workshop or classroom materials,
- work space, or
- the monetary value of time contributed by professional and technical personnel and other skilled and unskilled labor (including volunteers), if the services they provide are an integral and necessary part of a funded project.





In-Kind Match

- The value placed on loaned or donated equipment may not exceed its fair rental value.
- The value placed on donated services must be consistent with the rate of compensation paid for similar work in the organization or the labor market.





Indirect Costs

Indirect costs are costs of an organization that are not readily assignable to a particular project, but are necessary to the operation of the organization and the performance of the project.

Indirect costs are those that benefit more than one activity and are common or joint purpose costs.

For example:

costs of an office manager/receptionist position that answers general phone calls, greets clients, etc. are considered indirect costs.





Indirect Costs

The salaries of administrative and clerical staff should generally be treated as indirect costs. Salaries of administrative/clerical staff may be appropriate to include as direct costs **ONLY** if **ALL** of the following conditions are met:

1. Administrative or clerical services are integral to a project or activity;
2. Individuals involved can be specifically identified with the project or activity;
3. Such costs are explicitly included in the budget or have the prior written approval of the awarding agency; and
4. The costs are not also recovered as indirect costs.





Indirect Costs

If Indirect Costs are requested, you must submit two additional documents with your grant application:

1. MTDC Worksheet (Excel document)

AND

2. Certification of De Minimis Indirect Cost Rate form

OR

A copy of your agency's Indirect Cost Rate Agreement letter/documentation





Indirect Costs Reporting Requirements

The MTDC Worksheet must be completed each quarter, based on actual expenses.

The MTDC Worksheet should be uploaded to OGMS each quarter.





Required Attachments

- ✓ Certification Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements Form, signed by the Program Administrator
- ✓ General Grant Conditions and Assurances Form, signed by the Program Administrator
- ✓ 501(c)(3) confirmation letter **(nonprofit agencies only)**
- ✓ Modified Total Direct Cost (MTDC) Worksheet (if applicable)
- ✓ Certification of De Minimis Indirect Cost Rate form (if applicable)
- ✓ Engagement and Evaluation Section Attachments





Non-Supplantation

VSTOP funds **may not be used to supplant** state, local or other funds which would otherwise be available for the same purpose. Instead, grant funds must be used to **increase** the total amount of funds used to combat violence against women. State, local or other funds currently allocated to combat violence against women may not be reallocated to other purposes if a VSTOP grant is made.





Civil Rights Certification of Compliance

- The Office for Civil Rights at the Office of Justice Programs ensures that recipients of financial assistance from OJP, as well as the Office of Community Oriented Policing Services and the Office on Violence Against Women, comply with federal laws that prohibit discrimination in employment and the delivery of services or benefits based on race, color, national origin, sex, religion, age, and disability information.
- [Training for Grantees](#)





Civil Rights Certification of Compliance

Required Modules:

- ✓ Civil Rights Overview
 - ✓ Standard Assurance Modules
 - ✓ Services to Limited English Proficient (LEP) individuals.
-
- The sub-grantee must review these training modules at least **once per grant cycle.**





Engagement and Evaluation

- **Evaluation Plan:** Provide DCJS with information on how you evaluate your program's effectiveness.
- Attach a copy of the survey your program uses or plans to use to obtain feedback from victims who receive service





Engagement and Evaluation

Evidence of Community

Collaborations: All applicants must document how their agency actively participates as a part of a coordinated community response.

- Answer 4 questions thoroughly
- Provide a list of current cooperative agreements
- All current agreements have been signed after on or after July 1, 2020.





Authority Certification

- The Authority Certification is to be signed by the Project Administrator or designee, not the Project Director, program staff or any other individual without submitted documentation





<https://www.dcjs.virginia.gov/grants/ogms-training-resources>

- Grants
- Expired Grant Opportunities
- GMIS Online
- Forms
- Training
- 599
- OGMS Training & Resources
- DCJS Funding Profiles
- Grant Requirements

The Virginia Department of Criminal Justice Services (DCJS) is excited to announce the official launch of the new On-line Gra Management System (OGMS)! To ensure that future grant applicants and existing grantees have the training and resources need to navigate the new website successfully, DCJS will create a series of self-guided videos and training materials to be p on this page. These training resources will provide a global overview of OGMS functionality as well as high-level instructions how to perform various tasks.

In addition, DCJS will host a series of virtual program specific webinars geared towards more in depth training with question answer sessions and live technical assistance to supplement the self-guided training materials. All sessions will be recorded the links will be posted below.

- Completing your registration in OGMS
- Terminology Crosswalk Between the Old and New System


[illegible][illegible]



On-line Grant Management System (OGMS)

<https://ogms.dcjs.virginia.gov/>

Login

 Enter your user id and password

SIGN IN

[Forgot User ID?](#)

[Forgot Password?](#)

[Click here to Register](#)

 Single Sign On For Internal Users Only

[Click Here to Access Single Sign On Tool](#)

Announcements

Welcome to OGMS! Registration is now open!

The Virginia Department of Criminal Justice Services (DCJS) is excited to announce the official launch of the new Online Grant Management System (OGMS)! Users may now begin the registration process. Every user that manages a DCJS grant will need to register to receive a login account. This includes those within your locality that are responsible for submitting a grant application, uploading progress reports, entering financial reports, and requesting funds. You should have received the instructions on *Completing Your Registration in OGMS* via email, however if you did not, training materials and resources can be located here <https://www.dcjs.virginia.gov/grants/ogms-training-resources>.

Mandatory CASA Training

A mandatory training will be held on Monday, February 22, 2021 at 2:00 PM to assist CASA programs with completing applications. The training will be held via WebEx. Call in instructions will be emailed separately. This session will be recorded. If you have any questions, please contact Terry Willie-Surratt at (804) 225-4320 or via email at terry.willie-surratt@dcjs.virginia.gov.

Phase One Implementation

The following grants have been fully transitioned to OGMS and have now been disabled in GMS. Please start to manage your grant in OGMS.

· FY21 CCCA/PSA-Community Corrections & Pretrial Services Expansion Grants – Start Date 1/1/2021



Virginia Department of
Criminal Justice Services
www.dcjs.virginia.gov



Registration



DCJS On-line Grant Management System

Registration

[Save Registration Information](#)

Personal Contact Information

Name*:

Salutation First Name Middle Name Last Name Suffix

Title*:

Email*:

Address*:

City State/Province Postal Code/Zip Zip +4

Phone*:

Phone Ext.

###-###-####






Registration

- As a reminder, every user that manages a DCJS grant will need to register to receive a login account.
- When registering, the **Program Area of Interest** is only used to process registration and it doesn't restrict your ability to apply for other funding opportunities
- Registration approval takes approximately 3-5 business days.
- You will receive a confirmation email from: VAgrantsDCJS@webgrantsmail.com with your user id and temporary password to login to OGMS.
- To update your personal contact information, select **My Profile**, update the information and select save. For organization profile changes, contact grantsmgmt@dcjs.virginia.gov.
- For technical assistance contact: ogmssupport@dcjs.virginia.gov







Navigating the System



DCJS On-line Grant Management System



Patricia User
Tester
Tester Role, Grantee




Work Assignment

All currently assigned work

[Work Assignment](#)[Calendar](#)[Alerts](#)

[Dashboard](#) > [Back](#) [Print](#) [Online Help](#) [Log Out](#)


[Work Assignment](#)[Calendar](#)[Alerts](#)



Approaching Deadlines - Next 30 Days

This section displays the documents with due dates arriving in the next 30 days.

Due Date	Document	ID	Status	Title	Program Area	Funding Opportunity
No data available in table						



Recent Negotiations - Due Within 30 Days

This section displays the documents that you negotiated in the last 30 days.

Due Date	Document Type	Sub Type/Round	ID	Status	Title	Organization	Program Area	Funding Opportunity
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Navigating the System

- Use the system buttons **within the window** or the menu on the left side panel to navigate to different components

Monitor User
Tester
Grantee, Tester Role

Funding Opportunities
List of all current funding opportunities

Dashboard > Funding Opportunities > Applications > Grants > My Profile >

← Back Print Online Help Log Out

Current Applications

Any previously created applications, for this opportunity, appear below. To start a new application for this opportunity, Click application, click on the Copy Existing Application button.

ID	Application Title	Organization
----	-------------------	--------------

Funding Opportunity Details ? Ask a Q

3255 - CY 22-23 VSTOP Formula Grant Program for Continuation
[Funding Opportunity Details](#)





Funding Opportunities



DCJS On-line Grant Management System

Monitor User
 Tester
 Grantee, Tester Role

Dashboard >

Funding Opportunities >

Applications >

Grants >

15	Test	Virginia Department of Criminal Justice Services	Juvenile Justice and Delinquency Prevention	Juvenile Justice and Delinquency Prevention
17	Test	Virginia Department of Criminal Justice Services	Local L.E. Block Grant	Local L.E. Block Grant
3435	Test	Virginia Department of Criminal Justice Services	Sexual Assault Services Program	Sexual Assault Services Program - CY2022
2286	Test	Virginia Department of Criminal Justice Services	Training Program	VCSCS & LE Test FO
27	Posted	Virginia Department of Criminal Justice Services	Victims Services Grant Program	Victims Services Grant Program FY22-23
3423	Test	Virginia Department of Criminal Justice Services	Victims Services Grant Program	Test Victims Services Grant 8.3.21
3255	Posted	Virginia Department of Criminal Justice Services	Violence Against Women Grant Program	CY 22-23 VSTOP Formula Grant Program for Continuation Applicants
24	Test	Virginia Department of Criminal Justice Services	Virginia Beach Victims Recovery	Virginia Beach Victims Recovery
31	Test	Virginia Department of Criminal Justice Services	Virginia Sexual and Domestic Violence Victim Fund	Virginia Sexual and Domestic Violence Victim Fund - Continuation Prosecution FY22-24

Showing 1 to 19 of 19 entries



Starting a Grant Application



DCJS On-line Grant Management System

Monitor User
Tester
Grantee, Tester Role

Funding Opportunities
List of all current funding opportunities

Dashboard > Back Print Online Help Log Out

Funding Opportunities >

Applications >

Grants >

My Profile >

Current Applications

Any previously created applications, for this opportunity, appear below. To start a new application for this opportunity, Click the Start New Application button or to copy data from an existing application, click on the Copy Existing Application button.

ID	Application Title	Organization
----	-------------------	--------------

Funding Opportunity Details [? Ask a Question](#) [Copy Existing Application](#) [Start New Application](#)

3255 - CY 22-23 VSTOP Formula Grant Program for Continuation Applicants

Funding Opportunity Details

Violence Against Women Grant Program

Final Application Deadline: Aug 26, 2021 12:00 PM

Status:	Posted	Program Officer:	Tierra Smith
Posted Date:	Jul 29, 2021 4:10 PM	Phone:	(804) 786-1165 x





FAQ Feature in OGMS

Monitor User
Tester
Grantee, Tester Role

Funding Opportunities

List of all current funding opportunities

[Dashboard](#) [Back](#) [Print](#) [Online Help](#) [Log Out](#)

Current Applications

Any previously created applications, for this opportunity, appear below. To start a new application for this opportunity, click on the Start New Application button or to copy data from an existing application, click on the Copy Existing Application button.

ID	Application Title	Organization	Status
----	-------------------	--------------	--------

Funding Opportunity Details

[Ask a Question](#) [Copy Existing Application](#) [Start New Application](#)

3255 - CY 22-23 VSTOP Formula Grant Program for Continuation Applicants

[Funding Opportunity Details](#)

Violence Against Women Grant Program
Final Application Deadline: Aug 26, 2021 12:00 PM

Status:	Posted	Program Officer:	Tierra Smith
Posted Date:	Jul 29, 2021 4:10 PM	Phone:	(804) 786-1165 x

The answers to your questions will be posted to the bottom of the Funding Opportunity Details

Questions

Submitted Date	Question	Answer
Aug 3, 2021 2:45 PM	Is match required?	Nonprofit/non-governmental applicants that are funded under the Victim Services category are exempt from the match requirement. For the categories of Courts, Discretionary, Law Enforcement, and Prosecution, VSTOP funds may not be used to pay more than 75% of the total costs of proposed projects. The remaining 25% must be provided by the applicant as cash or in-kind match. All funds designated as match are restricted to the same uses as the VSTOP funds and must be expended during the same project period. Match cannot be derived from other federal funds. Please see page 7 of the guidelines for additional information. Thank you!





Starting a Grant Application



Application Creation Wizard - Step: 1

- The Application creation process is a short wizard.
- Step 1: Enter your Application title and select your primary contact.
- Step 2: Select the Organization for which you will be submitting this Application
- Step 3: This is an optional step. Select any additional contacts with which you would like to share your Application

Application - General Information

[Save Form Information](#)

The Primary Contact is the individual in your organization who will be designated as the primary person responsible for this application from your organization. This individual will receive automated email notifications when your attention is needed on this application.

Select the organization, if you belong to more than one, for which you will be submitting this application.

Application Title*: VSTOP Test Application |

Primary Contact*: Monitor User ▼

Organization*:

Additional Applicants*:





Application Details

Application Details

[Preview Applications](#)[? Ask a Question](#)[X Withdraw](#)

Applications cannot be Submitted Currently

- Application components are not complete

Component	Complete?	Last Edited
General Information	✓	Aug 6, 2021 2:06 AM - Monitor User
Face Sheet		-
Project Narrative Form		-
Goals and Objectives		-
Budget		-
Personnel and Employee Fringe Benefits		-
Consultants		-
Travel		-
Subsistence/Other Travel Costs		-
Equipment		-
Supplies & Other Expenses		-
Indirect Costs		-
Attachments		-
Non-Supplantation		-
Civil Rights Certification of Compliance		-





Editing the Application – Face Sheet

Face Sheet

✓ Mark as Complete

 Edit Form

Select the congressional district(s) that will benefit from the program.

Congressional District(s)*: Choose all that apply.

Best Practice?: For JJDP programs only.

Select all jurisdiction(s) served; if appropriate, select "STATEWIDE"

Jurisdiction(s) Served*: Choose all that apply.

Program Title:

Click [here](#) to see if you are certified.

**Certified Crime Prevention
Community?***

Type of Application*:

If Continuation or Revision of a grant,

Grant Number:

If Continuation of a grant,

Performance Statement:

Check the box(s) that best describes the applicant service area.

Community Setting*: Suburban

In this space, provide a short description of the project.

Brief Project Overview*:





Editing the Application – Face Sheet (cont'd.)

Project Director

Edit Form

List the person who will have the day-to-day responsibility for managing the project.

Name:

Prefix

First Name

Middle Name

Last Name

Suffix

Add

Address Line 2

City

State

Zip Code

+4

Phone Number

Fax Number

Email Address

Is the mailing address the same as the physical address?

Mailing Address

Mailing Address

Project Administrator

Edit Form

List the person who has authority to formally commit the organization, locality, or state agency to complying with all the terms of the grant application, including the provision of the required match.

Name:

Prefix

First Name

Middle Name

Last Name

Suffix

Add

Address Line 2

City

State

Zip Code

+4

Phone Number

Fax Number

Email Address

Is the mailing address the same as the physical address?

Mailing Address

Mailing Address

Finance Officer

Edit Form

List the person who will be responsible for the fiscal management of the funds.

Name:

Prefix

First Name

Middle Name

Last Name

Suffix

Add

Address Line 2

City

State

Zip Code

+4

Phone Number*

Fax Number*

Email Address*

Is the mailing address the same as the physical address?


Mailing Address*


Mailing Address:

Virginia Department of
Criminal Justice Services
www.dcjs.virginia.gov



Editing the Application – Project Narrative Form

 **Project Narrative**



If a question does not apply to your application, enter N/A in the box.

Demonstration of Need*:

5000 character(s) left

Project Description*:

5000 character(s) left

**Service Area
Demographic/Target
Population*:**





Editing the Application – Goals & Objectives

Requested

 Save Form

If this is not requested, please indicate that here and then mark this form as complete.

**Are Goals and Objectives
required by the funding
opportunity?***

Yes

No

 Save Form

Goals and Objectives - Multi-List

Each objective must be **Specific**, **Measurable**, **Achievable**, **Related** to the project goal, and **Time-bound** (SMART)

Goal Number	Goal	Objective	Activities	Month (in which implementation step occurs)

No Data for Table





Editing the Application – Budget

 Budget - Current Version

 Budget - Grid

✓ Mark as Complete

 Edit Grid

Budget Categories	Federal	State	Special	Cash Match	In-Kind Match	Total Program
Personnel	\$100,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100,000.00
Consultant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subsistence	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Supplies/Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Indirect Cost	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$100,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100,000.00


Last Edited By: Patricia User - Feb 26, 2021 12:10 PM

 Edit Grid





Editing the Application

 Requested

Save Form

If this is not requested, please indicate that here and then mark this form as complete.

Is Personnel being requested?*:

Save Form





Editing the Application – Personnel

Personnel - Multi-List

[+ Add Row](#)

The "Total Salary Amount Requested from Grant" refers to grant-funded salary amounts requested from the grant.

Employee Name	Position Title	Position	Total Hours Per Week (if applicable)	Total Hours Per Year	Total Annual Salary (grant-funded plus other sources)	Percent being requested	Number of Grant-Funded Hours (hours per year)	Grant-Funded Full Time Equivalent ("FTE")	Total Salary Amount Requested from Grant	New Position?	Federal Funds	State Funds	Special Funds	Cash Match	In-Kind Match	Personnel Total
Patricia User	Director	Full Time		2080	\$39,417.00	100.0%	2080	1.00	\$39,417.00	No	\$39,417.00	\$0.00	\$0.00	\$0.00	\$0.00	\$39,417.00
			0	2080	\$39,417.00		2080	1.0	\$39,417.00		\$39,417.00	\$0.00	\$0.00	\$0.00	\$0.00	\$39,417.00

Last Edited By: Patricia User - Feb 27, 2021 2:02 PM

[+ Add Row](#)

Employee Fringe Benefits - Multi-List

[+ Add Row](#)

Employee Name	FICA	Retirement	Group Life	Health Insurance	Workers' Comp	Unemployment	Disability	Other	Requested Employee Fringe Benefits Total	If Other, Please Describe	Federal Funds	State Funds	Special Funds	Cash Match	In-Kind Match	Employee Fringe Benefits Total
Patricia User	\$3,016.00	\$5,101.00	\$101.00	\$13,541.00	\$50.00	\$0.00	\$0.00	\$0.00	\$21,809.00		\$21,809.00	\$0.00	\$0.00	\$0.00	\$0.00	\$21,809.00
	\$3,016.00	\$5,101.00	\$101.00	\$13,541.00	\$50.00	\$0.00	\$0.00	\$0.00	\$21,809.00		\$21,809.00	\$0.00	\$0.00	\$0.00	\$0.00	\$21,809.00

Last Edited By: Patricia User - Feb 27, 2021 2:02 PM

[+ Add Row](#)




Editing the Application – Personnel (Cont'd)

Personnel

[Delete Row](#)[Save Row](#)

The "Total Salary Amount Requested from Grant" refers to grant-funded salary amounts requested from the grant.

Personnel

Employee Name*: Patricia User

Position Title*: Director

Position*: Full Time ▼

Total Hours Per Week (if applicable):

Total Hours Per Year*: 2080

Total Annual Salary
(grant-funded plus other sources)*: \$39,417.00

Percent being requested*: 100.0

Number of Grant-Funded Hours
(hours per year)*: 2080

Grant-Funded Full Time Equivalent
("FTE"): 1.00





Editing the Application – Personnel (Cont'd)

Personnel Funding

Federal Funds:	<input type="text" value="\$39,417.00"/>
State Funds:	<input type="text" value="\$0.00"/>
Special Funds:	<input type="text" value="\$0.00"/>
Cash Match:	<input type="text" value="\$0.00"/>
In-Kind Match:	<input type="text" value="\$0.00"/>
Personnel Total:	\$39,417.00

 Save Row





Editing the Application – Fringe Benefits, Position Description & Justification

Employee Fringe Benefits - Multi-List

+ Add Row

Employee Name	FICA	Retirement	Group Life	Health Insurance	Workers' Comp	Unemployment	Disability	Other	Requested Employee Fringe Benefits Total	If Other, Please Describe	Federal Funds	State Funds	Special Funds	Cash Match	In-Kind Match	Employee Fringe Benefits Total
Patricia User	\$3,016.00	\$5,101.00	\$101.00	\$13,541.00	\$50.00	\$0.00	\$0.00	\$0.00	\$21,809.00		\$21,809.00	\$0.00	\$0.00	\$0.00	\$0.00	\$21,809.00
	\$3,016.00	\$5,101.00	\$101.00	\$13,541.00	\$50.00	\$0.00	\$0.00	\$0.00	\$21,809.00		\$21,809.00	\$0.00	\$0.00	\$0.00	\$0.00	\$21,809.00

Last Edited By: Patricia User - Feb 27, 2021 2:03 PM

+ Add Row

Position and Justification

Save Row

The position description should briefly describe grant-related duties performed.

The justification should explain how the position is essential and allowable under the Grant Guidelines. New positions and pay increases require more detailed justification.

Employee Name*

Patricia User

Description of Position*

The VSTOP director will devote 2080 hours overseeing daily program operations and grant activities of all grant-funded staff. The functions include but are not limited to program management, court advocacy, coordinated community response, victims services, training, outreach, and education programs in efforts to prevent violent crime; respond to the needs of crime victims; learn more about crime; and change public attitudes through a collaborative effort by the criminal justice system and community partners.

236 character(s) left

Justification for Position*

The director's position is essential to overseeing program management functions to ensure compliance with grant guidelines and federal regulations; oversee performance of grant-funded staff; provide guidance on agency policies and protocols; maintain reporting compliance with the funding agency; develop and maintain partnerships within the community to further advance the agency's mission in accordance with the VSTOP priority areas.

314 character(s) left



Virginia Department of
Criminal Justice Services
www.dcjs.virginia.gov



Editing the Application – Total Requested

Personnel and Employee Fringe Benefits Totals

DCJS FUNDS

Federal Funds: \$61,226.00

State Funds: \$0.00

Special Funds: \$0.00

Match Funds

Cash Match: \$0.00

In-Kind Match: \$0.00

Personnel/Fringe Total

TOTAL: \$61,226.00

Last Edited By: Patricia User - Feb 26, 2021 2:58 PM





Editing the Application – Consultants, Consultants Subsistence & Travel

Consultant - Multi-List

✓ Mark as Complete

+ Add Row

Name of Consultant	Consultant Hourly Rate	Total Number of Hours	Total Consultant Cost	Federal Funds	State Funds	Special Funds	Cash Match	In-Kind Match	Consultant Total
	\$0.00		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
		0	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Last Edited By: Patricia User - Feb 20, 2021 11:37 PM

+ Add Row

Consultant Subsistence (lodging + meals) & Travel - Multi-List

✓ Mark as Complete

+ Add Row

Estimate actual costs. These must be reasonable and adhere to the subgrantee's established travel policy.

Name of Consultant	Number of Nights	Lodging Rate	Total Lodging	Number of Days	Per Diem Rate	Total Meals	Number of Miles	Mileage Rate	Total Travel	Other Subsistence/Travel	Total Other Travel	Federal Funds	State Funds	Special Funds	Cash Match	In-Kind Match	Consultant Subsistence & Travel Total
No Data for Table																	

Last Edited By: Patricia User - Feb 20, 2021 11:37 PM

+ Add Row

Consultant Role Description and Justification - Multi-List

✓ Mark as Complete

+ Add Row

The description must include the duties, responsibilities, and qualifications required of each consultant. Justification should be provided that describes how the use of outside consultants will significantly enhance project effectiveness.

Name of Consultant	Description of Consultant's Role	Justification for Use of Consultant
--------------------	----------------------------------	-------------------------------------



Editing the Application – Consultants

☰ Consultant

Save Row

Name of Consultant*:

Consultant Hourly Rate:

\$0

Total Number of Hours:

Total Consultant Cost:

Consultant Funding

Federal Funds:

\$0

State Funds:

\$0

Special Funds:

\$0

Cash Match:

\$0

In-Kind Match:

\$0

Consultant Total:





Editing the Application – Consultants Total Requested

Consultant Subsistence & Travel Totals

✓ Mark as Complete

DCJS FUNDS

Federal Funds: \$0.00
State Funds: \$0.00
Special Funds: \$0.00

Match Funds

Cash Match: \$0.00
In-Kind Match: \$0.00

Consultant Subsistence & Travel Total

TOTAL: \$0.00





Editing the Application – Travel (Mileage)

☰ Local Mileage - Multi-List

+ Add Row

Local Mileage (travel within the immediate service area).

Number of Miles	Mileage Rate	Total Local Mileage	Federal Funds	State Funds	Special Funds	Cash Match	In-Kind Match	Local Mileage Total
360	0.540	\$194.40	\$194.40	\$0.00	\$0.00	\$0.00	\$0.00	\$194.40
360		\$194.40	\$194.40	\$0.00	\$0.00	\$0.00	\$0.00	\$194.40

Last Edited By: Patricia User - Feb 27, 2021 2:11 PM

+ Add Row

☰ Non-Local Mileage - Multi-List

+ Add Row

Non-Local Mileage (travel outside of the immediate service area).

Number of Miles	Mileage Rate	Total	Federal Funds	State Funds	Special Funds	Cash Match	In-Kind Match	Non-Local Mileage Total
No Data for Table								

Last Edited By: Patricia User - Feb 27, 2021 2:11 PM

+ Add Row





Editing the Application – Travel (Mileage)

Local Mileage

Delete RowSave Row

Local Mileage (travel within the immediate service area).

Number of Miles*: 360

Mileage Rate: 0.540

Total Local Mileage: \$194.40

Local Mileage Funding

Federal Funds: \$194.40

State Funds: \$0.00

Special Funds: \$0.00

Cash Match: \$0.00

In-Kind Match: \$0.00

Local Mileage Total: \$194.40

Save Row





Editing the Application – Travel (Mileage)

Local Mileage - Multi-List

+ Add Row

Local Mileage (travel within the immediate service area).

Number of Miles	Mileage Rate	Total Local Mileage	Federal Funds	State Funds	Special Funds	Cash Match	In-Kind Match	Local Mileage Total
360	0.540	\$194.40	\$194.40	\$0.00	\$0.00	\$0.00	\$0.00	\$194.40
360		\$194.40	\$194.40	\$0.00	\$0.00	\$0.00	\$0.00	\$194.40

Last Edited By: Patricia User - Feb 27, 2021 1:49 PM

+ Add Row

Mileage Description and Justification - Multi-List

+ Add Row

The description should include grant-related travel to include meetings, presentations, community visits, client-related travel, training, etc. Justify travel by explaining why costs are necessary and essential to achieving the goals and objectives of the grant.

Type	Description of Mileage	Justification for Mileage
Local Mileage	We are requesting local mileage due to the large geographical area in which this program is located. The County covers over 566 miles of various terrain. This would be mileage for meetings with direct service victims, assisting law enforcement who are on scenes with victims in crisis, promotion of the program within the community, and meeting with direct service provides involved in MDTs.	We are requesting local mileage due to the large geographical area in which this program is located. The County covers over 566 miles of various terrain. This would be mileage for meetings with direct service victims, assisting law enforcement who are on scenes with victims in crisis, promotion of the program within the community, and meeting with direct service provides involved in MDTs. Per VOCA Rule 94.121(d) Allows for costs necessary and essential to providing direct services such as transportation costs for victims to receive services.

Last Edited By: Patricia User - Feb 27, 2021 2:11 PM

+ Add Row





Editing the Application – Travel Total (Mileage)

Travel Totals

DCJS FUNDS

Federal Funds: \$194.40

State Funds: \$0.00

Special Funds: \$0.00

Match Funds

Cash Match: \$0.00

In-Kind Match: \$0.00

Travel Total

TOTAL: \$194.40

Last Edited By: Patricia User - Feb 27, 2021 2:11 PM





Editing the Application – Subsistence (Lodging & Meals)

Subsistence Description and Justification - Multi-List

✓ Mark as Complete + Add Row

Provide a description of grant-related travel.
Justify travel by explaining why costs are necessary and essential to achieving the goals and objectives of the grant.

Event	Description of Costs	Justification for Costs
No Data for Table		
Last Edited By: Patricia User - Feb 20, 2021 11:48 PM + Add Row		

Other Travel Costs - Multi-List

✓ Mark as Complete + Add Row

Itemize costs associated with airfare and other travel costs necessary for grant-related activities.

Event Title	Number of People Attending	Number of Airfare Tickets	Airfare Rate	Total Airfare	Other Travel Costs	Total Cost for Air and Other Fares	Federal Funds	State Funds	Special Funds	Cash Match	In-Kind Match	Other Travel Costs Total
No Data for Table												
Last Edited By: Patricia User - Feb 20, 2021 11:48 PM + Add Row												

Other Travel Costs Description and Justification - Multi-List

✓ Mark as Complete + Add Row

Provide a description of grant-related travel.
Justify travel by explaining why costs are necessary and essential to achieving the goals and objectives of the grant.

Event	Description of Other Costs	Justification for Other Costs
No Data for Table		
Last Edited By: Patricia User - Feb 20, 2021 11:48 PM + Add Row		





Editing the Application – Subsistence (Lodging & Meals)

Subsistence

Save Row

Itemize costs associated with lodging, meals and transportation necessary for grant-related activities.

Event Title*:

Number of People Attending*:

Lodging

Number of Nights:

Lodging Rate:

\$0

Total:

Meals

Number of Days:

Per Diem Rate:

\$0

Total:

Total Subsistence:

Subsistence Funding

Federal Funds:

\$0

State Funds:

\$0





Editing the Application – Subsistence Totals

Subsistence/Other Travel Costs Totals

✓ Mark as Complete

DCJS FUNDS

Federal Funds: \$0.00

State Funds: \$0.00

Special Funds: \$0.00

Match Funds

Cash Match: \$0.00

In-Kind Match: \$0.00

Subsistence/Other Travel Costs Total

TOTAL: \$0.00

Last Edited By: Patricia User - Feb 20, 2021 11:48 PM





Editing the Application – Equipment

☰ Equipment - Multi-List

[✓ Mark as Complete](#)[+ Add Row](#)

List major items to be purchased or leased separately with unit cost. See your grant funding opportunity for more information. Grant funds cannot support the entire cost of an item that is not used exclusively for grant project-related activities; however, grant funds can support a pro-rated share of such an item.

Equipment Item	Cost Per Item/Monthly Rate	Total Number of Items/Number of Months	Total Cost	Federal Funds	State Funds	Special Funds	Cash Match	In-Kind Match	Equipment Total
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No Data for Table

Last Edited By: Patricia User - Feb 20, 2021 11:52 PM

[+ Add Row](#)

☰ Equipment Description and Justification - Multi-List

[✓ Mark as Complete](#)[+ Add Row](#)

Describe what the item is and how it will be used.
Explain how the request is essential to completing the goals and objectives of the grant.

Equipment Item	Description of Equipment	Justification for Equipment
----------------	--------------------------	-----------------------------

No Data for Table

Last Edited By: Patricia User - Feb 20, 2021 11:52 PM

[+ Add Row](#)

📎 Additional Documentation - Other Attachments

[✓ Mark as Complete](#)[+ Add New Attachment](#)

Description	File Name 	Type	Size	Upload Date	Delete
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No files attached.

Last Edited By: Patricia User - Feb 20, 2021 11:52 PM





Editing the Application – Equipment

 **Equipment**

Save Row

List major items to be purchased or leased separately with unit cost. See your grant funding opportunity for more information. Grant funds cannot support the entire cost of an item that is not used exclusively for grant project-related activities; however, grant funds can support a pro-rated share of such an item.

Equipment Item*:

Cost Per Item/Monthly Rate:

Total Number of Items/Number of Months:

Total Cost:

Equipment Funding

Federal Funds:

State Funds:

Special Funds:

Cash Match:


In-Kind Match:

Equipment Total:





Editing the Application – Equipment Totals

 **Equipment Totals**

✓ Mark as Complete

DCJS FUNDS

Federal Funds:	\$0.00
State Funds:	\$0.00
Special Funds:	\$0.00

Match Funds

Cash Match:	\$0.00
In-Kind Match:	\$0.00

Equipment Total

TOTAL:	\$0.00
--------	--------





Editing the Application – Supplies & Other

Supplies & Other Expenses - Multi-List

✓ Mark as Complete + Add Row

All costs should be itemized within this category by major types. See your grant funding opportunity for more information. Grant funds cannot support the entire cost of an item that is not used exclusively for grant project-related activities; however, grant funds can support a pro-rated share of such an item.

Supply/Item Requested	Cost Per Item/Monthly Rate	Total Number of Items/Number of Months	Total Cost	Federal Funds	State Funds	Special Funds	Cash Match	In-Kind Match	Supplies & Other Expenses Total
No Data for Table									
Last Edited By: Patricia User - Feb 20, 2021 11:57 PM									
+ Add Row									

Supply/Item Requested Description and Justification - Multi-List

✓ Mark as Complete + Add Row

Describe what the item is and how it will be used.
Explain how the request is essential to completing the goals and objectives of the grant.

Supply/Item	Description of Supply/Item	Justification for Supply/Item
No Data for Table		
Last Edited By: Patricia User - Feb 20, 2021 11:57 PM		
+ Add Row		





Editing the Application – Supplies & Other

Supplies & Other Expenses

 Save Row

All costs should be itemized within this category by major types. See your grant funding opportunity for more information. Grant funds cannot support the entire cost of an item that is not used exclusively for grant project-related activities; however, grant funds can support a pro-rated share of such an item.

Supply/Item Requested*:

Cost Per Item/Monthly Rate*:

Total Number of Items/Number
of Months*:

Total Cost:

Supplies & Other Expenses Funding

Federal Funds:

State Funds:

Special Funds:

Cash Match:

In-Kind Match:

Supplies & Other Expenses





Editing the Application – Supplies Total

☰ Supplies & Other Expenses Totals

✓ Mark as Complete

DCJS FUNDS

Federal Funds: \$0.00

State Funds: \$0.00

Special Funds: \$0.00

Match Funds

Cash Match: \$0.00

In-Kind Match: \$0.00

Supplies & Other Expenses Total

TOTAL: \$0.00

Last Edited By: Patricia User - Feb 20, 2021 11:57 PM





Editing the Application – Indirect Costs

Direct Expenditures - Edit

 Save Grid

DIRECT EXPENDITURES (Excluding Match) FOR MODIFIED TOTAL DIRECT COSTS (MTDC) CALCULATION

Salaries and Wages: In order for Salaries and Wages to be allowable for the calculation of MTDC the following must apply:

- Must be integral to the Program.
- Individuals involved can be specifically identified with the project or activity.
- Such costs are explicitly included in the budget.
- The costs are not also recovered as indirect costs.
- The costs must not be used as match.

References: 2 CFR 200.413; FSR Instructions

Fringe Benefits: Fringe Benefits related to Salaries and Wages (above) that are reasonable and required by: law, non-Federal entity employee agreement, or an established policy of the non-Federal entity. Such benefits must be allocated to Federal awards and all other activities in a manner consistent with how fringe benefits are charged throughout the organization. Any match portion is not to be included.

References: 2 CFR 200.431; DOJ 2015 Section 3.9; FSR Instructions

Travel Costs: Travel costs are the expenses for transportation, lodging, subsistence, and related items incurred by employees who are assigned to the Program. Travel costs are allowable with prior written approval of the awarding agency (e.g. be in the budget) and when they are specifically related to the Federal award. Travel costs must also be reasonable, in accordance with the non-Federal entity's written travel policy, and proper documentation must be kept. Any match portion is not to be included.

References: 2 CFR 200.474; FSR Instructions

Supplies and Other: Costs incurred for materials, supplies and fabricated parts necessary to carry out the Federal Program are allowable and must be charged at their actual prices net of applicable credits. This category is applicable for all consumable and short-term items with an acquisition cost of less than \$5,000 each. Any match portion is not to be included.

References: 2 CFR 200.453; FSR Instructions





Editing the Application – Budget

Budget - Current Version						
Budget - Grid						
Budget Categories	Federal	State	Special	Cash Match	In-Kind Match	Total Program
Personnel	\$61,226.00	\$0.00	\$0.00	\$0.00	\$0.00	\$61,226.00
Consultant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Travel	\$194.00	\$0.00	\$0.00	\$0.00	\$0.00	\$194.00
Subsistence	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$1,500.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,500.00
Supplies/Other	\$110.00	\$0.00	\$0.00	\$0.00	\$0.00	\$110.00
Indirect Cost	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$63,030.00	\$0.00	\$0.00	\$0.00	\$0.00	\$63,030.00
Last Edited By: Patricia User - Feb 26, 2021 4:00 PM						





Editing the Application – Attachments

☰ Attachments Required?

Save Form

Are additional attachments required by the funding opportunity?*

Save Form





Editing the Application – Non Supplantation

Non-Supplantation

[Save Form](#)

Applicants under this grant program are required to certify to DCJS, that the funding requested in this application does not supplant or replace, in whole or in part, federal, state, or local funds already supporting current program services.

I certify that the grant funds requested under this grant program will be used to supplement existing funds and will not replace (supplant) funds that have been appropriated for the same purposes.

Certification*:

Project Administrator*:

First Name

Last Name

Title

Date

[Save Form](#)



Editing the Application – Certification of Compliance with Civil Rights

CERTIFICATION OF COMPLIANCE WITH REGULATIONS
OFFICE FOR CIVIL RIGHTS, DEPARTMENT OF JUSTICE

Certification of Compliance - Project Information

 Save Form

Is This Applicable to Your
Project?*

Yes

No

 Save Form

Project Director Certification

 Save Form

Is This Applicable to Your
Project?*

Yes

No

 Save Form



Virginia Department of
Criminal Justice Services
www.dcjs.virginia.gov



Editing the Application – Engagement & Evaluation

Engagement and Evaluation

Save Form

Please describe how you evaluate your program's effectiveness.

Evaluation Plan:

1500 character(s) left

Evidence of Community
Collaboration:

1500 character(s) left

Save Form





Editing the Application – Authority Certification

Authority Certification

 Save Form

To the best of my knowledge and belief, all data in this application is true and correct, the document has been duly authorized by the governing body of the applicant and the applicant will comply with all grant requirements if funding is awarded.

Your typed name, in lieu of your signature represents your legal binding acceptance of the terms of this application and the accuracy of the representations made in this application.

I have examined the information provided here regarding the signing authority and certify it is accurate. I am the signing authority, or have been delegated or designated formally as the signing authority by the appropriate authority of official, to provide the information requested throughout this application system on behalf of the person who has authority to formally commit the organization, locality, or state agency to complying with all the terms of the grant application. Information regarding the signing authority, or the delegation of such authority, has been placed in a file and is available on-site for immediate review.

Authorized Individual*:

First Name

Last Name

Title

Date

 Save Form





Editing the Application – Application List

[Application Preview](#) [Alert History](#) [Map](#)

Application Details

[Preview Applications](#) [Submit Applications](#)


• Application is in compliance and is ready for Submission!

Component	Complete?	Last Edited
General Information	✓	Aug 6, 2021 2:06 AM - Monitor User
Face Sheet	✓	Aug 6, 2021 3:00 AM - Monitor User
Project Narrative Form	✓	Aug 6, 2021 2:58 AM - Monitor User
Goals and Objectives	✓	Aug 6, 2021 2:57 AM - Monitor User
Budget	✓	Aug 6, 2021 2:57 AM - Monitor User
Personnel and Employee Fringe Benefits	✓	Aug 6, 2021 2:34 AM - Monitor User
Consultants	✓	Aug 6, 2021 2:57 AM - Monitor User
Travel	✓	Aug 6, 2021 2:56 AM - Monitor User
Subsistence/Other Travel Costs	✓	Aug 6, 2021 2:57 AM - Monitor User
Equipment	✓	Aug 6, 2021 2:56 AM - Monitor User
Supplies & Other Expenses	✓	Aug 6, 2021 2:56 AM - Monitor User
Indirect Costs	✓	Aug 6, 2021 2:56 AM - Monitor User
Attachments	✓	Aug 6, 2021 2:56 AM - Monitor User
Non-Supplantation	✓	Aug 6, 2021 2:55 AM - Monitor User





Editing the Application – Application Preview

 **Submitted Applications**
List of all current submitted applications

[← Back](#) [Print](#) [Online Help](#) [Log Out](#)

[Application Preview](#) [Alert History](#) [Map](#)

[Application Details](#) [? Ask a Question](#) [Edit Applications](#) [Withdraw](#)

3454 - VSTOP Test Application

[Application Details](#)

Funding Opportunity:	3255-CY 22-23 VSTOP Formula Grant Program for Continuation Applicants	Initial Submit Date:	
Funding Opportunity Due Date:	Aug 26, 2021 12:00 PM	Initially Submitted By:	
Program Area:	Violence Against Women Grant Program	Last Submit Date:	
Status:	Editing	Last Submitted By:	
Stage:	Final Application		





Reminders

- As you edit the application, save your work!
- Once you complete a form select '**Mark As Complete**'
- Applications cannot exceed the maximum award amount.
- Enter the total amount requested from each of the itemized budget forms to the main Budget Component.
- An application cannot be submitted until all forms are completed.
- Once submitted, you cannot edit an application.





Technical Assistance

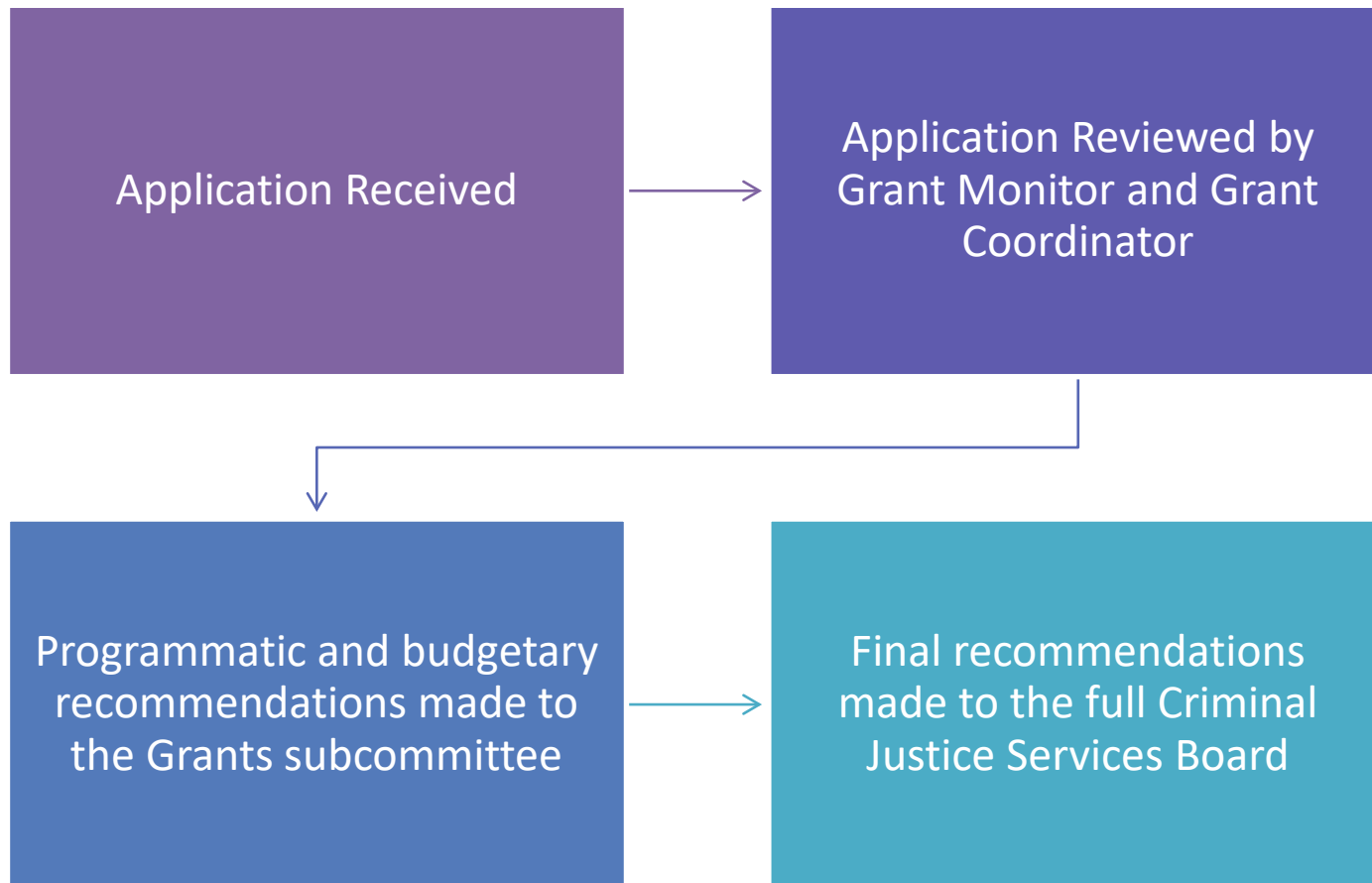
- For assistance with OGMS, contact: ogmssupport@dcjs.virginia.gov and include the name of the agency/locality, application ID number, and the current grant number in your message.
- For detailed instructions and videos, refer to the [OGMS Training & Resources](#) page.
- For questions regarding VSTOP, contact: tierra.smith@dcjs.Virginia.gov.

A copy of this solicitation is available on OGMS and the DCJS website. For additional resources, refer to the details under the Funding Opportunity tab: <https://ogms.dcjs.virginia.gov/>





Review Process





Contact Your Monitor

Amia Barrows, (804) 292-4194,
amia.barrows@dcjs.virginia.gov

Dione Bassett, (804) 804-965-4019,
dione.bassett@dcjs.virginia.gov

Haymanot Cummings, (804) 510-9316,
haymanot.cummings@dcjs.virginia.gov

Chad Felts, (804) 965-4427,
chad.felts@dcjs.virginia.gov

Andrew Kinch, (804) 225-4331,
andrew.kinch@dcjs.virginia.gov

Erin Osiol, (804) 510-9540,
erin.osiol@dcjs.virginia.gov

Sharon Reed, (804) 658-8179,
sharon.reed@dcjs.virginia.gov

Chrissy Smith, (804) 339-9137,
chrissy.smith@dcjs.virginia.gov

Christine Wengloski, (804) 965-4423,
christine.wengloski@dcjs.virginia.gov





**Virginia Department of
Criminal Justice Services**
www.dcjs.virginia.gov