



Commonwealth of Virginia Virginia Department of Criminal Justice Services CY 22-23 Virginia Services, Training, Officers, Prosecution (VSTOP) Formula Grant Program FAQs

Below are frequently asked questions about the CY 22-23 VSTOP Continuation Application Process. Have a question that is not addressed below? You can contact your DCJS Grant Monitor or the VSTOP Grant Program Coordinator to address your question.

When you say that the grant goals and objectives cannot change, do you mean they cannot change from our 19-21 application or they cannot change after we submit them for this application?

- The goals and objectives cannot change from your current approved goals and objectives. If you would like to request to change your current goals and objectives to go into effect for CY 22-23, please contact your grant monitor or the VSTOP Program Coordinator for more information.

What if each of your goals have more than one objective? Should you write the same goal over again? And what do you do if your current goals and objectives have more characters than are allowed within the system?

- Please use the Attachment component to submit an addendum to your Goals & Objectives with the additional information. Within the text box, you can enter the information in the system and/or enter a note directing the reviewer to the Attachment component.

How do I submit an application in OGMS?

- To ensure that grant applicants have the training and resources they need to navigate OGMS successfully, DCJS has recordings available for self-guided training. These training videos will provide a global overview of OGMS functionality as well as high-level instructions on how to perform various tasks. We strongly encourage that all authorized grant officials and key staff who are responsible for managing the VSTOP Grant Program review the recording for [Submitting Applications](#) and instructions for [registration](#). For questions regarding OGMS please email ogmssupport@dcjs.virginia.gov (and include your grant name and grant number) or visit [OGMS](#).

Will we be uploading all of our cooperative agreements or just a list of current agreements and expiration dates?

- Please submit a **list** of your current cooperative agreements to include when the agreement was executed and when it will expire. If you have outstanding signatures that you are waiting for, please indicate this in your list and you will be issued an encumbrance (special condition) to supply the information once it is available.

Should we use our current grant number when completing the required certification attachments?

- Yes, please use your continuation grant number.

If we have a Negotiated Indirect Cost Rate Agreement (NICRA) we do not have to submit the Certification of De Minimis Indirect Cost Rate form?

- That is correct. Submit the Modified Total Direct Cost (MTDC) worksheet **and** either the Certification of De Minimis Indirect Cost Rate form **OR** your NICRA.

Do we click "start application" in OGMS to work on the continuation grant app?

- Yes, select the Start Application button under the Funding Opportunity. If you exit the system, you can access your application under the Application tab.

Who signs off on the Civil Rights Certificate - the Project Director or Project Administrator?

- The Project Administrator must sign off on the civil rights compliance form. The Project Director must ensure that all staff adhere to compliance requirements.

When completing the application in OGMS, should we not insert our UEI number assigned by SAM in the UEI field?

Should we continue to insert the DUNs #?

- Please enter the number assigned by SAM in the UEI field.

On previous applications for VSTOP, the Excel spreadsheet had Federal 75% and State 25%. In OGMS the percentages aren't listed. Is 75% and 25% still correct?

- 75% of your budget is to be allocated to Federal Funds and 25% of your budget should be allocated to match funds. Unless your program is funded under the victim services category or is a tribal subgrantee, you must provide a 25% match. Page 7 of the CY 22-23 Guidelines provides additional information on the match requirement.

Will the salary stay the same since it's a continuation application?

- Within this continuation process, your total award amount stays the same. You are able to change the salary if your budget permits and your Project Administrator approves. If you are requesting an increase, please fully describe the rationale used to determine the level of compensation requested and document that the requested amount is consistent with the agency or local unit of government's compensation plan.

Our CY 19-21 goals and objectives were previously changed and approved by DCJS. Do we need additional approval to keep those changes moving forward into this continuation grant?

- No. If your current goals and objectives are approved, you do not need to get approval unless you want to request to change them again.

Our amount for VSTOP doesn't cover the salary for our advocate working under this grant. Is it necessary to enter her fringe benefits even if we're not using grant funds to cover those costs?

- Typically, fringe benefits are used to meet the match requirement. If that is the case, you need to enter that information. If you are not using these benefits to meet the match requirement, then you will not enter those costs.

Where do you enter the budget narrative in OGMS?

- Within OGMS, the budget narrative is attached to each itemized budget form.

If we need more space for any component of the application, can we add an addendum as an attachment?

- Yes, you can submit an addendum under the Attachment component.