

VSTOP: Virginia Services, Training, Officers, Prosecution

New Director Orientation: Starting the Year with Success

Tierra Williams, MSW

VSTOP & VSDVVF Grant Program Coordinator

Amia Barrows

Victims Services Grant Monitoring Supervisor



DCJS

Virginia Department of Criminal Justice Services

Today's Agenda:

- Introduction of DCJS Coordination Role
- Overview of VSTOP Grant Program
- Grant Program Requirements
- OGMS Overview
- Starting the Grant Year with Success:
Technical Assistance and Resources
- Question

Today's Presentation:

DCJS On-line Grant Management System

Monitor User
Tester
Grantee - Tester

Dashboard

Funding Opportunities

Applications

Grants

Reports

My Profile

Correspondence

Encumbrances

Equipment

Face Sheet

General Conditions and Assurances - Global

Indirect Costs

Lobbying and Debarment Form OJP

Monitoring Activities

Non-Supplantation

Personnel and Employee Fringe Benefits - Percentage Calculated

FY2025 Program Service Goals: Victims

Program Service Objectives - Witnesses - FY2025

Project Description Form

SAM Registration

Status Reports

Subsistence/Other Travel Costs

Supplies & Other Expenses

Travel

VSDCS Access Certification Form

Match Waiver Attachment

Funding Opportunity

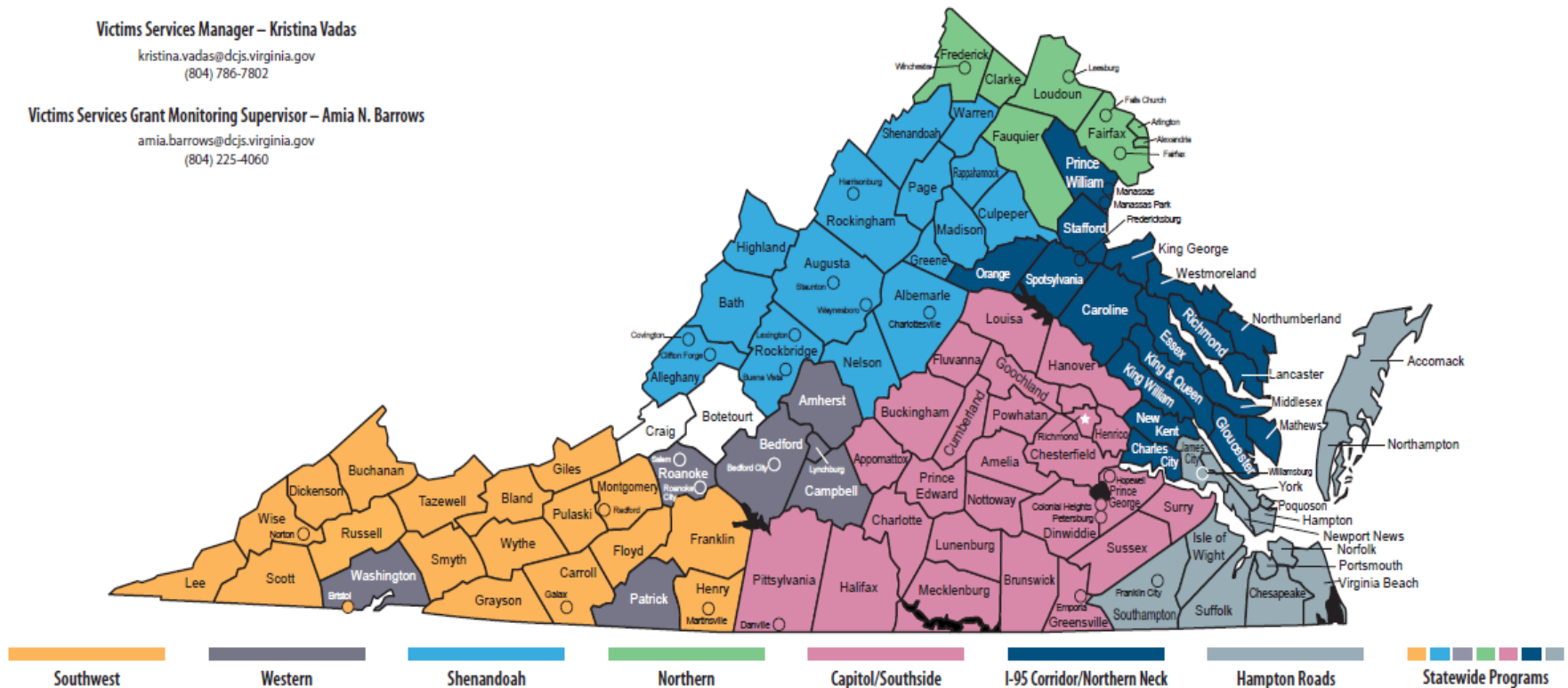
Attachments

Description	File Name	Type	Size	Upload Date
Acknowledgement of Notice of Statutory Requirement to Comply with the Confidentiality and Privacy Provisions of the Violence Against Women Act as Amended	Confidentiality Acknowledgement Form.pdf	pdf	58 KB	08/06/2025 03:57 PM
2024 VSTOP Narrative Form Update	2024 VSTOP Narrative Form Update.doc	doc	40 KB	08/06/2025 03:57 PM
2024 VSTOP Progress Report Instructions	STOPSubgrantee2022InstructionsFinal.pdf	pdf	550 KB	08/06/2025 03:57 PM
Change in Authorized Official Form	ChangeAuthorizedOfficial_Sep2025.pdf	pdf	623 KB	09/10/2025 12:09 PM
CY 26 VSTOP Continuation Grant Guidelines	FINAL CY26 VSTOP Grant Application Guidelines CONT.pdf	pdf	492 KB	09/17/2025 03:24 PM
MEI Reporting Tool FAQ *Updated	VSTOP MEI Reporting System FAQ Feb 2025 FINAL .pdf	pdf	347 KB	08/06/2025 03:57 PM
New CY 24 VSTOP Reporting Form Sample Questions	STOP-Subgrantee-2022-Form_Sample.pdf	pdf	1 MB	08/06/2025 03:57 PM
OGMS Claim Certification Form	ogms_claim_certification_form.pdf	pdf	146 KB	08/06/2025 03:57 PM
SA-DV Prosecutor Guide May 2024	SA-DV Prosecutor Guide May 2024.pdf	pdf	411 KB	08/06/2025 03:57 PM
Sexual Assault Set-Aside Requirements Memo	VSTOP CY 24 Sexual Assault Set Aside Memo- FINAL 9.2024.pdf	pdf	122 KB	08/06/2025 03:57 PM
STOP FAQ on Allowables	STOP FAQ on Allowables.pdf	pdf	555 KB	08/06/2025 03:57 PM
STOP Subgrantee 2022 Form Sample	STOP-Subgrantee-2022-Form_Sample.pdf	pdf	1 MB	08/06/2025 03:57 PM
Victim Safety Assurance Statement	Victim Safety Assurance Statement.pdf	pdf	339 KB	08/06/2025 03:57 PM
VSTOP Allowable and Unallowable Expenses and Activities	VSTOP Allowable Unallowable Expenses and Activities.pdf	pdf	78 KB	08/06/2025 03:57 PM
VSTOP Status Report Form	CURRENT STOPSubgrantee_Form.pdf	pdf	1 MB	08/06/2025 03:57 PM

- The presentation and recording will be available in OGMS under the **Funding Opportunity** component.
- Then, scroll down to the list of **Attachments** for the VSTOP Grant Program Guidelines and other grant resources.

kristina.vadas@dcjs.virginia.gov
(804) 786-7802

amia.barrows@dcjs.virginia.gov
(804) 225-4060



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.
- The VAWA Reauthorization of 2022 allowed for additional revisions to this legislation which expanded services and program requirements.

Eligibility

- Local units of government
- State agencies
- Nonprofit/nongovernmental victim services agencies

Categories of VSTOP

- Law Enforcement (25%)
- Prosecution (25%)
- Courts (5%)
- Victim Services (30%) – 10% set aside is required for culturally-specific community-based organizations
- Discretionary (15%)
- 20% set aside is required for sexual assault

Culturally Specific Set-Aside

- An organization is eligible to receive the culturally-specific set aside if the organization is a nonprofit, nongovernmental organization or tribal organization that serves a specific geographic community that:
 - focuses primarily on domestic violence, dating violence, sexual assault, or stalking;
 - has established a specialized culturally specific program that addresses domestic violence, dating violence, sexual assault, or stalking;
 - has a primary focus on underserved populations (and includes representatives of these populations) and domestic violence, dating violence, sexual assault, or stalking; or
 - obtains expertise, or shows demonstrated capacity to work effectively, on domestic violence, dating violence, sexual assault, and stalking through collaboration;
 - is primarily directed toward racial and ethnic minority groups; **and**
 - is providing services tailored to the unique needs of that population.

An organization will qualify for funding if its primary mission is to address the needs of racial and ethnic minority groups or if it has developed a special expertise regarding a particular racial and ethnic minority group.

Sexual Assault Set-Aside

- The sexual assault set-aside under the VSTOP grant program is designed for projects that meaningfully address sexual assault, including stranger rape, acquaintance rape, alcohol or drug- facilitated rape, and rape within the context of an intimate partner relationship.
- States should evaluate whether the interventions are tailored to meet the specific needs of sexual assault victims including ensuring that projects funded under the set aside have a legitimate focus on sexual assault and that personnel funded under such projects have sufficient expertise and experience on sexual assault.
 - A program must utilize at least 50% of their time to this effort or
 - be recognized as intentionally supporting sexual assault related services to be considered as meaningfully addressing sexual assault and be included as a part of the set aside. VSTOP funds may be used for services tailored to victims of sexual violence to include support groups, community awareness, advocacy, counseling, and helplines, among other services. In addition, VSTOP funds may also support activities such as training for law enforcement, prosecutors, and courts personnel to address sexual violence and multidisciplinary collaboration activities such as Sexual Assault Response Teams (SARTs).

Updated Definitions

Youth – is defined as persons 0-10 years of age. VSTOP funds can only be used to serve victims that are 11 years and older.

Victim Service Provider – nonprofit, non-governmental, tribal, or rape crisis center covered by 30% victim service set aside (includes coalitions and organizations that assist and advocate for DV/SV, stalking, and dating violence victims)

Victim Services – hotline, advocacy, shelter, accompaniment, etc. (now includes advocacy through medical, civil or criminal justice)

Updated Definitions

Culturally specific – includes ethnic and racial minority groups. Does not include LGBTQ+, disability, etc.

Population specific – applies to non-profit, nongovernmental organization that serves certain underserved populations, such as LGBTQ+.

Rape crisis center – adds government agencies if: 1) they are not a part of the criminal justice system, and 2) can offer the same level of confidentiality as other traditional programs.

Violence Against Women Act Reauthorization of 2022 Updates

VAWA Reauthorization of 2022 Updated Definitions

Domestic violence – includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim under the family or domestic violence laws of the jurisdiction receiving grant funding and, *in the case of victim services, includes the use or attempted use of physical abuse or sexual abuse, or a pattern of any other coercive behavior committed, enabled, or solicited to gain or maintain power and control over a victim, including verbal, psychological, economic, or technological abuse that may or may not constitute criminal behavior, by a person who*

- (A) is a current or former spouse or intimate partner of the victim, or person similarly situated to a spouse of the victim;*
- (B) is cohabitating, or has cohabitated, with the victim as a spouse or intimate partner;*
- (C) shares a child in common with the victim; or*
- (D) commits acts against a youth or adult victim who is protected from those acts under the family or domestic violence laws of the jurisdiction.*

VAWA Reauthorization of 2022 Updated Definitions

Legal assistance – *means assistance provided by or under the direct supervision of a person described in subparagraph (B) to an adult, youth, or child victim of domestic violence, dating violence, sexual assault, or stalking relating to a matter described in subparagraph (C).*

(B) Person Described

A person described in this subparagraph is

- (i) a licensed attorney;*
- (ii) in immigration proceedings, a Board of Immigration Appeals accredited representative;*
- (iii) in claims of the Department of Veterans Affairs, a representative authorized by the Secretary of Veterans Affairs; or*
- (iv) any person who functions as an attorney or lay advocate in tribal court.*

VAWA Reauthorization of 2022 Updated Definitions

Legal assistance (cont.) –

(C) Matter described

A matter described in this subparagraph is a matter relating to

- (i) divorce, parental rights, child support, Tribal, territorial, immigration, employment, administrative agency, housing, campus, education, healthcare, privacy, contract, consumer, civil rights, protection or other injunctive proceedings, related enforcement proceedings, and other similar matters;*
- (ii) criminal justice investigations, prosecutions, and post conviction matters (including sentencing, parole, and probation) that impact the victim's safety, privacy, or other interests as a victim;*
- (iii) alternative dispute resolution, restorative practices, or other processes intended to promote victim safety, privacy, and autonomy, and offender accountability, regardless of court involvement; or*
- (iv) with respect to a conviction of a victim relating to or arising from domestic violence, dating violence, sexual assault, stalking, or sex trafficking victimization of the victim, post conviction relief proceedings in State, local, Tribal, or territorial court.*

(D) Intake or Referral

For purposes of this paragraph, intake or referral, by itself, does not constitute legal assistance.

VAWA Reauthorization of 2022 Updated Definitions

Victim service or services – means services provided to victims of domestic violence, dating violence, sexual assault, or stalking, including telephonic or web based hotlines, *legal assistance and* legal advocacy, economic advocacy, emergency and transitional shelter, accompaniment and advocacy through medical, civil or criminal justice, immigration, and social support systems, crisis intervention, short term individual and group support services, information and referrals, culturally specific services, population specific services, and other related supportive services.

VAWA Reauthorization of 2022 New Definitions

***Economic abuse** – in the context of domestic violence, dating violence, and abuse in later life, means behavior that is coercive, deceptive, or unreasonably controls or restrains a person's ability to acquire, use, or maintain economic resources to which they are entitled, including using coercion, fraud, or manipulation to

- (A) restrict a person's access to money, assets, credit, or financial information;
- (B) unfairly use a person's personal economic resources, including money, assets, and credit, for one's own advantage; or
- (C) exert undue influence over a person's financial and economic behavior or decisions, including forcing default on joint or other financial obligations, exploiting powers of attorney, guardianship, or conservatorship, or failing or neglecting to act in the best interests of a person to whom one has a fiduciary duty.

VAWA Reauthorization of 2022 New Definitions

***Technological abuse** – An act or pattern of behavior that occurs within domestic violence, sexual assault, dating violence or stalking and is intended to harm, threaten, intimidate, control, stalk, harass, impersonate, exploit, extort, or monitor, except as otherwise permitted by law, another person, that occurs using any form of technology, including but not limited to: internet enabled devices, online spaces and platforms, computers, mobile devices, cameras and imaging programs, apps, location tracking devices, or communication technologies, or any other emerging technologies.

VAWA Reauthorization of 2022 New Definitions

***Female genital mutilation or cutting (FMG)** – The term ‘female genital mutilation or cutting’ has the meaning given such term in section 116 of title 18, United States Code, which defines it as: any procedure performed for non-medical reasons that involves partial or total removal of, or other injury to, the external female genitalia, and includes

- (1) a clitoridectomy or the partial or total removal of the clitoris or the prepuce or clitoral hood;
- (2) excision or the partial or total removal (with or without excision of the clitoris) of the labia minora or the labia majora, or both;
- (3) infibulation or the narrowing of the vaginal opening (with or without excision of the clitoris); or
- (4) other procedures that are harmful to the external female genitalia, including pricking, incising, scraping, or cauterizing the genital area.

VAWA Reauthorization of 2022 New Definitions

***Forced marriage** – The term ‘forced marriage’ means a marriage to which one or both parties do not or cannot consent, and in which one or more elements of force, fraud, or coercion is present. Forced marriage can be both a cause and a consequence of domestic violence, dating violence, sexual assault or stalking.

Violence Against Women Act Reauthorization of 2022 Updates

VAWA Reauthorization of 2022 Updates

Legal Assistance Certification

- (1) any person providing legal assistance through a program funded under this section –
 - (A)(i) is a licensed attorney or is working under the direct supervision of a licensed attorney;
 - (ii) in immigration proceedings, is a Board of Immigration Appeals accredited representative;
 - (iii) in Veterans' Administration claims, is an accredited representative; or
 - (iv) is any person who functions as an attorney or lay advocate in Tribal court; and
- (B)(i) has demonstrated expertise in providing legal assistance to victims of domestic violence, dating violence, sexual assault, or stalking in a targeted population; or
- (ii)(I) is partnered with an entity or person that has demonstrated expertise described in clause (i); and
- (II) has completed, or will complete, training in connection with domestic violence, dating violence, stalking, or sexual assault and related legal issues, including training on evidence-based risk factors for domestic and dating violence homicide;

VAWA Reauthorization of 2022 Updates

Legal Assistance Certification (Cont.)

(2)any training program conducted in satisfaction of the requirement of paragraph (1) has been or will be developed with input from and in collaboration with a tribal, State, territorial, **local, or culturally specific** domestic violence, dating violence, sexual assault or stalking victim service provider or coalition, as well as appropriate tribal, State, territorial, and local law enforcement officials;

(3)any person or organization providing legal assistance through a program funded under subsection (c) has informed and will continue to inform State, local, or tribal domestic violence, dating violence, or sexual assault programs and coalitions, as well as appropriate State and local law enforcement officials of their work; and

(4)the grantee's organizational policies do not require mediation or counseling involving offenders and victims physically together, in cases where sexual assault, domestic violence, dating violence, **stalking**, or child sexual abuse is an issue.

New STOP Certifications

The **“Prosecution Certification”** indicates that grant recipients that are prosecutors’ offices will, within three years of the date of the grant awarded with federal fiscal year 2023 funds, implement the following:

1. Receive training developed by experts in the field regarding victim-centered approaches in domestic violence, sexual assault, dating violence, and stalking cases.
2. Develop and implement policies that support a victim-centered approach, informed by such training.
3. Develop and implement a protocol outlining alternative practices and procedures for material witness petitions and bench warrants, consistent with best practices, that shall be exhausted before employing material witness petitions and bench warrants to obtain victim-witness testimony in the investigation, prosecution, and trial of a crime related to domestic violence, sexual assault, dating violence, and stalking of the victim, in order to prevent further victimization and trauma to the victim.

Prosecution Certification Technical Assistance

- Aequitas
- Visit <https://aequitasresource.org>

John F. Wilkinson

ATTORNEY ADVISOR

✉ jwilkinson@aequitasresource.org
☎ (202) 596-4228

📍 1000 Vermont Avenue NW, Suite 1010
Washington, DC 20005

🌐 www.AEquitasResource.org

STOP Amended Purpose Areas

- (3) developing and implementing more effective police, court, and prosecution policies, protocols, orders, and services specifically devoted to preventing, identifying, and responding to violent crimes against women, including the crimes of domestic violence, dating violence, sexual assault, and stalking, as well as the appropriate treatment of victims **including implementation of the grant conditions in section 40002(b) of the Violence Against Women Act of 1994 (34 U.S.C. 12291(b));**
- (5) developing, enlarging, or strengthening victim services and legal assistance programs, including sexual assault, domestic violence, dating violence, and stalking programs, developing or improving delivery of victim services **and legal assistance** to underserved populations, providing specialized domestic violence court advocates in courts where a significant number of protection orders are granted, and increasing reporting and reducing attrition rates for cases involving violent crimes against women, including crimes of domestic violence, dating violence, sexual assault, and stalking

STOP Amended Purpose Areas (cont.)

- (9) developing, enlarging, or strengthening programs to assist law enforcement, prosecutors, courts, and others to address the needs and circumstances of individuals 50 years of age and over, **individuals with disabilities, and Deaf individuals** older and disabled women who are victims of domestic violence, dating violence, sexual assault, or stalking, including recognizing, investigating, and prosecuting instances of such violence or assault and targeting outreach and support, counseling, **legal assistance**, and other victim services to such older and disabled individuals;
- (11) maintaining core victim services and criminal justice initiatives, while supporting complementary new initiatives and emergency services for victims and their families, **including rehabilitative work with offenders**
- (20) developing, enhancing, or strengthening prevention and educational programming to address domestic violence, dating violence, sexual assault, or stalking, **or female genital mutilation or cutting**, with not more than five percent of the amount allocated to a State to be used for this purpose

New STOP Purpose Areas

- (21) developing, enhancing, or strengthening programs and projects to improve evidence collection methods for victims of domestic violence, dating violence, sexual assault, or stalking, including through funding for technology that better detects bruising and injuries across skin tones and related training;
- (22) developing, enlarging, or strengthening culturally specific victim services programs to provide culturally specific victim services and responses to female genital mutilation or cutting;
- (23) providing victim advocates in State or local law enforcement agencies, prosecutors' offices, and courts to provide supportive services and advocacy to Indian victims of domestic violence, dating violence, sexual assault, and stalking
- (24) paying any fees charged by any governmental authority for furnishing a victim or the child of a victim with any of the following documents:
 - (A) A birth certificate or passport of the individual, as required by law.
 - (B) An identification card issued to the individual by a State or Tribe, that shows that the individual is a resident of the State or a member of the Tribe.

VSTOP Unallowables

- Cannot exclusively 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
 - food outside of that for travel per diem
 - Cannot be used to pay for attendance at the academy for law enforcement officers or academic tuition

Grant Period

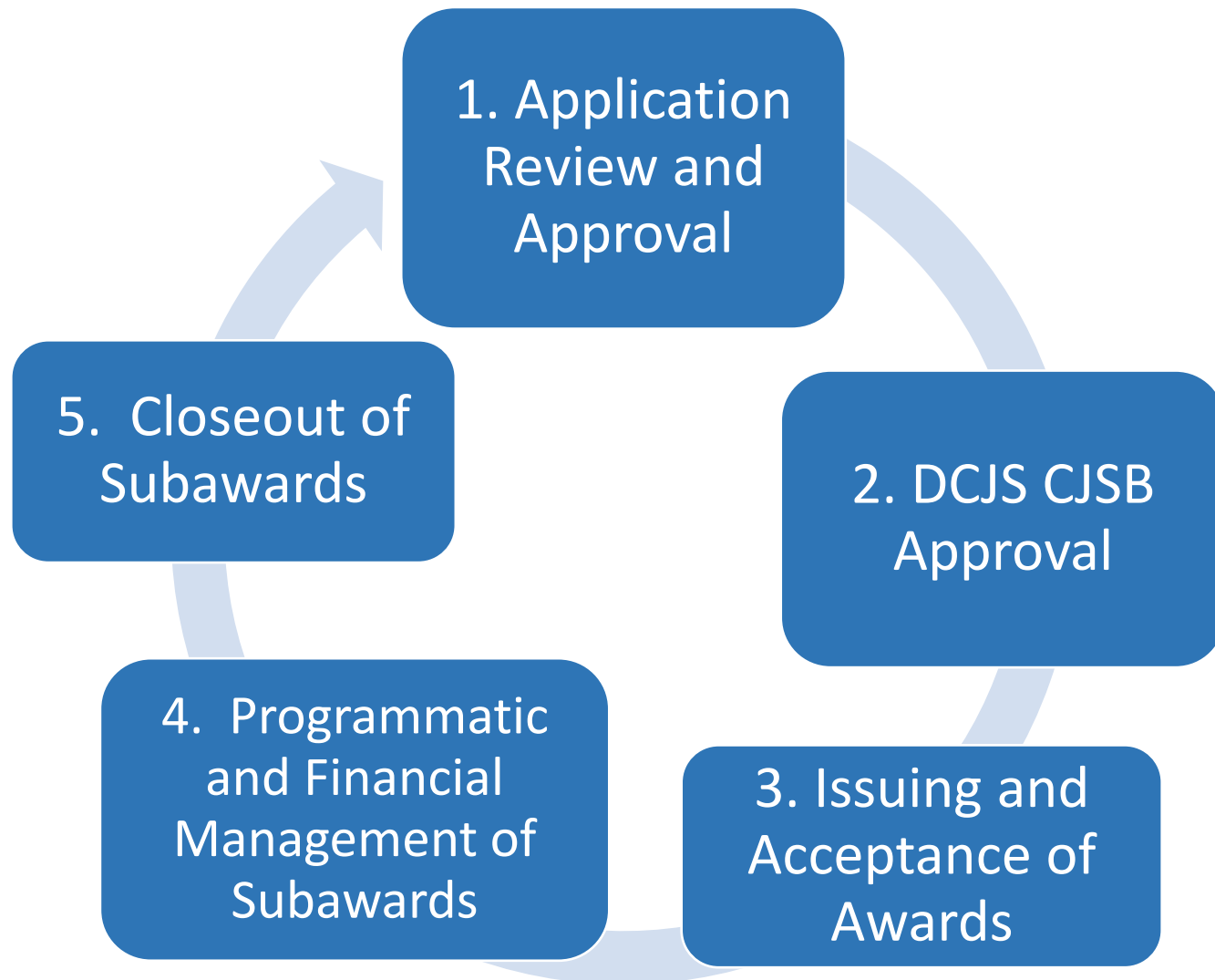
- Operates on a *calendar year*
- **1-Year Continuation Grant Cycle:**
January 1, 2026 through December 31, 2026
- **2-Year Competitive Grant Cycle:**
January 1, 2026 through December 31, 2027
- Future awards are contingent upon:
 - funds allocated to support the Violence Against Women Act,
 - program performance, and
 - the availability of funds.

Authorized Grant Officials

- **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 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 signatory authority, and signs the grant application, provide a copy of a 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.

Grant Program Requirements

Life Cycle of a Subaward



General Conditions Requirements

The general award terms and conditions provided in the award package are applicable to all subrecipients.

[CY26 VAWA Grant Special Condition.pdf](#)

Statement of Grant Award (SOGA)

- Subgrantees sign the award acceptance, respond to any encumbrances (program specific conditions that require attention) and upon approval, implement the funded project according to plan.
- Throughout the grant period, the subgrantee submits quarterly claims (financial) to track and report project expenditures and request reimbursement.
- DCJS is responsible for assuring compliance of all state and federal awards in accordance with state and federal regulations and program guidelines and conducts on-site and office-based monitoring to track programmatic and financial adherence to the award guidelines.
- Throughout the grant period, subgrantees can submit requests to modify the budget based on project needs.
- Grant Monitors are available to review progress reports and provide technical assistance and training and ensure successful implementation of the awarded project.
- DCJS Grants Management reviews and approves all claims.
- Programs have **60 days** from the award date to accept the award.

Failure to Abide by the Terms of the Award

- If the subgrantee has failed to comply with the terms and conditions of the award, DCJS may take one or more enforcement actions which include disallowing costs, withholding of funds or future awards, or wholly or partially suspending the grant pending corrective action.
- Support may be withheld if the subgrantee failed to meet the terms and conditions of previous awards (as noted in the award conditions); failed to show satisfactory progress achieving the objectives of the project; failed to comply with program guidelines.
- Generally, DCJS will suspend (rather than immediately terminate) a grant and allow the subgrantee an opportunity to take appropriate corrective action before a final decision on funding has been made.

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

In-Kind Match

In-kind match may include:

- donations of expendable equipment (cell phones, computers),
- office supplies,
- workshop or classroom materials,
- workspace, 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.

Reporting

- Operates on a Calendar Year
- Requires one (1) **bi-annual report *to include*** narrative (DUE in July)
- Requires one (1) **Annual cumulative report *no narrative*** required (DUE in January)
- Please ensure that your program uses the correct reporting form
- Check your statement of grant award for due dates

Reporting (Cont.)

- Report in the category that you are funded under
- Reports are submitted in OGMS under the “Status Report” component
- Only report on VSTOP funded activities
- For instructions on how to submit a report in OGMS, go to: [ogmsstatusreport.pdf \(virginia.gov\)](https://ogmsstatusreport.pdf(virginia.gov))
- For technical assistance with your report, contact your DCJS grant monitor via OGMS Correspondence.

Additional Narrative

- Due with bi-annual report
- Not required with annual cumulative report
- **All grantees must complete all applicable questions**

Case Studies

- Describe two significant cases from the reporting period
- Cite cases that required a significant amount of staff time or had a significant impact on your community.
- **Please be particularly careful that you are not including any identifying victim information in the case studies that you provide.**

Media Coverage

Specify the type and date of coverage

- For example, WCVE television interview with V-STOP Prosecutor regarding Sexual Assault Awareness Month activities

Training Received

Be sure to include:

- ✓ Training Event
- ✓ Date
- ✓ Location
- ✓ **VSTOP-funded staff** in attendance

Things to Remember...

- If you have questions when completing the report, refer to:
 - ✓ The federal Status Report resources sent in email
 - ✓ [How-To Fill Out a Subgrantee Report](#)
 - ✓ [Sample STOP Subgrantee Performance Reporting Form](#)
 - ✓ [STOP Subgrantee Reporting Form Instructions](#)
 - ✓ If you still have questions, reach out to your grant monitor

Reporting Requirements

- Financial claims (reimbursement and detail of expenditures) must be submitted on a quarterly basis in OGMS through the Claims component.
- Claims are due within 15 days after the end of each calendar quarter. Refer to the award conditions for claims due dates (April 15, July 15, October 15, January 15).
- Claims are due even if no expenditures/activity incurred.
- Remember to mark the final claim as final.
- If the due date falls on a weekend or non-business day, the claim is due on the next business day.
- A Claim Certification Form is required for each new claim and must be signed and dated by the finance officer.
- For claims questions, contact the Grants Management Financial Compliance Supervisor, at (804) 225-2782 or via email at joseph.thompson@dcjs.virginia.gov.
- For detailed instructions on how to submit a claim, click [here](#).

VSTOP Reporting Due Dates- Continuation

FINANCIAL REPORTING SCHEDULE

Calendar Quarter Ending Dates	Reports Due Dates
3/31/2026	4/15/2026
6/30/2026	7/15/2026
9/30/2026	10/15/2026
12/31/2026	1/15/2027
Final Report (Claim)	2/15/2027

PROJECT PROGRESS REPORTS SCHEDULE

Calendar Ending Dates	Reports Due Dates
Biannual 1/01/26 to 6/30/2026 Report	7/15/2026
Annual Report	1/31/2027

VSTOP Reporting Due Dates- Competitive

FINANCIAL REPORTING SCHEDULE

Calendar Quarter Ending Dates	Reports Due Dates
3/31/2026	4/15/2026
6/30/2026	7/15/2026
9/30/2026	10/15/2026
12/31/2026	1/15/2027
3/31/2027	4/15/2027
6/30/2027	7/15/2027
9/30/2027	10/15/2027
12/31/2027	2/15/2028
Final Report (Claim)	

PROJECT PROGRESS REPORTS SCHEDULE

Calendar Ending Dates	Reports Due Dates
Biannual 1/1/26 to 6/30/2026 Report	7/15/2026
Annual Report	1/31/2027
Biannual 1/1/2027 to 6/30/2027 Report	7/15/2027
Annual Report	1/31/2028

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.
 - Verification of training completion should be maintained in your grant documentation and made available to DCJS upon request

Disbursement of Funds

- Disbursement of funds will occur on a cost reimbursement basis for actual funds expended. Actual expenditures should be submitted quarterly and invoiced pursuant to approved line-item budget categories in the grant award package.
- All changes to the budget must be approved by DCJS prior to expending funds.
- Supporting documentation of reported expenditures must be maintained onsite and made available upon request.

Technical Assistance

- For assistance with OGMS, contact: ogmssupport@dcjs.virginia.gov and include the name of the agency/locality, and grant number
- For detailed instructions and videos, refer to the [OGMS Training & Resources](#) page
- Financial/claims questions contact: Joseph Thompson at joseph.thompson@dcjs.virginia.gov
- For programmatic questions regarding your VSTOP grant, contact: your DCJS grant monitor via OGMS Correspondence

Additional Information:

Violence Against Women Act (VAWA)
Virginia Training, Services, Officers,
Prosecution (VSTOP) Webpage:

www.dcjs.virginia.gov/victims-services/grants/violence-against-women-v-stop

Starting the Grant Year with Success

A Guide for Effective, Efficient Grants Management

DCJS Victims Services Section



Key Points for Success:

- ✓ Register in the On-line Grant Management System (OGMS)
- ✓ Read the Award Conditions Carefully and Demonstrate Compliance
- ✓ Develop a Grants Management Plan and a Filing System for Grant Documentation
- ✓ Maintain Communication with DCJS and within the Organization
- ✓ Maintain Financial Accountability, Time & Effort Compliance
- ✓ Maintain Timely Submission of Status Reports and Claims
- ✓ Monitor Spending and Grant Performance Frequently
- ✓ Submit Budget Modifications (if necessary) in Advance of the Deadline
- ✓ Submit Grant Staff/Official Changes to DCJS within 30 days of the Change
- ✓ Prepare for Sub-recipient Monitoring

Register in the On-line Grant Management System (OGMS):

- All authorized officials (project director, project administrator, finance officer) and persons responsible for grants management must be registered in OGMS. If someone other than the project administrator has signatory authority, provide a letter from the project administrator designating signing authority to the identified staff.
- To register, go to the [OGMS](#) homepage, select the registration option, and follow the on-screen prompts. To ensure that all users are associated with the appropriate grant(s), please make sure to list the correct organization. Log in at least once every 90 days or your account will deactivate. Do not re-register. Email OGMS Support to reactivate.
- Registrants can select one grant program area but that does not restrict access to apply for funding from other sources. Registration approval can take 3-5 business days.
- We advise all sub-recipients to plan accordingly and register promptly to ensure access and timely submission of grant requirements. The primary contact on the application can add/delete other grant contacts on the OGMS General Information form. This allows folks to simultaneously work on applications and post-award tasks.
- To support adequate internal controls, sharing credentials is not allowed. We advise sub-recipients to ensure that procedures and roles are documented in the organization's written financial and grants management protocol.
- All changes to grant funded staff and/or officials must be submitted in the OGMS Contract Amendments component. For assistance with registration or other system features, visit the OGMS Training and Resources [Page](#) or contact ogmssupport@dcjs.virginia.gov. Use this email address to reactivate your account.

On-line Grant Management System (OGMS) Training & Resources Page:

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

 Agencies | Governor

Search Virginia.Gov

 Virginia Department of Criminal Justice Services
Improving and promoting public safety in the Commonwealth

ABOUT ▾ LICENSING / REGULATION LAW ENFORCEMENT SCHOOL-CAMPUS SAFETY ▾ JUVENILE / VICTIMS / ADULT JUSTICE ▾ GRANTS RESEARCH

 DCJS is fully operational, but the majority of staff are working remotely. DCJS is not able to accommodate in-person visitors at this time. Thank you for your patience while we adjust to the circumstances.

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

OGMS Training & Resources

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

To access the On-line Grants Management System (OGMS) click here <https://ogms.dcjs.virginia.gov/>. For questions and technical assistance, contact ogmssupport@dcjs.virginia.gov. Please include your grant number and grant program area in the Subject line (Example: 20-A1234CC20 – CCCA/PSA Grant Program).

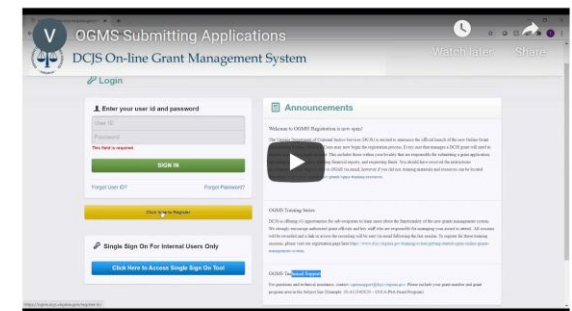
In addition, DCJS will host a series of virtual program specific webinars geared towards more in depth training with question and answer sessions and live technical assistance to supplement the self-guided training materials. All sessions will be recorded and the links will be posted below.

Training Documents

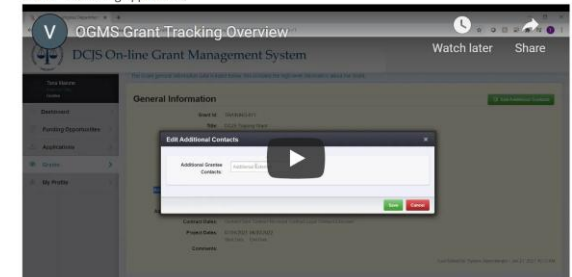
- [Completing your registration in OGMS](#)
- [Terminology Crosswalk Between the Old and New System](#)

Training Videos

Training Videos



OGMS - Submitting Applications



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 GMIS. Please start to manage your grant in OGMS.

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

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.
###-###-####

Read the Award Conditions Carefully

The award package contains the official award document (Statement of Grant Award-SOGA) and links to the Award Conditions and [Requirements](#). The award package is sent through OGMS in the Correspondence component to all authorized officials.

Once the award package has been issued, thoroughly review the details, ensuring that all contact information and allocations are consistent with your records. If there are any discrepancies in the name(s) of authorized officials or amounts listed, please contact your DCJS grant monitor for guidance.

Upon award, go to the OGMS Encumbrances component to see if there are any holds or actions that require your immediate attention. Respond to all requests in a timely manner. Contact your DCJS Grant monitor for technical assistance if needed.

Demonstrate Compliance with Conditions



It is imperative that all sub-recipients demonstrate compliance with applicable Award conditions and [requirements](#). The Award conditions provide grant program specific guidance on required policies that must be implemented to maintain compliance.



Evidence of compliance with the Award conditions must be available upon request. To view the Award conditions, visit the DCJS Grant Requirements [page](#), and select the appropriate calendar or fiscal year grant program as listed on your SOGA.



Ensure that all authorized officials and persons responsible for grants management, receive a copy of the award notice and conditions and have an understanding of the requirements, and of the grant goals and objectives per funding stream. For questions, contact your DCJS grant monitor.

Submit the Award Document in a Timely Manner

- The signed award document must be sent to grantsmgmt@dcjs.virginia.gov within 60 days of the award notice. Once received by DCJS, the award status in OGMS will change to Underway. This status allows sub-recipients to have full access to managing all grant components to include claims, status reports, contract amendments, etc.
- If the signed award document has not been received within 60 days of the award notice, an encumbrance (hold) will be placed on the award preventing disbursement of funds.
- For projects that have not submitted a signed award document within 90 days of the award notice, an official letter notifying DCJS of the delay of implementation must be submitted. Refer to the Award conditions for specific instructions. For questions regarding your award status, contact your DCJS grant monitor.

Develop a Grants Management Plan

- Refer to the Award conditions for reporting deadlines and other important information to ensure that activities are carried out as stipulated in the approved application. Incorporate Award requirements and deadlines into your organization's written financial and grants management protocol.
- Deadlines can also be posted to a shared internal calendar allowing everyone to see when reports and other requirements are due. Identify roles for all persons responsible for grants management. Hold routine grant performance/compliance reviews where requirements are discussed, progress toward goals and objectives are noted, and concerns are addressed.
- Conduct routine budget reviews to monitor spending and performance to ensure that the award is implemented as planned and that all expenditures and activities are carried out by the end of the award period. Review grant components in OGMS to ensure that the information is accurate and aligns with your organization's financial accounting.
- If necessary, submit a request for a budget modification through the OGMS Contract Amendments component. While the deadline for budget amendments is no later than 45 days, before the end of the award period, sub-recipients must submit requests earlier than the stated deadline. Submitting requests in the final quarter of the grant period can potentially be indicative of poor budget planning and impact the desired changes the organization hopes to implement.
- Be responsive to all DCJS requests to ensure that all items are addressed in a timely manner.
- Maintain a list of important grant contacts. Report any questions or concerns regarding your project to your DCJS grant [monitor](#).



Develop a Filing System for Grant Documentation

- Copies of all grant documentation must be made available to DCJS upon request to include: approved grant applications, signed award agreements, encumbrances (if applicable), claims and status reports, contract amendments (if applicable), inventory of major supplies and/or equipment, timesheets, policies referenced in the Award conditions, and all correspondence related to the grant must be kept in a file labeled with the grant number.
- Records pertinent to the award must be retained for a period of 3 years (unless otherwise specified) from the date of submission of the final expenditure report. Electronic files will suffice.
- All expenditures must be well-documented and supported by adequate and appropriate source documentation (i.e. itemized vendor receipts, purchase orders, invoices). All grant funded activities must be supported with documentation to substantiate reported performance (i.e. VAdata reports)
- For more information on documents that must be made available to DCJS, refer to the Victims Services Grants Management Resource [page](#) to view the Items for Review Checklist and Monitoring Tool.

Maintain Communication with the DCJS Grant Monitor:

- All grant related inquiries must be submitted via OGMS Correspondence. Responsiveness to requests from the awarding agency is paramount to ensuring compliance with all grant requirements. Please ensure that all actionable Award conditions and encumbrances requiring a response, are adhered to within the specified deadline.
- If you are unable to meet a deadline, contact your grant monitor in advance. Staying connected and keeping your DCJS grant monitor abreast of all changes that impact the award is critical to your success and compliance.
- Changes in grant funded staff and/or authorized officials (project director, project administrator, finance officer) must be submitted within 30 days of the change via the Contract Amendments component. Visit the OGMS Training & Resources [page](#) for general instructions on how to submit a contract amendment.
- The grant monitor is the best resource to send all inquiries related to award performance and compliance. They are readily available to answer all questions or provide you with direction needed. For a list of Victims Services Monitoring Regions, go to the Victims Services Grant Management Resources [page](#).

Maintain Internal Communication:



- All authorized officials (project director, project administrator, finance officer) have the following established roles and responsibilities: to oversee day-to-day program operations; to ensure that the terms and conditions of the award are fulfilled; and to ensure proper fiscal management of the awarded funds respectively.
- We encourage all authorized officials and other persons responsible for grants management, to have written protocols and to communicate internally, on a frequent basis.
- Ensure that all parties are kept abreast of grant requirements, changes, and that roles are clearly delineated in a written financial and grants management protocol.
- Ensure that grant funded staff understand the goals and objectives per funding stream(s) and that staff are discussing whether the project is on target/budget.
- Utilize OGMS Correspondence to communicate updates, questions, or concerns to the DCJS grant monitor.
- Develop a list of internal contacts and DCJS contacts to communicate updates, changes, and technical assistance needs.

Maintain Financial Compliance and Supporting Documentation

- Effective grants management and compliance relies on having a robust system of internal controls which includes written financial and grants management protocols. Internal controls can minimize risk, protect assets, promote stewardship, and encourage consistent adherence to the organization's policies and procedures.
- All sub-recipients are required to establish and maintain adequate accounting systems and financial records and to accurately account for funds awarded to them. The accounting system must be able to record and report on the receipt, obligation, and expenditure of grant funds by source (ex. federal, state, special, match).
- Sub-recipients must properly track the use of award funds and maintain adequate supporting documentation including proper documentation for all paid grant and match staff and volunteer time reported as well as an inventory of major supplies or equipment. Further information is available in the DOJ Grants Financial [Guide](#).
- All expenses must be allowable, allocable, reasonable, necessary and in accordance with the applicable grant program guidelines and other applicable regulations. Modifications to the budget must be submitted in the OGMS Contract Amendments component and approved by the DCJS grant monitor prior to obligating and expending funds.
- Note: Vehicles, trinkets or giveaways are not allowable purchases. Further, accepting gifts for personal use from purchases made with grant funds is not allowed. For client assistance funds, ensure that proper internal controls are in place for proper authorization and confidentially track funds that are used to address emergency victim assistance. For detailed instructions on contract amendments, visit the Victims Services Grants Management [page](#).

Maintain Time & Effort Tracking Compliance

Charges made to federally funded awards for salaries, wages, and fringe benefits must be based on records that accurately reflect the work performed and comply with the established policies and practices of the organization. See 2 C.F.R. § 200.430 and § 200.431.

Payroll records should reflect after the fact distribution of actual activities or certifications of actual work performed by grant funded staff.

All records must clearly state the grant program and funding source(s) utilized to support grant funded time and be easily identified by cost center or code that references the funding source.

For more information, please see the Office on Victims of Crime (OVC) Time and Effort Tracking Guide [Sheet](#). For sample documents, visit the Victims Services Grants Management Resources [page](#).



Timely Submission of Status Reports (Programmatic Activities):

- All sub-recipients must submit reports by the specified date in the Award conditions. Most grant programs require status reports by the 15th day following the close of the quarter. If the 15th falls on a weekend or holiday, the report is due on the following business day.
- All reports must be submitted via OGMS and include all reporting requirements and attachments for grant funded activities only. Make sure to remove personally identifiable information (PII). Prior to disbursement of funds, status reports must be in approved status. Supporting documentation to validate reported performance data must be maintained onsite and made available upon request.
- Throughout the award period, review performance to ensure that the approved goals and objectives are on track and discuss issues or concerns with your DCJS grant monitor. Report challenges or barriers to meeting goals and objectives, in the status report. Prior to submission, make sure the report is accurate and complete. Enlist an internal reviewer if needed.
- For grant program specific reporting requirements, refer to the Award conditions and/or go the Victims Services Grants [page](#). For instructions on how to submit a status report, click [here](#). For questions or concerns regarding performance, contact your DCJS grant monitor.

Timely Submission of Claims (Financial Reports & Reimbursements):



- Prior to issuing payments, all sub-recipients must have an active registration in the System for Award Management (SAM). To check the status of your organization's SAM registration go to: www.sam.gov.
- All sub-recipients must submit claims on a quarterly basis (unless otherwise specified). Claims for federal grants must be accompanied by the Claim Certification [form](#). Claims must be submitted on the 15th day following the close of the quarter. If the 15th falls on a weekend or holiday, the claim is due on the following business day.
- All backup documentation for reported expenditures and matching funds (if applicable) must be maintained onsite and made available upon request. For instructions on how to submit claims, go to the OGMS Training & Resources [page](#).
- Claims are reviewed and approved by Grants Management. Funds will not be disbursed without an approved status report. For questions on submitted claims, contact the assigned DCJS grant monitor.

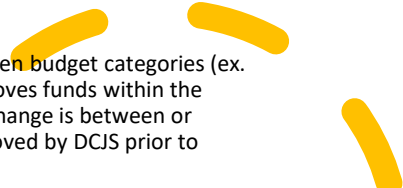
Monitor Spending & Grant Performance:

- Conduct routine spending and performance reviews to ensure that spending is consistent with the approved budget and reported activities. Routine checks on fiscal and programmatic activity should be performed throughout the award period. If the project is not on track financially or programmatically, communicate within your organization and implement solutions to address any identified barriers.
- Report challenges as well as solutions in your status reports. In addition, conduct routine checks of the OGMS Grant Components to see if there are any pending forms that require attention or if there are any inconsistencies between the system and your internal financial accounting.
- If a budget modification is needed, submit a request via the Contract Amendment component in OGMS. Budget modifications can be submitted throughout the award period. The deadline for budget amendments is 45 days prior to end of the award period.
- The deadline for in-line adjustments is no more than two weeks before the end of the award period. In an effort to avoid approval delays, which could cause interruptions in purchasing the requested items, submit the request as early as possible.
- Requests moving a significant portion of funds, in the last quarter, is a potential indicator of a change in scope or in some cases a potential award risk and will be documented as a compliance issue unless there are other reasons explaining the delay in budget planning. All modifications must be approved prior to obligating/expending funds.
- For instructions on how to submit a contract amendment, please visit the OGMS Training & Resources [page](#). For questions about budget modifications, contact your DCJS grant monitor for technical assistance.

Virginia Department of Criminal Justice Services



Submit Budget Modifications with Sufficient Lead Time:

- As stated in the Award conditions, no change to the approved budget may be made without the prior approval of DCJS. Post-award budget modifications include budget amendments or in-line budget adjustments and must be submitted via OGMS Contract Amendments.
 - A budget amendment consists of moving funds between budget categories (ex. personnel to travel). An in-line budget adjustment moves funds within the budget category (ex. salary to fringe). Whether the change is between or within the budget category, all changes must be approved by DCJS prior to obligating and/or expending funds.
 - It is imperative that sub-recipients frequently monitor spending and grant performance, throughout the award period, update DCJS of any changes or technical assistance needs as appropriate and submit requests in advance of the deadline. Avoid waiting until the deadline to submit your request.
 - The budget amendment deadline is no later than 45 days before the end of the award period. No more than two budget amendments will be permitted during the award period. There is no limit on the amount of in-line budget adjustments and requests can be submitted up to two weeks before the end of the award period.
 - Sub-recipients must ensure that there is ample time for a comprehensive review and approval by DCJS. Email correspondence from DCJS regarding a budget modification does not suffice as documentation of approval. Late requests will not be accepted.
 - All requested items must be allowable, allocable, reasonable and necessary. Requests must be adequately described, include a basis of computation, and itemization. The use of terms “misc., etc., including but not limited to” are not sufficient descriptions. Make sure the request contains appropriate justification explaining how the item is directly linked to project goals. Attachments or other supporting documentation can be uploaded to the request to substantiate a cost.
 - Visit the Victims Services Grants Management Resource [page](#) for detailed instructions on contract amendments and refer to the accompanying Budget Amendment Desk Tool.
- 

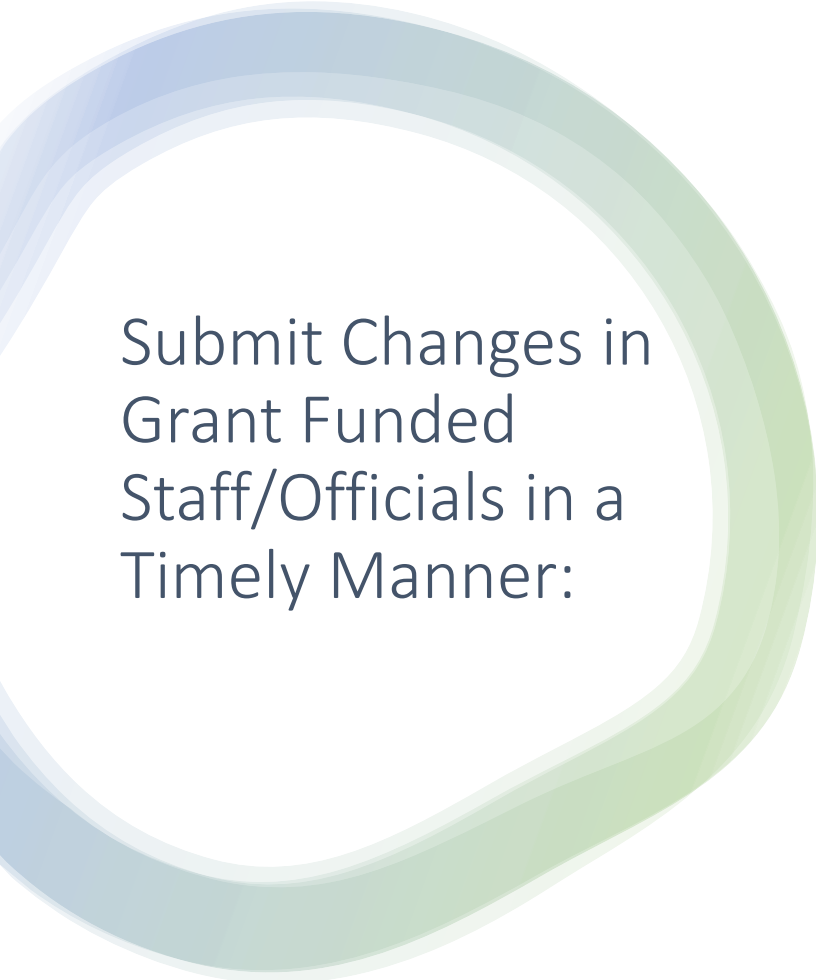
Budget Modification Review & Approval

Budget amendments have two levels of approval by the DCJS grant monitor and supervisor. The review process can take a minimum of two weeks. Upon approval, DCJS Grants Management updates the main budget grid in OGMS. Then, the applicable budget forms are negotiated (unlocked) by the monitor for the sub-recipient to revise and resubmit to DCJS.

Once the amendment has been approved, the sub-recipient can obligate/expends funds. In some cases, the approval process can take longer if revisions are needed and not resubmitted to DCJS in a timely manner. We advise sub-recipients to plan accordingly and submit requests in advance.

Allow ample time for a comprehensive review of your request and make sure to respond to all OGMS alerts if additional information is requested. If a budget form is marked as pending that indicates that it can be revised by the sub-recipient to align with the approved request. Do not add additional items that have not been approved.

Refer to the grant guidelines to ensure that the request is allowed. The guidelines also provide instructions for describing, itemizing, and justifying costs. To access the grant program guidelines, go to the Victims Services Grants [page](#).



Submit Changes in Grant Funded Staff/Officials in a Timely Manner:

- Changes in grant funded staff and authorized officials (project director, project administrator, finance officer) must be submitted in the OGMS contract amendment component within 30 days of the change occurring.
- Changes must be submitted as a separate contract amendment request and not embedded in a status report, budget amendment or in-line budget adjustment.
- For general instructions on how to submit a contract amendment, visit the OGMS Training and Resources [page](#).
- Note: Changes in authorized officials require signature by the project administrator, or designee, on the VS Changes in Authorized Officials [Form](#). For technical assistance, contact your DCJS grant monitor.

Sub-recipient Monitoring:

The U.S. Department of Justice (Office of Justice Programs) requires DCJS to regularly monitor the use of its federal grant funds awarded to sub-recipient agencies to ensure compliance with federal regulations.

In accordance with the DCJS Grant Monitoring Policies and Procedures, DCJS ensures that sub-recipients are in compliance with all grant conditions and that technical assistance is provided as needed to implement effective programs.

As the state administering agency, DCJS is required to develop a risk-based monitoring plan, conduct fiscal and programmatic monitoring on all sub-recipients, and conduct enhanced monitoring of sub-grantees determined to be high risk.

Sub-recipient Monitoring (cont.)

- A pre-award risk assessment is conducted to review timeliness of financial and programmatic reporting, adherence to financial audit requirements (if applicable), progress toward established goals and objectives and if activity is consistent with reported spending, changes in grant funded staff or authorized officials, the date of the last site visit and any other documented compliance concerns.
- The results of the risk assessment indicate the risk level (high, moderate, low) and determines the frequency of monitoring. High risk requires an annual site visit, moderate requires visits every other year, and low risk requires visits every four years. DCJS can conduct visits on an alternative schedule should other compliance issues arise.
- Effective grant compliance relies on having the proper policies and procedures in place and a robust system of internal controls and mechanisms to prevent fraud, waste, and abuse. The monitoring process allows programs to demonstrate compliance, share achievements, receive technical assistance, and identify policies or procedures that need to be implemented or revised to ensure that all requirements are satisfied and promote stewardship of the awarded funds.
- If your program is scheduled for a site visit, you will receive a monitoring notice from your assigned DCJS grant monitor. For more information on risk-based monitoring, please visit our website to view the DCJS Monitoring [Policy](#).



Questions

- For questions regarding your grant award, contact your assigned DCJS Grant [Monitor](#) via OGMS Correspondence.
- [Grant Management Resources | Virginia Department of Criminal Justice Services](#)
- [OGMS Training & Resources | Virginia Department of Criminal Justice Services](#)
- For technical support with OGMS, contact ogmssupport@dcjs.virginia.gov.

Thank you!

Questions or Comments:

Tierra Williams

tierra.williams@dcjs.virginia.gov

Cell: 804-239-8850

**OR Contact your assigned Grant Monitor
via OGMS Correspondence**

