



Virginia Department of Criminal Justice Services

Victims Services Grant Program (VSGP) Guidelines and Application Procedures State Fiscal Year 2027

Federal and State Funds Continuation Solicitation

On-line Grant Management System Funding Opportunity Number
564006

Application Deadline

March 9, 2026, at 12:00 p.m. (noon)

Late applications will not be accepted.

Guidelines Issued February 3, 2026

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

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General Information

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

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

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

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

These funds can be used to provide victims of crime with:

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

Funding Details	
Grant Award Period	SFY 2027, July 1, 2026, through June 30, 2027. Grant period extensions will not be considered.
Funding Source	Funding for this grant program is made available from federal VOCA funds, through the U.S. Department of Justice (DOJ), Office for Victims of Crime. The awards for this grant period are anticipated to be funded from the Commonwealth of Virginia's 2023, 2024, and 2025 federal VOCA

	awards, Assistance Listing number 16.575. Additionally, funding for this grant program includes state general funds allocated to DCJS to support this program.
Expected Total Amount of Funding	Eligible organizations may apply for amounts up to their current VSGP award. DCJS will not approve awards that exceed applicants' current VSGP award amount. Please reference the attached list of predetermined award amounts and funding sources.
Availability of Continuation Funding	This is the final continuation year for subgrantees selected competitively in SFY 2025. DCJS anticipates issuing a new competitive grant opportunity in SFY 2028. Subaward amounts and the number of awarded programs will be dependent on available funding.
Match Requirement	Subrecipients must contribute a cash or in-kind match of 20% of the total subaward amount. Match waivers are available, depending on individual program need.
Disbursement of Funds	Disbursement of funds will occur on a cost-reimbursement basis for actual funds expended.
OGMS Funding Opportunity Number	564006
Application Deadline in OGMS	Monday, March 9, 2026, 12:00 pm (noon)

Application Assistance

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

Application Assistance	
DCJS Contact	Andi Martin Andi.martin@dcjs.virginia.gov or Any Shaffer Anya.Shaffer@dcjs.virginia.gov
Optional Live Webinar,	Registration Link

February 18, 2026, 1:00-2:30 pm	https://www.zoomgov.com/webinar/register/WN_caCFu1jQRh-EcjjDXSDljQ
OGMS Assistance	www.dcjs.virginia.gov/grants/ogms-training-resources
OGMS Contact	ogmssupport@dcjs.virginia.gov

Applicant Eligibility Requirements

Types of Organizations

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

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

Other Eligibility Requirements

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

- Must have a current and active federal System of Award Management (SAM) (www.sam.gov) registration and a Unique Entity Identifier (UEI) number. Applicants without a current, active SAM registration will not be considered.
- Must not be excluded or debarred from doing business with the federal government or the Commonwealth of Virginia.
- Must be in good standing with all state and federal agencies with which they have an existing grant or contractual relationship.
- Must hold current professional and state licenses and certifications as needed for individual grant-funded projects.

Grant Project Requirements

Project Eligibility

Eligible projects must meet all the following criteria:

- Provide services directly to victims of crime.
- Promote within the community being served a coordination of public and private efforts to serve and aid crime victims.

- Assist victims of crime in seeking crime victim compensation benefits.
- Utilize volunteers significantly in project activities and maintain documentation onsite of volunteer efforts.
- Provide program information to the majority of agencies that assist with victims of crime in the service delivery area.
- Maintain statutorily required civil rights statistics on victims served by race or national origin, sex, age, and disability, within the grant period and permit access to any documents, papers, and records to determine that the subgrantee is complying with applicable civil rights laws.
- Provide services to crime victims at no charge.
- Maintain confidentiality of victim information.
- Pay at least a living wage to all grant-funded staff, following the guidelines for a single individual: <https://www.unitedforalice.org/state-overview/virginia>
- Comply with DCJS requirements and provide statistical and programmatic information about staff, volunteers, and victims served.
- Provide services as defined by DCJS and/or the federal Office for Victims of Crime (OVC) and collected through the OVC Performance Measurement Tool (PMT).
- Provide services to victims of federal crimes on the same basis as victims of state/local crimes.
- Meet program match requirements.

Grant Conditions and Federal Requirements

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

- Civil Rights and Nondiscrimination
<https://www.ojp.gov/program/civil-rights-office/statutes-regulations>
<https://www.ojp.gov/program/civil-rights-office/training-resources>
- Code of Federal Regulations Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Title 2, Subtitle B, Chapter XXVIII, Part 2800)
www.ecfr.gov
- U.S. Department of Justice Grants Financial Guide
www.ojp.gov/doj-financial-guide-2024
- VSGP Grant Specific Conditions
<https://www.dcjs.virginia.gov/filebrowser/download/2616?fid=2616#block-uswds-base-subtheme-page-title>

Conditions for SFY 2027 will be provided upon award but are not expected to differ significantly.

Non-Supplantation

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

Match

Recipients of these funds are required to provide a 20% match under this funding opportunity. The required match is based on the total project budget/total subaward amount. For example:

Total Subaward Amount: \$100,000

DCJS Portion: \$80,000 – 80%

Match Portion: \$20,000 – 20%

Applicants must include match in the application budget. Matching funds must be used for allowable purposes. Include a description and justification for all matching funds as described in the budget section of these guidelines.

Match may be in the form of cash match or in-kind match. Cash match is direct funding for the project obtained from other, non-federal funding sources. In-kind match is a contribution of something of value other than cash, such as donated items, space, and services, that are used for allowable project activities. More information on match may be found in the Budget, Budgeting Match section of these Guidelines.

Full or partial match waiver requests will be accepted after awards are approved. To be eligible for a match waiver, grant recipients must demonstrate that they have extenuating circumstances that impede the organization's ability to partially or fully meet the match requirement. Information about the match waiver request process can be found on the DCJS website: <https://www.dcjs.virginia.gov/victims-services/grant-management-resources>. Match waivers are not guaranteed.

Failure to Abide by Terms and Conditions

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

- Failing to adhere to the standard terms and conditions or special conditions.
- Failing to implement the project within 90 days of the start of the award period.
- Implementing substantial program changes to the extent that the project is no longer aligned with the purpose of the funding.
- Failing to submit reports (programmatic and/or financial) in a timely manner.
- Filing a false certification in this application or other report or document.
- Other significant grant compliance or implementation concerns as identified by DCJS.

Non-allowable Expenses

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

1. Any portion of salary for time not dedicated to approved, grant-funded activities.
2. Capital construction, renovation, remodeling, or land acquisition.
3. The purchase or lease of any vehicles.
4. Firearms, ammunition, or related equipment.

5. Political contributions or lobbying.
6. Honoraria.
7. Personal entertainment, personal calls, or alcohol.
8. Trinkets or give-away items (e.g., key chains, pop sockets, flashlights, whistles, chip clips, t-shirts, canvas bags).
9. Research and studies.
10. Active investigation and the prosecution of criminal activities.
11. Fundraising.
12. Activities focused on prevention.
13. Direct cash payments to victims.
14. Supplies or equipment that are given to victims for their personal use.
15. Non-emergency use food.
16. Consultant hourly rates that exceed \$81.25/hour or \$650/day.
17. Neither VOCA funds nor state general funds awarded through this funding opportunity may be used as matching funds for other grant programs.

Bonuses and raises may be allowable if they are approved as part of a locality's compensation plan or approved by the Board of Directors of a non-profit organization.

Overtime pay may be allowable if it is part of the organization's compensation plan and necessary for the completion of grant approved activities.

Allowable Costs

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

Allowable Costs	
Salary and fringe benefits to support staff time spent meeting the goals and objectives of this grant.	For example: • Information and referrals • Personal advocacy and accompaniment services • Emotional support and safety services • Shelter and safe housing • Criminal and civil justice system assistance
Supplies or equipment for use by a VSGP funded staff person that support the goals and objectives of this grant.	For example: • Office space • Laptops • Printers • Copiers • Telephones • Cellphones • Internet or cell phone service

	These items must be prorated to the amount of time the grant-funded staff person works on this grant project. These items cannot be purchased for victims' personal use. Subgrantees must maintain an inventory of property purchased with grant funds in accordance with the DOJ Grants Financial Guide: www.ojp.gov/funding/financialguidedoj/overview
Travel and subsistence needed by staff and volunteers to support the goals and objectives of this grant. DCJS will consider requests to support attendance at appropriate out-of-state training conferences. DCJS will approve requests for funds to support out-of-state travel, or airfares to attend training conferences, with adequate justification. Justification must address how the training is needed to meet the goals of the grant and that it is unavailable within the state. Applicants should demonstrate that attendance is cost effective and will facilitate essential improvements in service delivery. Registration fee expenses should be detailed in the "Supplies and Other Expenses" category.	For example: • Mileage • Per diem • Lodging • Parking
Consultant costs that support the goals and objectives of this grant.	For example: • Translation services • Interpretation services • Therapist or counseling services
Supplies needed to provide services to victims of crime. and Payments for goods or services	For example: • Securing new or temporary housing; including paying a security deposit, first month's rent, or moving expenses. • Victim travel expenses needed to receive services. • Childcare expenses.

needed by victims of crime, that are related to their victimization.	• Utility assistance (other than utilities in arrears). • Security measures such as re-keying locks or purchasing a motion detector or security camera that does not require installation. • Emergency food and clothing. • Therapeutic supplies such as journals, yoga mats, and art supplies.
Outreach activities	For example, brochures, fliers, billboards, and other outreach expenses to inform the community being served about the organization's victim intervention services and how they can access services.

Data Reporting Requirements

Quarterly, grant recipients will report the following in OGMS:

- Number of requests for services that were unmet because of organizational capacity issues.
- Client surveys distributed and completed/received.
- Challenges and changes to the funded program.
- A case study (with no personally identifiable victim information) describing the services provided through this grant program.
- Emerging issues and notable trends affecting crime victim services in the service area.
- The number of federal crime victims served, if any.
- Progress toward meeting the goals and objectives of the funded grant project.

Additionally, grant recipients will complete quarterly performance reports including quantitative data including the following: number of victims served, victim demographics, types of victimization, and services provided. These reports will be submitted in OGMS using an Excel template.

Application Review Process

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

Current DCJS grant recipients will not be considered for funding if, as of the application due date, any of the required claims, financial reports (detail of expenditure reports in OGMS), progress reports (status reports in OGMS), or encumbrances for the current grant are more than 30 days overdue. DCJS may waive this provision for good cause, which may be submitted via a contract amendment reporting extension in OGMS through the applicant's current award.

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

1. The applicant is eligible for funding.

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

The Criminal Justice Services Board (CJSB) is expected to make award determinations at its meeting in May of 2026. Award determinations are final and may not be appealed.

DCJS will issue grant awards based on approval from the CJSB. Fiscal and/or programmatic revisions may be required as a condition of funding. Such revisions must be submitted in OGMS prior to project initiation unless otherwise indicated by DCJS.

Before Applying

Grant applications must be entered in OGMS (<https://www.ogms.dcls.virginia.gov/index.do>).

Register or confirm existing registration at least two weeks prior to the application due date to ensure the individuals responsible for completing and signing the required components in the application have access to OGMS. Note, OGMS accounts are deactivated after 90 days of inactivity. Requests for reactivation of OGMS accounts must be sent to: ogmssupport@dcls.virginia.gov.

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

Application Instructions

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

To apply for this grant, select Funding Opportunity # 564006 *SFY 2027 Victims Services Grant Program for Competitive Applicants*

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

Under *Additional Applicants*, select all organization members who should have access to this application and to the grant if it is awarded. If you do not see the name of a person who should have access to the application or grant, it could mean they are not registered in OGMS, they are not registered under the same organization, or that their OGMS account has been deactivated.

A. Face Sheet (in OGMS)

Face Sheet Instructions (in OGMS)	
Congressional District(s)	Select all congressional districts served by the applicant (www.census.gov/mycd).
Best Practice	Not applicable
Jurisdiction(s) Served	Select all jurisdictions proposed to be served by this grant program.
Program Title	Program titles must include the organization's name, name of the grant program, and the year.
Certified Crime Prevention Community	Not applicable
Type of Application	Enter "Continuation."
Community Setting	Check all that apply.
Brief Project Overview	Provide a description of the proposed project and the anticipated implementation activities. Summarize what the funds will support, including the number of people that will be served, items that will be purchased, and the number of staff that will be supported (include position titles). For example, <i>"VSGP funds will be used for the following: salary & benefits for two part-time advocates and partial salary and benefits for a full-time program director; developing, translating (Spanish) and printing brochures; and emergency needs for domestic violence victims such as hotel, clothing, and emergency food. We anticipate assisting 150 victims with this grant program."</i>
Project Director	Provide the name and contact information for the person who will have day-to-day responsibility for managing the project and who will be the contact if DCJS needs project-related information.
Project Administrator	Provide the name and contact information for the person authorized to formally commit the organization, locality, or agency to complying with all the terms of the grant application, including the provision of match, if applicable. This must be the president of the board of directors of a nonprofit organization; the county

	administrator; the city, county, or town manager; the chief elected officer of the locality, such as the mayor or chairman of the board of supervisors; or, in the case of a state agency, the agency head. If someone other than one of these officials is delegated the authority to serve as Project Administrator or sign for Project Administrator, attach a letter delegating authority to serve in this capacity. This letter must be specific to this funding opportunity, signed by the person granting this authority, printed on agency letterhead, and dated after the release of these guidelines.
Finance Officer	Provide the name and contact information for the person responsible for fiscal management of the funds associated with this grant, such as the treasurer of the agency's board, the locality financial manager, or the hired accountant.

***Note:** Appropriate internal controls necessitate that the Project Director, Project Administrator, and Finance Officer are different people.

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

Complete a Project Specific Goals and Objectives form for SFY 2027.

Project Specific Goals and Objectives Form Instructions (in OGMS)	
Goal (Maximum of 100 characters per goal)	Applicants must enter three goals. Goals must reflect the work anticipated to occur in the grant period with awarded funds. Select "Add Entry" to enter each goal.
Objectives (Maximum of 500 characters per objective)	Under each goal, enter two to three objectives. - Each objective must be "SMART," meaning they must be specific, measurable (i.e. qualifiable), attainable, related to items in the budget, and time-based. - Goals and objectives must address the purpose of this funding opportunity.
Intended Outcome/Impact (Maximum of 2000 characters)	Describe the intended outcome anticipated should each goal be reached.
Data Collection (Maximum of 2000 characters)	Describe the data that will be tracked to determine whether grant goals have been met and the method

	to store and analyze the data.
Time Frame (Maximum of 250 characters)	Describe the time frame needed for each goal. Time frames should not exceed the grant period.

Example:

Goal: To support domestic violence victims with basic needs provisions.

Objective 1: By June 30, 2027, 50 victims of domestic violence will receive sheltering services with funds supported by this grant.

Objective 2: By June 30, 2027, grant funded advocates will provide court accompaniment to 35 victims seeking protective orders.

Objective 3: By June 30, 2027, grant funded advocates will provide 250 hours of crisis intervention services to victims of domestic violence through the agency crisis line.

Intended outcome: Victims of domestic violence will receive access to services responding to their needs as related to crime victimization.

Data collection: Services will be tracked in our agency case management database. Crisis line services are also documented in an Excel-based spreadsheet.

Timeframe: All objectives are designed to be completed by June 30, 2027, over a 12-month period.

C. Budget Summary Form (in OGMS)

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

Budget Summary Form Instructions (in OGMS)	
Report the amount of funds requested by category.	• Personnel and Fringe Benefits • Consultants • Travel • Subsistence and Other Travel • Equipment • Supplies and Other Expenses • Indirect Costs
Match	The match requirement for this funding opportunity is 20% of the total project cost/award amount. Matching funds must be shown on the budget summary grid under "Cash Match" and/or "In-Kind Match."
Place requests for funding under the "Federal" and "State" columns.	Funding for this grant program comes from federal VOCA funds and state general funds. Reference the predetermined funding amounts and ensure that the correct amounts are placed under the Federal and State columns.

Ensure that each itemized budget form aligns with the total amount requested on the budget grid.	Each budget line must correspond to the itemized budget forms. Round all amounts to the nearest dollar.
Funds from Other Sources	Enter all funds from other sources that support the organization applying for funding. If the proposed project will generate program income, enter the anticipated amount of program income that will be earned and explain how these funds will be used to support the grant project.

1. Itemized Budget Forms (in OGMS)

Itemized budget forms are located in OGMS. There is an itemized budget form for each of the budget categories. Information entered into these forms must include a description and justification for items included in the budget.

In OGMS, complete an itemized budget form for each category for which funding is requested. Total amounts on each itemized budget form must match amounts listed on the applicant's budget grid.

Requirements for itemized budget forms:

- All items requested in each budget form must be allowable per grant guidelines, reasonable, and justified as necessary for the project to succeed. In general, a cost will be considered reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost.
- At the bottom of each itemized budget form, the applicant must identify the funding source for the budgetary items. Allocate all expenses under federal funds and state funds, as appropriate.
- Budgeting Match
 - i. Cash match is direct funding for the project obtained from other, non-federal funding sources.
 - ii. In-kind match sources may include, but are not limited to, the following:
 1. Donated supplies or equipment, the value of which shall not exceed its fair market value.
 2. Donated space and facilities. The value of rent shall not exceed the fair rental value of comparable space and facilities in the same locality.

3. Volunteer services. The hourly rate of volunteers must be consistent with compensation to paid staff for similar work, or applicants may use a rate similar to what is listed on these websites: <https://independentsector.org/resource/value-of-volunteer-time/> or <https://www.pointsoflight.org/blog/updated-value-of-a-volunteer-hour-in-the-u-s/>. Volunteer hours should be placed under the Personnel section.
- iii. Matching funds must be shown on the budget grid and in relevant budget itemization forms. On the budget itemization forms, under description, describe the amount and origin of cash match (e.g., \$2,000 state-funded grant funds). Describe in-kind match items including values (e.g., 30 hours of volunteer time valued at \$20/hour, totaling \$500). Under justification, describe how the item or funds will be used in the project. Match must be used for allowable purposes.
- For all items, the applicant must indicate in the description whether the item is used exclusively for the proposed project. Items that are not used exclusively for the project must be prorated, and the applicant must include an explanation of how the items were prorated.
 - i. If an item is used exclusively for this proposed project, prorating is not needed.
 - ii. If the item is used to support other projects in the agency, prorating is needed.
 - iii. How to Prorate
 - Proration Based on Budget: If the request for funding is 15% of the total operating budget, prorate items that are not used exclusively for this proposed project by 15%.
 - Proration Based on Individual Grant Funded Staff: If a staff person is funded 50% by this grant, prorate their computer, office supplies, office furniture, cellphone or other assigned items by 50%.
 - Proration Based on Total Grant Funded Staff: If 25% of the organization's staffing is supported by this grant, prorate items used by all staff by 25%.
 - Proration Based on Victims Served: If your VSGP funded staff serve 10% of the total victims served by your agency, you can prorate items that are not used exclusively for this proposed VSGP project by 10%.
- a. **Personnel and Employee Fringe Benefits Itemized Budget Form** (If personnel are not funded by this project, use \$0.00 on the budget grid.)

This section applies to all employees supported by any funds associated with this project. Staff time supported by grant funds may only be spent on approved grant activities. All salaries must meet a living wage requirement. To determine this requirement, visit <https://www.unitedforalice.org/household-budgets/virginia>.

Personnel and Employee Fringe Benefits Itemized Budget Form Instructions

Indicate if personnel costs are included in the budget – “Yes” or “No.”	If “Yes,” complete remainder of the form.
Personnel Form	• Enter the employee’s name, position title, whether the position is full time or part time, the total hours per week worked, the total hours per year, the total annual salary (regardless of funding source), and the amount requested under the grant. Indicate if this is a new position. If the position is vacant, enter “Vacant” in lieu of an employee name. • All requested amounts must be reasonable given the complexity of work and consistent with the applicant’s staff compensation plan. For funding requested for a position that provides services outside of these grant activities, prorate the request to only include time spent on this grant project.
Employee Fringe Benefits	• Select the employee’s name. • Enter the fringe benefit costs (FICA, retirement, group life, health insurance, workers’ compensation, unemployment, disability, and other). ○ If fringe benefits for individual employees cannot be entered, create an employee named “Fringe Benefit” and enter the aggregate amounts for each fringe benefit and enter zero for the salary. ○ If this process is elected, leave the fringe amounts for each individual employee at zero. • Fringe benefit amounts must be proportional to the requested salary.
Description (maximum of 500 characters)	• Select the employee’s name. • Under “Description of Position,” include: ○ Grant-related duties performed (do not list job duties that are not under this grant), ○ Whether and how the position was prorated, and

	○ The basis of computation for salary and fringe benefits.
Justification (maximum of 500 characters)	● Select the employee's name. ● Under "Justification for Position," include: ○ How the position meets the purpose of this grant program, ○ Assurance that the rate of compensation is approved by the Board of Directors or aligned with the locality compensation plan for similar positions in the geographic area that perform similar work, and ○ Assurance that the rate of compensation meets a living wage requirement.

Example:

Description

Applicant requests funding for 50% of a full-time counselor position. The counselor will provide individual and group counseling sessions to victims of domestic violence. The counselor's salary is \$55,200/year. $\$55,200 \times 50\% = \$27,600$. Fringe Benefits are requested at 50%.

Justification

The annual salary of the counselor is consistent with similar positions in this part of the state, and it is approved by the agency Board of Directors. Similar positions in the area range between \$50,000-\$60,000. According to Unitedforalice.org, a living wage for the City of Richmond is \$37,296/yr. for one adult. Our proposed salary exceeds this living wage requirement. The services provided by the counselor position will assist the organization with the following goals: supporting victims' emotional and psychological needs, and helping to stabilize their lives after victimization, which are also purposes of VOCA funding.

b. Consultants Form (If consultants are not funded by this project, use \$0.00 on the budget grid.)

Services provided by a third party, regardless of whether there is a contract in place, should go on the Consultants form (e.g., training facilitators, consulting firms, employment agencies, interpreters, translation services, property management, etc.). Supporting documentation (i.e., time sheets, invoices, evidence of completed deliverables) for consultants must be maintained onsite and made available upon request.

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

Consultants Form Instructions	
Indicate if consultants are included in the budget – “Yes” or “No.”	If “Yes,” complete remainder of the form.
Consultant Rates	The rate of compensation for individual consultants must be reasonable and consistent with that paid for similar services in the marketplace; however, the rate may not exceed \$650.00 per day (\$81.25 per hour, exclusive of travel and/or subsistence) and may not exceed the consultant’s usual and customary fee.
Consultant Subsistence (lodging and meals) and Travel	Consultant subsistence (lodging and per diem) and travel are generally not allowable unless it is necessary, reasonable, and justified. Reimbursable costs must adhere to the recipient’s established travel policy.
Description (maximum of 500 characters)	• Select the name of the consultant. • Under “Description of Consultant’s Role,” include: ○ A description of the consultant’s role, ○ Each service contracted for, ○ The total budgeted amount for each service, and ○ A basis of computation for the requested amount.
Justification (maximum of 500 characters)	• Under “Justification for Use of Consultant,” include: ○ An explanation as to why a consultant is needed to perform the service, and ○ How use of the consultant meets the purpose of this grant program. • Applicants are encouraged to attach supporting documentation to justify the request.

Example:

Description

Applicant requests funding for Spanish and Russian translation services contracted with Jane Doe. Translation services are needed to translate our current victims’ services brochure into Spanish and Russian. These brochures support outreach to victims of crime to be served by this grant project, so this request is not prorated. Our brochure is 1020 words. Jane Doe’s

translation services rate is 15 cents per word. 15 cents x 1020 words x 2 (Two Languages: Spanish and Russian) = \$306.00.

Justification

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

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

Grant funds may be used for mileage costs to assist grant staff or volunteers with meeting grant goals. Applicants must use the federal mileage reimbursement rate if they do not have a local travel policy. The federal mileage reimbursement rate can be found at this link: <https://www.gsa.gov/travel/plan-a-trip/transportation-airfare-rates-pov-rates-etc/privately-owned-vehicle-pov-mileage-reimbursement?topnav=travel>.

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

- *Local mileage* is travel within the immediate service area (satellite offices, court, meetings, etc.).
- *Non-local mileage* is travel outside of the immediate service area (trainings, conferences, meetings, etc.).

Travel Form Instructions	
Indicate if travel (mileage) costs are included in the budget – “Yes” or “No.”	If “Yes,” under “Local Mileage” or “Non-local Mileage,” enter the number of miles and the mileage rate. Continue the form.
Description (maximum of 500 characters)	• Select the mileage being requested. • Under “Description of Mileage,” include: ○ A description of the requested mileage per each item, ○ A basis of computation for the requested amount, and ○ Whether the request is based on the federal/state travel policy or the applicant’s policy.
Justification (maximum of 500 characters)	• Under “Justification for Mileage,” include: ○ A description of how the expense meets the purpose of this grant program and ○ If the applicant’s travel policy differs from

	the federal/state travel policy, provide the applicant's policy as it relates to the request.
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Example:

Description

Agency requests mileage for a 12-month period for grant funded advocates to travel to the hospital to meet directly with victims for forensic medical exams. Last year, advocates responded to 40 such calls and each call resulted in an average 20-mile round trip. 40 calls x 20 miles each= 800 miles. 800 miles x .72 (cents per mile) = \$576. We are not prorating this amount because all mileage is based on services provided under this grant program alone.

Justification

Mileage is needed so that staff and volunteers can be present with victims at the hospital where they can provide a wide range of services in a supportive, trauma-informed way. Accompaniment services are eligible services as indicated in these Guidelines. Per agency policy, we reimburse mileage at a rate of 72 cents per mile, which is different from federal rates.

- d. Subsistence and Other Travel Costs Form** (If lodging, per diem, and other travel costs are not funded by this project, use \$0.00 on the budget grid.)

Grant funds may be used for subsistence (lodging and per diem) and other travel costs to assist grant staff or volunteers with meeting grant goals. Applicants must use federal travel rates if they do not have a local travel policy. Federal travel rates can be found at this link: <https://www.gsa.gov/travel?topnav=travel>.

Subsistence and Other Travel Costs Form Instructions	
Indicate if subsistence (lodging and per diem) and other travel costs are included in the budget – “Yes” or “No.”	If “Yes,” complete the remainder of the form.
Subsistence	- Under “Subsistence” enter: - The event title. - Under “Lodging” enter the number of rooms required, number of nights, and rate cost. - Under “Meals” enter the number of people, number of days, and the per diem rate.
Other Travel Costs	- Under “Other Travel Costs,” enter: - The event title, - The number of people attending, - The number of trips with airfare, - The airfare rate, and

	○ Other travel costs.
Description (maximum of 500 characters)	● Select the event item requested. ● Under “Description of Costs,” include: ○ A description of the costs, ○ A basis of computation for each cost, and ○ Whether the request is based on the federal/state travel policy or the applicant’s policy.
Justification (maximum of 500 characters)	● Under “Justification for Costs,” include: ○ A description of how the expense meets the purpose of this grant and ○ If the applicant’s travel policy differs from the federal/state travel policy, provide the applicant’s policy as it relates to the request.

Example:

Description

Agency requests per diem for three advocates to attend basic advocacy training in Richmond, September 1-5, 2026. According to the GSA, each complete day of per diem is \$48. $\$48 \times 5 \text{ days} \times 3 \text{ staff} = \720 . This request is not prorated because each staff attending the conference will provide services under this grant project.

Justification

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

e. Equipment Form (If equipment is not funded by this project, use \$0.00 on the budget grid.)

Grant funds may be used to purchase equipment needed to carry out grant funded activities. Grant funded equipment must be tracked, managed, and disposed of in a manner consistent with the subrecipient’s policies and the DOJ Grants Financial Guide (www.ojp.gov/funding/financialguidedojo/overview).

Upon award, applicants must adhere to the DOJ Grants Financial Guide property standards for grant funded equipment and maintain property records and an inventory of equipment and major supplies purchased with grant funds onsite and available upon request.

Equipment is considered tangible personal property, including information technology systems, having a useful life of more than one year and a per-unit acquisition cost of \$5,000 or greater (or the organization's capitalization policy, if it is less than \$5,000). If the organization does not have a capitalization policy in place, the amount of \$5,000 must be followed.

Equipment Form Instructions	
Indicate if equipment is included in the budget – “Yes” or “No.”	If “Yes,” complete the remainder of the form.
Description (maximum of 500 characters)	- Select the equipment item being requested. - Under “Description of Equipment,” include: - The basis of computation for the requested amount, - Whether and how the item is prorated, - An explanation of how the amount being requested is reasonable, and - An explanation for how the cost of an item was determined (e.g., a quote from a vendor). - Attach applicable documentation of estimated costs.
Justification (maximum of 500 characters)	- Under “Justification for Equipment,” include how the item is needed to carry out grant funded activities. - If equipment is requested to replace outdated or “old” equipment, briefly describe why replacement is necessary and when the “old” equipment was acquired.

Example:

Description

Applicant is seeking funding to purchase a scanner/copier. The total cost for the item is \$5,000. The scanner/copier will be used by all nine staff and will not be exclusive to the three staff working on this grant. As grant funded staff make up 33% of our total staffing, the applicant is seeking VSGP funding for 33% of the scanner/copier. \$5,000 (total cost) x 33% = \$1650.

Justification

The scanner/copier will replace the current one which is approximately 15 years old. The

current one is unreliable and often breaks down. This new scanner/copier will be used to copy materials provided to victims and documents needed for case management. Similar products cost \$4,500-7,500. The selected item is at the lower end of this range.

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

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

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

All costs must be itemized within this category by major types (e.g., office supplies, equipment use fees [which must be supported by usage logs], printing, postage, telecommunications, etc.). If the item includes more than one component, identify subcomponents under "Description."

Membership fees should be requested under this category. Grant funds may support a maximum of three memberships per year. Memberships must be in the name of the organization, not an individual.

Computers purchased with DCJS grant funds must be equipped with updated anti-virus protection software. Applicants are encouraged to limit computer purchase requests to \$1,500 per workstation.

*All major supplies purchased with grant funds must be tracked on an inventory list.

Supplies and Other Expenses Form Instructions	
Indicate if supplies and other expenses are included in the budget – "Yes" or "No."	If "Yes," complete the remainder of the form.
Description (maximum of 500 characters)	• Select the supply or item being requested. • Under "Description," include: ○ An explanation of what the item is, ○ A basis of computation that explains how the total cost of the item was determined,

	○ Whether and how the item is prorated. ● For membership fees, include the above listed requirements and the following: ○ A description of the organization or association, and ○ The membership rate.
Justification (maximum of 500 characters)	● Under “Justification,” include: ○ Why the item is needed to carry out grant funded activities, ○ Whether the item is replacing an older item, ○ The age of the older item, ○ An explanation as to why it must be replaced, and ○ An explanation of how the amount being requested is reasonable. ● For membership fees, include the benefits the applicant will receive from the membership.

Example:

Description

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

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

Justification

The laptop computer will give Jane the ability to manage cases. Jane does not currently have a laptop, only a desktop computer. The laptop is needed so that Jane can take it to court and have access to needed information.

g. Indirect Costs Form (If indirect costs are not funded by this project, use \$0.00 on the budget grid.)

Indirect costs are allowable under this grant program but not required. Indirect costs are costs of an organization that are not readily assignable to a particular project but are necessary to organization operation and project performance. Indirect costs are those that benefit more than one activity and are common or joint purpose costs. For example, costs of an office manager or receptionist position that answers general phone calls and greets

clients are considered indirect costs.

Requested indirect costs may only be used for allowable purposes. For example, the applicant cannot use indirect costs to support lobbying activities as lobbying is an unallowable cost under this grant program.

The salaries of administrative and clerical staff should generally be treated as indirect costs. Administrative and clerical staff salaries may be appropriate to include as direct costs only if all the following conditions are met:

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

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

Requesting Indirect Costs	
Indicate if indirect costs are included in the budget – “Yes” or “No.”	If “Yes,” complete the remainder of this form.
Determine Indirect Cost Rate	• Determine the indirect cost rate that will be used for this grant program. Applicants have two rate options: 1. Negotiated Indirect Cost Rate Agreement (NICRA). Applicants using a NICRA must attach a copy of their current, signed, final, or provisional agreement to this OGMS form. Applicants may apply with a provisional rate; however, if their final rate is lower, they will need to pay back the difference in any funds paid out with the higher rate. 2. De Minimis Rate ○ Applicants without a current NICRA may elect to use the de minimis rate of 15% or less. ○ Complete the OGMS de minimis rate certification. ○ This certification must be signed by

	the Project Administrator. • If the applicant will use the de minimis rate, answer “Yes.” If the applicant will use a NICRA, answer “No.”
Direct Expenditures	Enter the amount of funds in the Application Budget per each category. • Do not include anticipated indirect costs in this grid. • Do not include matching funds in this grid. • Save the form before continuing.
Expenditure Totals	Enter the indirect cost rate.
DCJS Funds	Enter the total allowable amount of indirect costs (or less if needed to fit into the budget) under federal or state funds.

Subrecipients who request reimbursement for indirect costs will include their reimbursement requests on quarterly claims. The amounts requested must be based on the actual Modified Total Direct Cost (MTDC) amount incurred each quarter, not including match (state general funds). This amount will likely vary from quarter to quarter. The amount of indirect costs requested for reimbursement each quarter cannot be the total for the year divided by four.

For assistance determining the appropriate amount of indirect costs that may be claimed, subrecipients can use the MTDC Worksheet each quarter (www.dcjs.virginia.gov/sites/dcjs.virginia.gov/files/MTDC%20Worksheet.xlsx).

Certifications in OGMS

Certifications		
	Who	Action Needed
General Conditions and Assurances	All applicants must complete this form.	It must be signed by the Project Administrator or their designee.
Lobbying and Debarment Certification	All applicants must complete this form.	It must be signed by the Project Administrator or their designee.
SAM Registration	All applicants must complete this form.	Upload proof of SAM registration with the Unique Entity Identifier

		(UEI) number and a non-expired expiration date.
Non-Supplantation	All applicants must complete this form.	It must be signed by the Project Administrator or their designee.
Civil Rights Certification of Compliance	All applicants must complete this form.	• The Project Administrator must certify that they have viewed the civil rights training offered by the Office for Civil Rights (OCR) and that they will ensure all grant funded staff will be trained to understand their responsibilities as outlined in the OCR training. • A link to the OCR training is attached to the certification form. All applicants should select "Yes" on the "Project Director Certification" in OGMS and complete the form with their information. • The Project Administrator must select whether the applicant agency falls under Equal Employment Opportunity Plan (EEO) Certification A or Certification B. • Awarded applicants that fall under EEO Certification B must have an EEO on file and provide it to DCJS upon request. • All applicants should select "Yes" on the "Project Administrator Certification" in OGMS and complete the form.
Authority Certification	All applicants must complete this form.	It must be signed by the Project Administrator or their designee.

Attachments in OGMS

Upload the following attachments in OGMS, if required.		
	When is it required?	Details
Letter Designating Signing Authority	If someone other than the specified individual signs any of the certifications in the application, a letter designating signing authority is required.	• This person granted signing authority may not be the Project Director or Finance Officer listed on the face sheet. • In the case of authority delegation, the organization must provide a letter, memorandum, or other document, on agency letterhead, signed by the Project Administrator. The document should include the following: 1. An effective date, 2. A list of applicable grant programs, and 3. The name and contact information of the person being granted signatory authority. • The received letter, memorandum, or other document shall be valid for three (3) years from the effective date. • A new authority delegation document is required when there are changes to the Project Administrator or to the person receiving authority. The document must be provided for any newly submitted applications or issued DCJS grants. • Organization bylaws can be accepted if the name or title of the person giving and receiving authority matches the names or

		titles listed in OGMS. The bylaws should indicate that they have the authority to sign/commit the organization to grants guidelines, restrictions, and conditions.
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Fund Requests and Grant Reporting Requirements

Failure to comply with grant reporting requirements in a timely manner may result in DCJS withholding disbursement of grant funds and/or termination of the award. DCJS will provide grant reporting requirements at the time of grant award. Listed below are the anticipated requirements.

Disbursement of Funds

- Disbursement of funds will occur on a cost-reimbursement basis for actual funds expended through a “claim” process.
- Actual expenditures must be reported quarterly and invoiced pursuant to approved line-item budget categories in the approved grant application.
- Subgrantees will only be reimbursed for costs that have been incurred within the grant period, and which are reported on the detail of expenditures (financial report).
- Grant funds may only be expended and/or obligated during the grant period.
- A final claim for all obligations must be submitted within 45 days after the end of the grant period unless the 4th quarter claim is marked final by the subgrantee.
- Claims and financial reports must be submitted through OGMS.

Financial Reports (referred to as “Claims and Detail of Expenditures” in OGMS)

Grant recipients must submit **quarterly financial reports** in OGMS. Included with financial reports, subrecipients must submit a Claim Certification Form in OGMS. The Claim Certification Form includes a place to report program income. Program income is defined as any income earned as a result of grant funded activities. Subrecipients must use program income to offset total allowable costs of the grant project, thus reducing the federal award and non-federal entity contributions. See the DOJ Grants Financial Guide (www.ojp.gov/funding/financialguidedojo/overview) for more information on program income.

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

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

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

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

Grant recipients must submit **quarterly status reports** through OGMS. Progress reports include the following:

- Number of requests for services that were unmet because of organizational capacity issues.
- Client surveys distributed and completed/received.
- Challenges and changes to the funded program.
- A case study (with no personally identifiable victim information) describing the services provided through this grant program.
- Emerging issues and notable trends affecting crime victim services in the service area.
- The number of federal crime victims served, if any.
- Progress toward meeting the goals and objectives of their grant.

Additionally, grant recipients will complete quarterly performance reports including quantitative data including the following: number of victims served, victim demographics, types of victimization, and services provided. These reports will be submitted in OGMS using an Excel template.

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

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

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

Submit Application

Submit applications and required attachments through OGMS by 12:00 pm on Monday, March 9, 2026. After such time, OGMS will no longer permit applications to be submitted.

For technical issues and questions regarding OGMS, email ogmssupport@dcjs.virginia.gov, including the grant name and application number, or visit OGMS Training & Resources at www.dcjs.virginia.gov/grants/ogms-training-resources.

DCJS staff are available to provide technical assistance and support during the application process via email at anya.shaffer@dcjs.virginia.gov and andi.martin@dcjs.virginia.gov. Please copy your grant monitor to ensure a timely reply.

Attachment A
SFY 2027 Anticipated Award Amounts

Agency Name	SFY26 VOCA Funds	SFY26 State General Funds	SFY26 Local Match	SFY26 Total
Ready Kids	\$200,000.00		\$50,000.00	\$250,000.00
Piedmont CASA	\$154,000.00		\$38,500.00	\$192,500.00
Cntr. for Child & Family Svc.	\$151,800.00		\$37,950.00	\$189,750.00
Greater Richmond Scan	\$149,500.00		\$37,375.00	\$186,875.00
The James House	\$144,000.00		\$36,000.00	\$180,000.00
Warren Coalition	\$131,530.00		\$32,883.00	\$164,413.00
Charlottesville	\$123,600.00		\$30,900.00	\$154,500.00
Doorways	\$93,652.00		\$23,413.00	\$117,065.00
Mental Health America of VA	\$43,220.00		\$10,805.00	\$54,025.00
Hampton	\$34,760.00		\$8,690.00	\$43,450.00
First Step	\$20,268.00		\$5,067.00	\$25,335.00
Ayuda		\$200,000.00	\$50,000.00	\$250,000.00
Blue Ridge Legal Services		\$93,790.00	\$23,448.00	\$117,238.00
Boat People		\$75,000.00	\$18,750.00	\$93,750.00
Ethiopian Comm. Dev. Cou.		\$144,000.00	\$36,000.00	\$180,000.00
Family Crisis Support Svcs.	\$109,000.00		\$27,250.00	\$136,250.00
Greater Wash. Jewish Coal.	\$110,783.00	\$29,217.00	\$35,000.00	\$175,000.00
Korean Comm. Service Cntr.	\$24,000.00		\$6,000.00	\$30,000.00
Latinos in VA Empow. Ctr.		\$200,000.00	\$50,000.00	\$250,000.00
Legal Aid Justice Center		\$200,000.00	\$50,000.00	\$250,000.00
Legal Aid Soc. of Rke Valley		\$110,679.00	\$27,670.00	\$138,349.00
Legal Aid Works		\$200,000.00	\$50,000.00	\$ 250,000.00
Legal Svcs of Northern VA		\$200,000.00	\$50,000.00	\$250,000.00
Loudoun Cit. for Social Just.		\$99,000.00	\$24,750.00	\$123,750.00
Project Horizon, Inc.		\$73,000.00	\$18,250.00	\$91,250.00
Safe Harbor	\$144,000.00		\$36,000.00	\$180,000.00
Tahirih Justice Center		\$123,200.00	\$30,800.00	\$154,000.00
The Laurel Center		\$140,114.00	\$35,029.00	\$175,143.00
Virginia Anti-Violence Proj.		\$124,000.00	\$31,000.00	\$155,000.00
Virginia Legal Aid Society		\$200,000.00	\$50,000.00	\$250,000.00
Virginia Poverty Law Center		\$153,000.00	\$38,250.00	\$191,250.00
Women's Resource Ctr NRV		\$135,000.00	\$33,750.00	\$168,750.00
	\$1,634,113.00	\$2,500,000.00	\$1,033,530.00	\$5,167,643.00