

Fiscal Year 2025 Victim Witness Grant Program(VWGP) Application Webinar

Online Grant Management System (OGMS)

Funding Opportunity

#528927



DCJS

Virginia Department of Criminal Justice Services

Webinar Agenda

- **Review Key VWGP Application Components**
- **Emphasize new application components**
- **Technical Assistance for OGMS and VWGP**
- **Chat Q and A**

OGMS Self-Guided Resources

- [Registering with OGMS](#)
- [Instructions for Applying for Funding](#)
- [Accessing your Grant](#)
- [Completing an Application and Steps to Update an Application in Correcting Status](#)
- [Adding Additional Grantee Contacts](#)
- [Updating "My Profile"](#)

General

- Add additional contact(s) in this tab that supports your project, including all face sheet personnel.
- A person must be an approved registered user in OGMS to be in the drop-down selection.
- See the following OGMS instructions to [Adding Additional Grantee Contacts](#).

Budget

- Complete budget for July 1, 2024- June 30, 2025.
- Round all amounts in the budget grid to the nearest dollar.
- **Use the Maximum Award Amounts list only.**
- Budgets may not exceed the predetermined amounts in the solicitation.
- Each budget line of the grid must correspond to the itemized budget form.
- Prior to submitting the application, please ensure that each itemized budget form aligns with the total amount requested on the budget.

Budget Requirements

- All items requested in each budget form must be allowable.
- For all items, under item justification, explain how the item is needed to support the project.
- All items must include a basis of computation in the description of the item and an explanation of how the requested cost was determined.
- The applicant is responsible for ensuring totals in each itemized budget form match what is on the budget grid and do not exceed the maximum award amount.

Budget Requirements Con't

- At the bottom of each itemized budget form, the applicant must identify the funding source for the budgetary items. Allocate all expenses under federal, state general, or state special funds as appropriate and indicated on the **Maximum Award Amounts** list.
- Indicate in the description whether the item is used exclusively for the VWGP. Items that are not used exclusively for the VWGP must be prorated.

Budget Categories

- Personnel and Fringe Benefits
- Consultants
- Travel
- Subsistence
- Equipment
- Supplies/Other
- Indirect Costs
- Funds From Other Sources (located on Budget Grid screen)

Funds from Other Sources

- Enter all funds from other sources that support the Victim Witness Grant Program. Include all awards/subawards from all sources, and locality contributions, and indicate whether your agency receives a general fund appropriation.

Considerations for Consultants

- The rate of compensation for individual consultants must be reasonable and consistent with that paid for similar services in the marketplace.
- Services provided by a third party, regardless of whether there is a contract in place or not, should go under Consultants.
- Under Description, detail what the consultant will provide and how many hours they will provide their services.
- Under Justification, explain how the work provided by the Consultant is essential to the proposed project and allowable. Additionally, explain how use of a consultant is cost effective and reasonable. For example, explain why the applicant must hire a consultant to provide this service rather than have its own staff provide the service.

Face Sheet

- Define Performance Statement as listed in the guidelines.
- Select no for best practice as this is related to global formatting and not the VWGP.
- Ensure that each of the three officials is a different person and contact information is listed. Should there be a vacancy or interim assignment of face sheet personnel, list the alternate staff.

Non-Supplantation

This form must be signed by the Project Administrator in OGMS.

- Non-supplanting defined: The federal DOJ Grants Financial Guide states: “Federal funds must be used to supplement existing state and local funds for program activities and must not supplant (replace) those funds that have been appropriated for the same purpose.” Additionally, requests for “new” staff positions must be justified, must not supplant other funds, and must result in significant additional service delivery.

Program Service Goals: Victims

- Indicate the number of victims your grant funded staff and volunteers anticipate serving in FY2025.
- The number of services is a projection only.
- The final goals for FY2025 must be entered into VSDCS before your FY2025 Quarter 1 progress report will be approved.
- The "Other" category has been removed to accommodate defined victimizations, special classifications, and support the use of existing specific categories.

Form Certifications

- Authority Certification
- Civil Rights Certification of Compliance
- General Conditions and Assurances
- Lobbying and Debarment Form OJP
- SAM Registration
- VSDCS Access Certification (3 sections)

Program Service Objective: Witnesses

Witness activities for those who are not crime victims are unallowable with VOCA funding.

- List the number of witnesses who will receive specific services from grant funded staff.
- Programs can serve a maximum of 5% of witnesses per fiscal year with the grant funds.

Project Description Form

- See FY2025 guidelines, pg.12 for brief project description sample:

“VWGP grant funds will be used to pay the salaries of two staff who will provide services to crime victims outlined in the Virginia Crime Victim and Witness Rights Act. Services include personal advocacy/accompaniment, emotional support and safety services, criminal /civil justice system assistance, and information and referral. We anticipate serving 250 victims and 12 witnesses with grant funds during SFY 2025.”

Attachments

- A letter designating signing authority is required if someone other than the specified individual signs any of the certifications in the application. The letter must be on official organization letterhead, include an effective date, list applicable grant numbers or application titles, and include the contact information of the person being granted signatory authority. This must be a recent letter.
- List of cooperative agreements or MOUs (pg. 13 of guidelines).
- Additional information for review by DCJS.

Grant Application Review and Awards

- DCJS staff will review applications as they are submitted in OGMS and negotiate applications back for any needed changes.
- The Criminal Justice Services Board will make final grant subaward decisions at its meeting in June 2024.
- After the CJSB meeting, DCJS Grants Management will issue award letters via OGMS correspondence.
- After signed SOGAs are returned to the DCJS Grants Management email, and after all needed application corrections are made, grants will go Underway in OGMS.

Suspension or Termination of Funding

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

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

Contacts

- For assistance with OGMS, contact ogmssupport@dcjs.virginia.gov and include the name of the agency/locality, and application number (Application ID).
- For detailed self-guided instructions and videos for OGMS, refer to the [OGMS Training & Resources](#) page.
- Please email guidelines-specific questions to Patricia.Foster@dcjs.virginia.gov and copy your DCJS grant monitor. A response will be sent within two business days.

Questions?

