



Victims Services Grant Program (VSGP) and VOCA Post Award Training

Division of Criminal Justice Services,
Victims Services



**Virginia Department of
Criminal Justice Services**

www.dcjs.virginia.gov



Goal of Today's Workshop

Provide your agency with the building blocks to successfully balance and meet VSGP Grant Post Award Requirements

Financially

Program Management

Monitoring



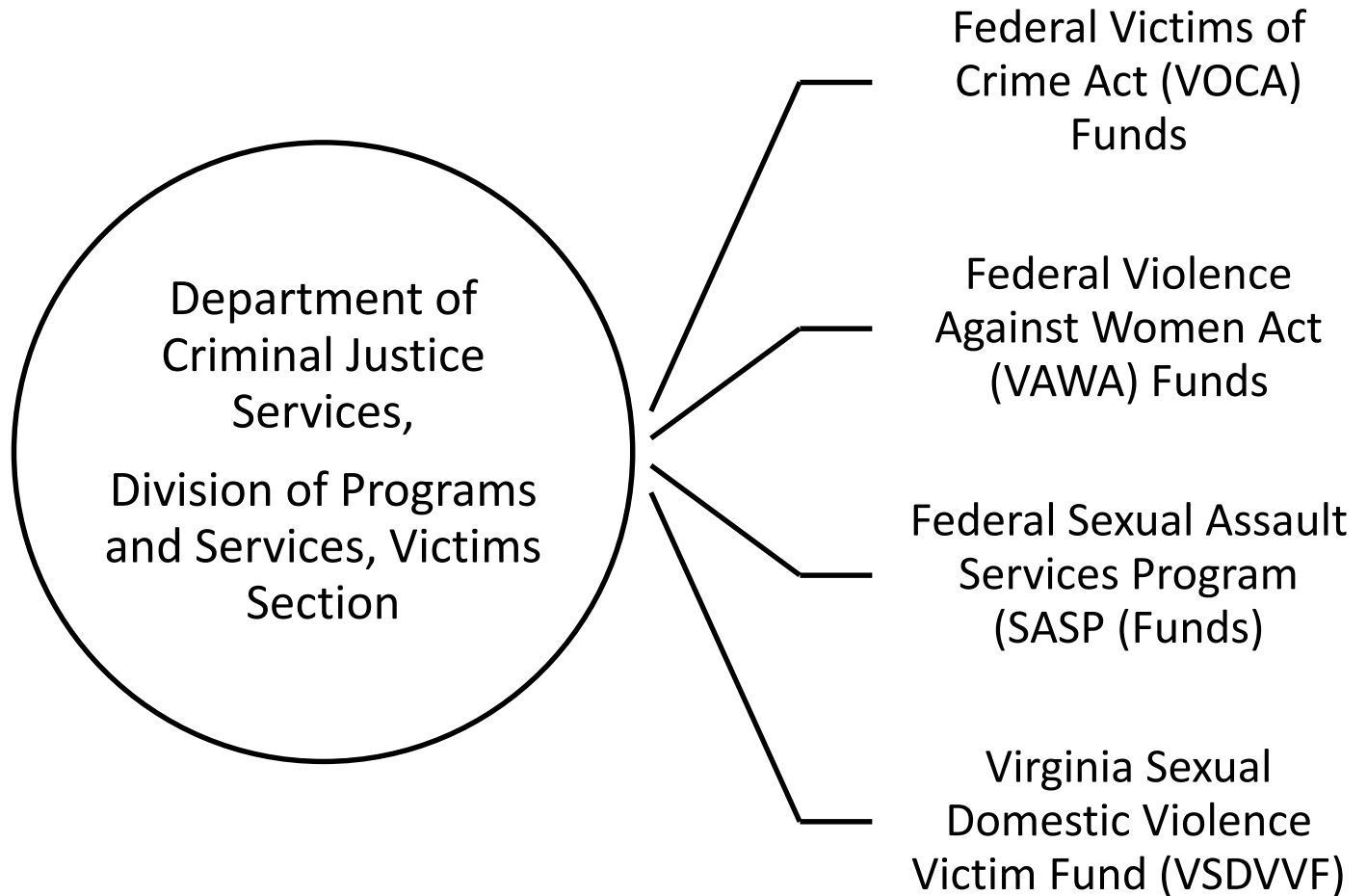
Acronyms

- VSGP=Victim Services Grant Program
 - DCJS=Department of Criminal Justice Services
 - GMIS=Grant Management Information System
 - CJSB=Criminal Justice Services Board
 - VOCA=Victims of Crime Act
 - SADV=Sexual Assault Domestic Violence
 - SOGA=Statement of Grant Award and Acceptance
 - OVP=Office for Victims Programs
 - PMT=Performance Measurement Tool
 - CFR=Code of Federal Regulations
 - DOJ=Department of Justice
 - SAR=Subgrant Award Report (Part of PMT reporting)
-
- Statewide Acronyms red
 - Federal Acronyms black





Overview of the Grant Process for Victim Assistance





Victims Services Grant Programs

VOCA

- Grant Type=Federal Funding
- Intent=Provides funding for direct services for victims of crime
- Match=Required

VAWA

- Grant Type=Federal Funding
- Intent=Assists projects that develop and strengthen effective responses to sexual assault, domestic violence, dating violence, and stalking
 - Match=Required

SASP

- Grant Type=Federal
- Intent=Dedicated to the provision of direct intervention and related assistance for victims of sexual assault
- Match=NONE

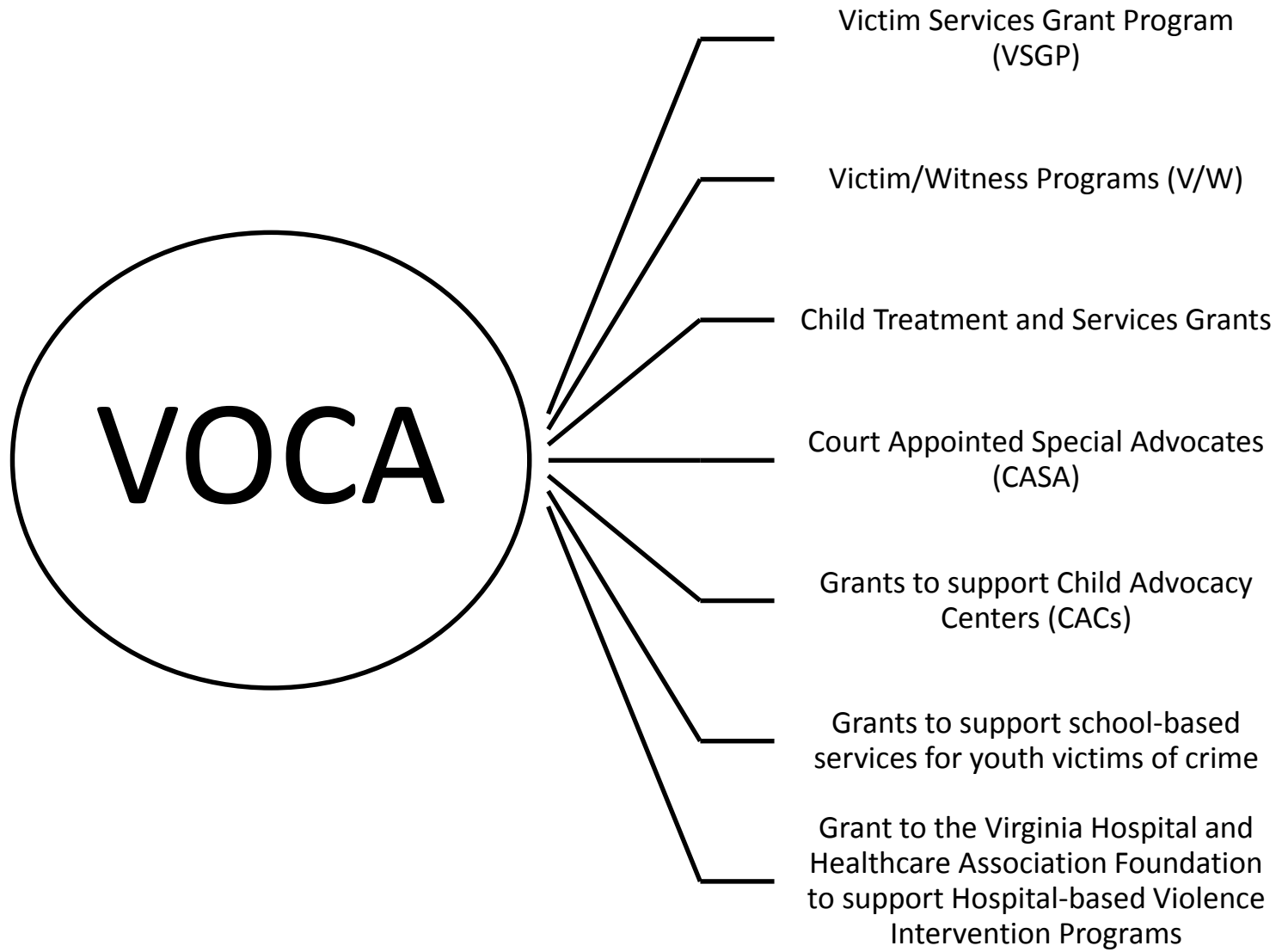
Virginia VSDVVF

- Grant Type=State Funds
- Intent=To provide funding to assist in protecting and providing necessary services to victims of and children affected by sexual violence, domestic violence, stalking, and family abuse.
- Match=NONE





Overview of VOCA Grants





VOCA Allowables

- Focused on direct services for victims of crime
- Costs must be:
 - Allowable
 - Reasonable
 - Necessary
 - Allocable

VOCA Rule:

<https://www.govinfo.gov/content/pkg/FR-2016-07-08/pdf/2016-16085.pdf>





VOCA Unallowables

- 1) Lobbying
- 2) Research and Studies
- 3) Active Investigation and the Prosecution of Criminal Activities
- 4) Fundraising
- 5) Capital Expenses (including construction)
- 6) Compensation for Victims of Crime
- 7) Medical Care
- 8) Salaries and Expenses of Management





What Can You Expect From DCJS?

Resources for Successful Implementation

- Announcements
- Quarterly Newsletter
- Quarterly Conversation Webinars
- Trainings/Webinars

Financial and Programmatic Oversight

- Monitoring Visits
- Desk Reviews
- Budget Amendment Approval
- Report Review





What Do You Need to do?

Read and get an understanding of your Statement of Grant Award (SOGA).

Submit program and financial reports on time

Maintain a grant file

Maintain regular communication with your grant monitor

Provide services as outlined in your Grant Agreement

Adhere to the approved budget and approved budget line items

Submit program change notice and budget amendments timely





Grant files must be maintained for 3 years after the project is closed by DCJS. It should contain the following:

Grant Documentation

- Signed grant application and award acceptance
- Final attachments
- Approved Budget
- Amendments or modifications
- Special conditions that require a response or action

Reporting Documentation

- Financial reports
- Quarterly Progress Reports
- PMT reports

Financial Documentation

- Documentation of all revenues and expenses
- Payroll records and timesheets for grant funded and/or match staff (actual time worked should be on time sheets)
- Sub-ledgers that match and support quarterly and grant-match expenses
- Invoices, receipts, vouchers, travel forms to support grant expenditures
- Relevant audit/financial review

Grant File





Grant File



Programmatic Documentation

- Copy of the report or spreadsheet used to generate the data utilized for PMT reports and quarterly narrative reports. Not individual client files.

Communication with DCJS

- Copies of forms submitted to DCJS
- Copies of email communication with grant monitors and DCJS Grant Staff

Additional Information

- Password and login information for applicable systems and websites, e.g., SAM, PMT, GMIS
- SAM expiration date



Project Officials

Project Director

- Individual who has the day to day oversight of the project and is the primary contact for the grant

Financial Officer

- Individual who reviews invoices and other expenses related to the grant, and approves requests/reports

Project Administrator

- Individual who is authorized to enter into contracts on behalf of the agency (City Manager, County Administrator, or Chair/President of the Board)





Responsibilities of the Project Director

- Ultimately responsible for knowing all programmatic and financial aspects of the grant.
- Ensures progress with the grant goals and objectives
- Submits programmatic reports
- Submits change forms
- Submits Budget Amendments
- Prepares financial reports quarterly for the financial officer





Responsibilities of the Financial Officer

- Manages grant budget
- Reviews supporting documentation for grant related expenditures
- Submits Financial Report and requests for funds
- Approves budget amendments submitted by the Project Director
- Forwards the annual audit to DCJS





Responsibilities of the Project Administrator

- Enters into Grant Agreement with DCJS on behalf of the agency
- Submits change form concerning Project Director changes





Department of Criminal Justice Services (DCJS)
Grants Management:
PROGRAM INFORMATION UPDATE FORM

All grant funded programs are required to notify DCJS within 30 days of any personnel changes (see grant Award Package). Please submit the completed form to your Grant Monitor via e-mail. If you have any questions about when or how to complete this form, please contact your Grant Monitor.

Program/Locality Name: _____ Grant Number(s): _____

Reason(s) for completing this programmatic change form:

Employee Separation New Staff/Hiring Extended Leave (longer than one week) Other _____

EMPLOYEE SEPARATION

Required Please indicate if staff person is one or more of the following:

Grant Funded Staff Project Director Project Administrator Finance Officer

Name and Title of Staff Leaving Program: _____

Effective Date: _____

NEW STAFF/HIRING

Required Please indicate if staff person is one or more of the following:

Grant Funded Staff Project Director Project Administrator Finance Officer

Name and Title of New Staff: _____

Street Address: _____

City: State: Zip: _____

Phone: E-Mail (Required): _____

Effective Date: _____

Name of Previous Staff Person and Separation Date: _____

EXTENDED LEAVE

Required Please indicate if staff person is one or more of the following:

Grant Funded Staff Project Director Project Administrator Finance Officer

Name and Title of Staff to be on Extended Leave: _____

Effective Dates: Begin _____ TO _____ End _____

Please list name & contact information of staff providing coverage and/or assisting with grant responsibilities:

Name: _____

Title: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ E-Mail (Required): _____

Project Administrator Signature: _____

Date: _____

Program
Information
Update
Form
Submit to
Grant
Monitor



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



Understanding Your Budget-Categories

Personnel

- Paid personnel whose salaries and or fringe benefits, or a portion thereof, will be paid for by the grant, volunteer staff

Supplies and Operating

- Expendable office/program supplies, rental space cost, computers, registration fees for conferences, emergency assistance for victims (i.e. food, travel, clothing, emergency shelter, rental assistance), association fees and memberships

Travel

- Program staff related travel costs such as: airfare, per diem, mileage, and lodging to attend out-of-state or in-state training; or mileage costs to provide direct services.
- Follow your agency travel policy. If you do not have one, follow the federal policy.





Understanding Your Budget-Categories

Equipment

- Property with an acquisition unit cost of \$5,000 or more and a useful life of more than one year, i.e. leased equipment, security systems

Consultants/Contracts

- Includes property/goods or services procured for the purpose of the grant project i.e. Specialized clinical and therapeutic services, in-service trainer for direct service staff, accountants, website designers

Indirect Costs

- Costs incurred that are necessary to the provision of direct services, but cannot be tied to or readily allocated to a specific project or activity i.e. administrative costs
- Two Types: 10% de minimis rate
- Federally negotiated rates





Understanding Your Budget-Match

What is Match?

- Non-Federal support for a federal grant project in the form of cash and/or in-kind matching contributions
- You cannot use other DCJS grants as Match.

Two Types of Match

- In-Kind Match-the value of something received or provided that does not have a cost associated with it, i.e. volunteer time, donated space or services.
- Cash Match-funds received through other non-federal grant sources, and spend for project-related costs for which services are counted as part of the funded project. For example, pro-rated portion of personnel salary/fringe, office supplies, travel for conference, pro-rated rent, etc. supported or purchased by a non-federal source of money.

Rules

- All match needs to be project related and allowable costs and/or activities under VOCA
- All match is subject to the same rules and requirements as approved grant funds
- Document and provide evidence for your match. For example volunteer hours should be documented and signed off by the volunteer.





General Rules for Successful Financial Management



Expense documentation

- If the documentation does not exist, the expense doesn't either.

Comingling funds

- Do not combine funds from different sources into one account.

Confidentiality

- Redact or omit personally identifying victim information from ledger and all documents sent to DCJS

Procurement Policies

- Follow your agency's procurement policy and document rationale for your method (i.e. sole source vs. competitive)



General Rules for Successful Financial Management



Personnel Documentation

- Timesheets must clearly identify the amount of salary charged to the grant by number of actual hours worked. The number of actual hours worked should mirror the requested budget amount. Timesheets should be signed by the staff person and the supervisor.
- The same is needed for match documentation.

Supply and Equipment Expense Documentation

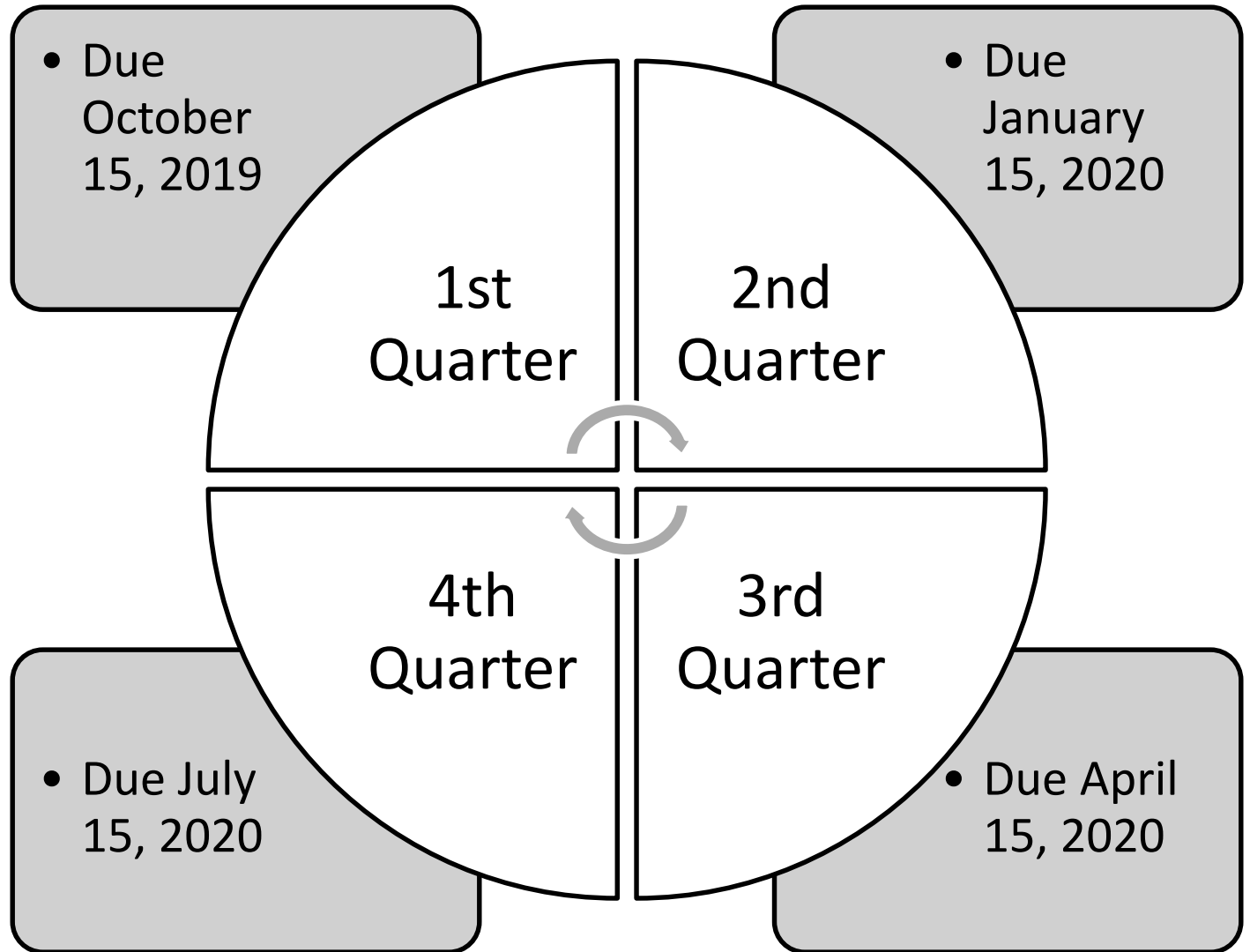
- For an approved expense to be reimbursed, it should be coded appropriately in your accounting ledger and have required back-up documentation.

Travel Expense Documentation

- Travel documentation includes lodging receipts, meals, boarding passes, map outlining the distance traveled for mileage, and other receipts as needed.



Reporting Schedule for VSGP/VOCA, FY 2020





Narrative Reports

Due Quarterly

Word Document

- Uploaded to GMIS

Purpose of Narrative reports

- Monitor Project Progress
- Opportunity to report project changes and challenges meeting goals and objectives





Commonwealth of Virginia
Virginia Department of Criminal Justice Services

**VOCA Victim Services Grant Program (VSGP):
QUARTERLY NARRATIVE REPORT**

Grant Number:

Program Name:

Name of Person
Completing Report:

Contact Information
(phone & email):

Reporting Period: Fiscal Year

- Quarter 1 (July 1 – September 30) Quarter 2 (October 1 – December 31)
- Quarter 3 (January 1 – March 31) Quarter 4 (April 1 – June 30)

Brief Project
Description:

INFORMATION & INSTRUCTIONS:

- This form seeks narrative information about your Victim Services Grant Program (VSGP) project during the preceding quarter.
- This form is to be completed and uploaded to the Virginia Department of Criminal Justice Services (DCJS) Grants Management Information System (GMIS).
This form is to be completed in addition to data submitted directly to the federal Performance Measurement Tool (PMT). A copy of your PMT data should also be uploaded to DCJS GMIS.
- Complete this form for the quarterly reporting period marked above.
- Report only on VSGP-funded services and activities.

QUARTERLY NARRATIVE QUESTIONS

1. On an annual basis, the PMT will require that grantees provide the number of requests for services that were unmet during the year, along with a brief explanation. If available, quarterly and year-to-date data can be reported below.

Number of requests for services that were unmet because of organizational capacity issues:

Number during reporting period	<input type="text"/>
Fiscal year-to-date total number	<input type="text"/>

Please explain:



Narrative Report, Pg. 1



--

2. Does your organization formally survey clients for feedback on services received?

- Yes No (proceed to Question 4)

3. On an annual basis, the PMT will request that grantees provide the number of surveys distributed and the number of surveys completed. If available, quarterly and year-to-date data can be reported below.

Number of surveys **distributed** (includes, but is not limited to, those distributed by hand, mail, or electronic methods):

Number during reporting period	<input type="text"/>
Fiscal year-to-date total number	<input type="text"/>

Number of surveys **completed**:

Number during reporting period	<input type="text"/>
Fiscal year-to-date total number	<input type="text"/>

4. Discuss some of the challenges or changes to your program faced during the course of the reporting period.

--

5. Provide one brief case study that illustrates and describes the services provided with VSGP funding. Do not use victim names or include any other identifying information.

--

6. Describe any emerging issues or notable trends affecting crime victim services in your service area.

--

7. If the program assisted victims of federally investigated or prosecuted crimes, please provide the number of federal crime victims below.

Number during reporting period	<input type="text"/>
Fiscal year-to-date total number	<input type="text"/>



Narrative Report, Pg. 2



Budget Amendment

Any changes to your approved budget **MUST** be approved by your DCJS monitor in advance of funds being expended

There are two ways that budgets can be changed:

- A budget amendment request in GMIS
- In-line budget adjustment via email to your monitor





Budget Adjustments

- In-Line Budget Adjustments allow grantees to move money within one (1) budget category. In-line adjustments can be reviewed anytime during the year, but must be approved by your grant monitor prior to the end of the fiscal year and prior to funds being expended.





Budget Adjustments

- To submit a request for an amendment, grantees should send an email to the grant monitor that explains:
 - Why the change is being requested
 - Where the funds are being moved from within the line
 - Where the funds are being moved to within the line
- Once the adjustment has been approved, the monitor can send an email to the grantee and document the adjustment by creating a monitoring log in GMIS.



Budget Amendments

Budget amendments must be requested online using GMIS;

- it is helpful to email your monitor with your plans to submit a budget amendment prior to GMIS submission.

Budget amendments must be submitted no later than 45 days prior to the end of the grant period, as noted in the special conditions of your award package.

The budget amendment request must make it clear:

- Why the change is being requested
- Where the funds are being moved from
- Where the funds are being moved to

All proposed changes must be itemized and appropriately justified.

The *Budget Amendment Narrative Template* may be used to submit this information to your monitor. Once the form is completed it can be uploaded into GMIS to accompany the budget amendment request.

No more than two (2) budget amendments will be permitted during the grant period.





Budget Amendments, Review and Approval

Once a grantee submits a request and it is approved by the project Finance Officer, the monitor will receive an email notification from GMIS prompting review and approval

Once the monitor approves the request, Grants Administration will receive it for final review and approval

This process can take up to 21 days for final approval.





Budget Amendments, Review and Approval

If the request doesn't meet the requirements listed above, the monitor can deny it in GMIS, provide details on the reasons why the request was denied and ask the grantee to contact the monitor for further guidance.

Once the monitor approves the request, Grants Administration will receive it for final review and approval.





Budget Revision Worksheet

Budget Amendment

Narrative Form

A budget amendment allows you to move any portion of your award amount from one category to another.

The purpose of the narrative is to explain why the change is being requested and to itemize and justify the changes. In the form below, please indicate how much money you are requesting to move in a category and indicate if the request is increasing or decreasing the amount from the most recently approved budget. Then provide a justification and itemize all new requests. Once the form is completed it can be uploaded into GMIS to accompany the budget amendment request. Please, remember only two (2) budget amendment requests are allowed per grant year and require prior approval.

Personnel

Requesting to move: \$

Increase or Decrease:

Justification:

Fringe

Requesting to move: \$

Increase or Decrease:

Justification:

Consultants

Requesting to move: \$

Increase or Decrease:

Justification:

Travel

Requesting to move: \$ 0

Increase or Decrease:

Justification:

Equipment

Requesting to move: \$ 0

Increase or Decrease:

Justification:

Supplies and Other

Requesting to move: \$

Increase or Decrease:

Justification:

Additional Comments:





Monitoring Responsibilities

- Assures that the necessary processes occur to comply with the requirements set forth in the grant guidelines and with state and federal regulations
- Evaluates subgrantee progress in meeting programmatic and financial goals and objectives
- Reviews outcome measures and project effectiveness
- Provides guidance to ensure success





Role of the Grant Monitor

- Provides telephone and/or web-based, on-site monitoring to include risk assessments, desk reviews, site visits;
- Offers insight and assistance in resolving problems;
- Analyzes project budgets and expenditures;
- Authorizes approval and or denial of subgrantee requests for funds;
- Assesses whether requests are allowable, reasonable, and justified.



Contact Your Monitor

Monitor Name	Phone #	Email
Amia Barrows	(804) 225-4060	amia.barrows@dcjs.virginia.gov
Dione Bassett	(804) 371-2419	dione.bassett@dcjs.virginia.gov
Andrew Kinch	(804) 225-4331	andrew.kinch@dcjs.virginia.gov
Courtney Meyer	(804) 786-0036	courtney.meyer@dcjs.virginia.gov
Michelle Miles	(804) 225-1846	michelle.miles@dcjs.virginia.gov
Chrissy Smith	(804) 371-2638	chrissy.smith@dcjs.virginia.gov
Tierra Smith	(804) 786-1165	tierra.smith@dcjs.virginia.gov





Lunch Break

When we return

- PMT Reporting
- Your Award Package
- GMIS





Welcome Back!

Performance Management Tool (PMT) VSGP Awards Package GMIS



Virginia Department of
Criminal Justice Services

www.dcjs.virginia.gov



Office of Justice Programs Office for Victims of Crime Performance Measurement Tool (PMT)



Virginia Department of
Criminal Justice Services

www.dcjs.virginia.gov



PMT System

Use of the system is **required**
for all Victims of Crime Act
(VOCA) funding recipients
(subgrantees)





OVC PMT

Navigating the System

- Find at: <https://ojpsso.ojp.gov/>
- Use of Google Chrome is recommended and encouraged.





OVC PMT

Navigating the System

Accessing the OVC PMT System:

- DCJS staff set up your initial grant information in OVC PMT

The person listed as the Project Director in your grant application will be listed as the Point of Contact (POC) in OVC PMT





OVC PMT

SAR & Data Entry

There are two primary components of your grant record in the PMT:

1. Subgrant Award Report (SAR)
2. Quarterly Performance Data Entry





OVC PMT

1. SAR

Subgrant Award Report (SAR):

- Completed once at the beginning of the fiscal year
- Contains overall information about your grant award
- Please complete your SARS report by September 20, 2019.





OVC PMT

2. Data Entry

Quarterly Data Entry:

- Completed at the end of each quarter of the fiscal year
- Will be entered under the current SAR/grant fiscal year
- SAR must be completed and approved prior to entering quarterly data for Quarter 1





OVC PMT

Navigating the System

REMINDER:

You must complete your Subgrant Award Report (“SAR”) and have it approved prior to being able to enter performance data.





OVC PMT

Navigating the System

- Enter User Name and Password
- Click “Login”



U.S. DEPARTMENT OF JUSTICE

Office of Justice Programs

Innovation • Partnerships • Safer Neighborhoods

Performance Measurement Platform



User Name

kristina.vadas@dcjs.virginia.gov

Password

.....

Login

[Forgot Password](#)



Please note: JavaScript must be enabled to use this site. If not, site navigation will not work properly. If you need to enable JavaScript, click [here](#) to find out how.





OVC PMT

Navigating the System

- Select “OVC PMT” for data entry



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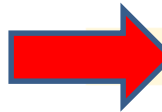
Performance Measurement Platform

Kristina Vadas [Logout](#)

Home

Update My Account

Change Password



OVC PMT

*** Staying Logged-In ***

Keep this window open for navigation to all of your assigned OJP applications!



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



OVC PMT

Entering the SAR

- Click on “SAR” tab

OFFICE OF JUSTICE PROGRAMS

OFFICE FOR VICTIMS OF CRIME

OVC PMT Home Administration Profile SAR Enter Data Reports Need Help? Logout

INFORMATION AND RESOURCES

Please be aware that your session will time out 30 minutes after you stop saving data. To avoid losing or having leaving the system unattended or when you're finished entering data.

You are responsible for creating a report from the Performance Measurement Tool that is submitted to OVC th see the reporting schedule below for your due dates. During the non-submission periods, you are encouraged

REPORTING SCHEDULE





OVC PMT

Entering the SAR

- Click on your program

Please be aware that your session will time out 30 minutes after you stop saving data. To avoid losing or having to reenter data, click the 'save' button before leaving the system unattended or when you're finished entering data.

SUBGRANTEE LIST

Filter Records:

Name	Address	POC	Subaward Count	SAR Finished	SAR Approved	Allow Data Entry
Women's Resource Center of NRV (CA)	P.O. Box 477 Radford VA 24143	Pat Brown adminservices@wrcnr.v.org 5406399592	4	3	3	<input type="checkbox"/>
Women's Resource Center of the New River Valley, Inc. (VSGP-SADV)	P. O. Box 477 Radford VA 24143-0000	Pat Brown director@wrcnr.v.org 5406399592	6	4	4	<input type="checkbox"/>





OVC PMT

Entering the SAR

SUBGRANTEE CONTACT INFORMATION

Agency Name: Women's Resource Center of the New River Valley, Inc. (VSGP-SAD\

Address Line one: P. O. Box 477

Address Line Two:

City: Radford

State: VA

Zip Code: 24143-0000

POC Name: Pat Brown

(format: First Name Last Name)

POC Email: director@wrcnr.org

(format: joe@smith.com)

POC Phone: (540) 639-9592

(format: 2029391234)

Note that this information is for system access. The contact information of the Subgrantee user should be entered here.

Subgrantee Organization Type: Nonprofit Organization Only

- Child Abuse Service Organization (E. G., Child Advocacy Center)
- Coalition (E. G., State Domestic Violence Or Sexual Assault Coalition)
- Domestic And Family Violence Organization
- Faith-Based Organization
- Organization Provides Domestic And Family Violence And Sexual Assault Services
- Organization By And/Or For Underserved Victims Of Crime (E. G., Drunk Driving, Homicide, Elder Abuse)
- Sexual Assault Services Organization (E. G., Rape Crisis Center)
- Multiservice Agency
- Other





OVC PMT

Entering the SAR

- Click on “Save & Continue” button at the bottom





OVC PMT

Entering the SAR

- Click “Enter/Edit Data” next to the current grant

OVC PMT Home Administration Profile SAR Enter Data Reports Need Help? Logout

Subgrantee List Subgrantee Contact Subaward List

Please be aware that your session will time out 30 minutes after you stop saving data. To avoid losing or having to reenter data, click the 'save' button before leaving the system unattended or when you're finished entering data.

SUBAWARDS

SubAward Number	Subaward Amount	Project Dates	Parent Award	SARS		Remove
16-E2333SA14	\$80,380.00	07/01/2015 - 09/30/2016	/A-GX-0051	Approved Review		
17-F2333SA15	\$210,827.00	07/01/2016 - 06/30/2017	/A-GX-0043	Approved Review		
18-G2333SA16	\$224,882.00	07/01/2017 - 06/30/2018	2016-VA-GX-0039	In Progress	Enter/Edit Data	<input type="checkbox"/>

Go Back Add Subaward Update



OVC PMT

Entering the SAR

- Information on the first page will be completed for you
- Scroll to the bottom and click “Save and Continue”





OVC PMT

Entering the SAR

- Beginning with Question 7, complete the remaining questions
- Click on “Save & Continue” at the bottom once complete





OVC PMT

Entering the SAR

- Question 8 – include state cash match amount here (see SOGA)

8. Subgrant match (financial support from other sources)

A. Value of in-kind match:

0

B. Cash match:

0

C. Total match:

0

(auto-calculated)

D. Match waiver:

Enter if applicable

Enter state **cash** match amount here

Do not check





OVC PMT

Entering the SAR

9. USE OF VOCA AND MATCH FUNDS:

F. ASSISTANCE IN FILING COMPENSATION CLAIMS

- Assists potential recipients in seeking crime victim compensation benefits



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OVC PMT

Entering Quarterly Data

Report only on services and activities that are **funded through your grant** *(including state cash match)*.

Include services and activities of **volunteers** and/or **student interns** that support the grant-funded project.





OVC PMT

Population Demographics

Question 1:

- Total number of individuals served through the use of grant funds during the quarter
- Include new and continuing clients
- Do not include anonymous contacts,
- OVC would like an unduplicated count
- Count each individual once regardless of number of services or number of victimization types





OVC PMT

Population Demographics

Question 2:

- Total number of anonymous contacts during the quarter
- These are typically through a hotline or online chat service





OVC PMT

Population Demographics

Question 3:

- Total number of **NEW** victims this quarter
- #1 & #3 will be equal





OVC PMT

Population Demographics

Question 4:

- Allows programs to report that they cannot track new individuals.





OVC PMT

Population Demographics

Question 5:

- Demographic information should be provided for all NEW individuals counted in Question 3
- Demographic information is as self-reported by the individual





OVC PMT

Population Demographics

Question 5:

- A. Race/Ethnicity
- B. Gender Identity
- C. Age





OVC PMT

Population Demographics

Question 6:

- A. Victimization Type
- B. Number of individuals with more than one type of victimization
- C. Special Classifications
 - A. Deaf/hard of hearing
 - B. Homeless
 - C. Immigrants/refugees/asylum seekers
 - D. LGBTQ
 - E. Veterans
 - F. Victims with disabilities (cognitive/physical/mental)





OVC PMT

Direct Services

Question 7:

- The number of individuals assisted with a victim compensation application during the quarter
(Virginia Victim Fund [formerly CICF] application)
- Must have provided more assistance than simply handing out the application form





OVC PMT

Direct Services

Question 8:

- Five broad categories of services provided by your agency:

7. Select the types of services provided by your organization during the reporting period:

- A. Information & Referral
- B. Personal Advocacy/ Accompaniment
- C. Emotional Support or Safety Services
- D. Shelter/ Housing Services
- E. Criminal/ Civil Justice System Assistance





OVC PMT

Direct Services

Information & Referral:

- Information about the criminal justice process
- Information about victim rights
- Referral to other victim services programs
- Referral to other services, supports, and resources (includes legal, medical, faith-based orgs., address confidentiality, etc.)





OVC PMT

Direct Services

Personal Advocacy/Accompaniment:

- Advocacy/accompaniment to emergency medical care
- Advocacy/accompaniment to medical forensic exam
- Advocacy/accompaniment to law enforcement interview
- Individual advocacy (e.g. assistance applying for public benefits, return of personal property)
- Performance of medical or nonmedical forensic exam or interview, or medical evidence collection





OVC PMT

Direct Services

Personal Advocacy/Accompaniment:

- Immigration services (e.g. special visas, continued presence application, other immigrant relief)
- Intervention with employer, creditor, landlord, or academic institution
- Child or dependent care assistance (includes coordination services)
- Transportation assistance (includes coordination services)
- Interpreter Services





OVC PMT

Direct Services

Emotional Support or Safety Services:

- Crisis Intervention (in-person, includes safety planning, etc.)
- Hotline/crisis line counseling
- On-scene crisis response
- Individual counseling
- Support Groups (facilitated or peer)
- Other Therapy
- Emergency financial assistance





OVC PMT

Direct Services

Shelter/Housing Services:

- Emergency Shelter or Safe House
- Transitional Housing
- Relocation Assistance





OVC PMT

Direct Services

Criminal/Civil Justice System Assistance:

- Notification of criminal justice events (e.g. case status, arrest, court proceedings, case disposition, release, etc.)
- Victim Impact Statement assistance
- Assistance with restitution
- Civil legal assistance in obtaining protection or restraining order
- Civil legal assistance with family law issues (e.g. custody, visitation, or support)
- Other emergency justice-related assistance





OVC PMT

Direct Services

Criminal/Civil Justice System Assistance:

- Immigration assistance (e.g. special visas, continued presence application, and other immigration relief)
- Prosecution interview advocacy/accompaniment (includes accompaniment with prosecuting attorney and with victim/witness)
- Law Enforcement interview advocacy/accompaniment
- Criminal advocacy accompaniment
- Other legal advice and/or counsel





OVC PMT

Annual Data

Additionally, once a year, answer these additional questions

- Number of requests for services that were unmet because of organizational capacity issues
- Does your organization survey clients?
- Number of surveys distributed
- Number of surveys completed
- Challenges your program faced
- Services needed that you could not provide





OVC PMT

Quarterly Submissions

As a reminder:

1. Enter **OVC PMT data** on/by the 15th of the month following the end of the quarter.
2. Submit quarterly **financial reports** in DCJS Grants Management Information System (GMIS) on/by the 15th of the month following the end of the quarter.
3. Submit copy of **PMT data** AND **Quarterly Narrative Report** in GMIS on/by the 15th of the month following the end of the quarter.





For OVC/PMT Assistance:

**OVC/PMT Help Desk at
1-844-884-2503**

or

ovcpmt@usdoj.gov



**Virginia Department of
Criminal Justice Services**

www.dcjs.virginia.gov



For DCJS Additional Assistance:

Tyler Hinton

804-225-3453

Tyler.Hinton@dcjs.virginia.gov

Patricia Foster

804-371-8634

Patricia.Foster@dcjs.virginia.gov



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www.dcjs.virginia.gov



VA Department of Criminal Justice Services

Bill Dodd, Financial Services Manager

DeAndrea Williams, GMIS Support

Grants Management Training



Virginia Department of
Criminal Justice Services

www.dcjs.virginia.gov

1100 Bank Street, 12th Floor
Richmond, VA 23219



NOW THAT YOU HAVE YOUR GRANT, *What you need to do to maintain it...*

- **Read your award document thoroughly.**
 - Sign the Statement of Grant Award/Acceptance.

- **Submit all required Special Conditions.**
 - Some Special conditions are generic, not requiring any immediate action.
 - Some special conditions require action.

- **Manage/track your grant online.**
 - Obtain a GMIS Online username and password
 - Manage your online grant
 - Review Original Budget
 - Reporting Requirements
 - Financial Reports
 - Progress Reports
 - Budget Amendments
 - Request for Funds



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Statement of Grant Award and Acceptance (SOGA)



Virginia Department of
Criminal Justice Services

www.dcjs.virginia.gov



STATEMENT OF GRANT AWARD (SOGA)

Virginia Department of Criminal Justice Services
1100 Bank Street, 12th Floor
Richmond, Virginia

VOCA

Subgrantee: ABCOneTwoThree

DUNS Number: 123456789

Grant Start Date: 07/01/2019

DCJS Grant Number: 20-A1234VP18

Grant End Date: 06/30/2020

Federal Grant Number: 2016-VA-GX-0039, 2017-VA-GX-0018, and/or
2018-V2-GX-0011

Federal Awardee: OVC

Federal Catalog Number: 16.575

Project Description: To provide direct services for crime victims.

Federal Funds: **\$960,000**

Indirect Cost Rate: _____%

State General Funds: **\$54,000**

***If applicable**

State Special Funds: **\$0**

Local Match: **\$186,000**

Total Budget: **\$1,200,000**

Project Director

Ms. Jane Doe
Executive Director
ABCOneTwoThree
P. O. Box 111111
Richmond, VA 23226
(804) 123-4567
jane@ABCOneTwoThree.com

Project Administrator

Ms. Elizabeth Doe
Board President
ABCOneTwoThree
P. O. Box 111111
Richmond, VA 23226
(804) 123-4567
elizabeth@ABCOneTwoThree.com

Finance Officer

Mr. John Doe
Director of Finance
ABCOneTwoThree
P. O. Box 111111
Richmond, VA 23226
(804) 123-4567
john@ABCOneTwoThree.com



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***Please indicate your ICR in the space provided, if applicable.** As the duly authorized representative, the undersigned, having received the Statement of Grant Awards (SOGA) and Special Conditions attached thereto, hereby accepts this grant and agree to the conditions and provisions of all other Federal and State laws and rules and regulations that apply to this award.

Signature:

Authorized Official (Project Administrator)

Title:

Date:



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Federal Grant Number: 2016-VA-GX-0039, 2017-VA-GX-0018, and/or
2018-V2-GX-0011

Federal Awardee: OVC

Federal Catalog Number: 16.575

Project Description: To provide direct services for crime victims.



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GMIS Online:

Statement of Grant Award and Acceptance



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[Print](#)

Grant Number:

[On Screen Help](#)

SOGA: Yes

Click on the **red links** to view the Instructions for each menu item
OR

- Applications ▶
- View Budgets ▶
- Quarterly Reporting ▶
- View Status ▶

Click on the "User's Guide" link in the bottom left corner to open the users manual in Acrobat Reader..

You MUST click the "**Submit**" button all the way through to the final screen to send your reports to DCJS.

Start Date:
07-01-2019

[Instructions for Editing An Existing Grant](#)

End Date:
06-30-2020

[FAQs](#)

[Applications](#)

[Budgets](#)

[Financial Reporting](#)

[View Status](#) ***Use this option to track the status of all Financial and Progress Reports, Funding Requests, and Budget Amendments
PRIOR to calling DCJS.

[Return to Main Menu](#)

[Help](#)

[Return To Main Menu](#)

HELP

Click here to E-Mail questions or for information: [Grants Web](#)

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[DCJS Home Page](#)

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Special Conditions



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What are Special Conditions?

There are two types:

Generic: These are conditions that you may not have to return documents to DCJS, but must agree to comply with.

Example:

#7. Requirements related to System for Award Management and Universal Identifier Requirements

The subgrantee must comply with applicable requirements regarding the System for Award Management (SAM), currently accessible at <https://www.sam.gov/SAM/>. This includes applicable requirements regarding registration with SAM, as well as maintaining the currency of information in SAM.

The subgrantee must maintain a valid DUNS number (a unique nine-digit number used for identifying and keeping track of entities receiving federal funds). Subgrantees must be registered in SAM to receive an award and must maintain an active registration for the entire period of the award.



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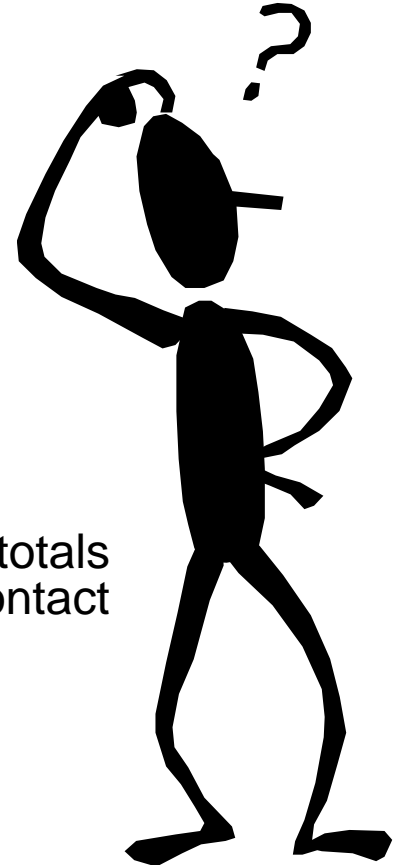
Special Conditions... that require action



Action: Action Special Condition will always be the very last one in the list. “Prior to DCJS disbursing funds, the Subgrantee must comply with the following special conditions:”

Example:

- a) Please revise your FY20 budget to reflect the totals listed in your Statement of Grant Award. Contact your monitor for additional details.



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GMIS Online:

View Status -> Special Conditions

The Special Conditions screen lists all conditions posed on the grant that must be met before any funds can be requested.



VIRGINIA DEPARTMENT OF CRIMINAL JUSTICE SERVICES

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Grant Number:
SOGA: Yes
Applications ▶
View Budgets ▶
Quarterly Reporting ▶
View Status ▶

[Print Report](#)

Special Conditions for

Condition Number	Condition Description	Condition Met
1	Please revise your FY20 budget to reflect the totals listed in your Statement of Grant Award. Contact your monitor for additional details.	No



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Manage Your Grant Online: GMIS (Grants Management Information System)



Virginia Department of
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www.dcjs.virginia.gov

Entering GMIS Online

You can access GMIS 2 ways:

- Via DCJS website – <http://www.dcjs.virginia.gov>
- Link directly to the GMIS website – <http://grants.dcjs.virginia.gov/index.cfm>



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ABOUT ▾

LICENSING / REGULATION

LAW ENFORCEMENT / SCHOOL-CAMPUS SAFETY ▾

JUVENILE / VICTIMS / ADULT SERVICES ▾

GRANTS

RESEARCH

Danville City Sheriff's Office Receives Fourth Award for VLEPSC Accreditation

The Danville City Sheriff's Office was formally awarded their Fourth Award for VLEPSC Accreditation. Presenting the award were VLEPSC Commissioner, Sheriff Steve Draper, from the City of Martinsville Sheriff's Office, and DCJS Accreditation Center Program Manager, Derrick Mays. Congratulations to Sheriff Michael Mondul, members of the Danville City Sheriff's Office, and the community.



Register for DCJS Trainings & Events

Register Now

News

Conferences

Upcoming Trainings

Grant Opportunities

Calendar

- ▶ 2019 Forum on Criminal Justice
July 22, 11:26 am
- ▶ New Session Added: Defuse and Manage Difficult Situations in K-12 and Higher Education: School and Police Tactics That Work on October 23, 2019 in Abingdon, VA. Register Today!
July 3, 8:52 am
- ▶ Registration Open: K-12 Threat Assessment: One Day Course in Tazewell, VA on August 7, 2019
July 17, 4:01 pm
- ▶ Registration is now open for the "When Healing Hurts: Making Systematic Change to Address Vicarious Trauma".
July 17, 2:43 pm



DCJS Updates [subscribe]

Online Services



Apply for License/Registration



Criminal Justice Directory



GMIS Online



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GMIS Online: Login Screen

- Must be issued a username and password by your Finance Officer.
 - DCJS will no longer issue login accounts.
- Forgot Username/Forgot Password links
- Announcements



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Welcome to Grants Management

Please enter your Username and Password to access the Grants System

Username:

Password:

[Forgot Username?](#)

[Forgot Password?](#)

ANNOUNCEMENTS

- ***Quarterly financial reports are due in GMIS by the 12th working day after the end of the quarter. Reports should be filed even if there were no expenditures to report in the quarter. *Source documentation must be retained and be available for inspection for all grant funded expenditures. *Reported expenditures may not exceed approved budget amounts within budget categories. *For awards comprised of Federal funds and required Match (General, Special, or Local funds), the percentage of Federal funds expenditures must not exceed the percentage stipulated in the award, even if the full award amount is not expended. *Grantees may only charge to the award allowable costs incurred during the grant period of performance. All properly incurred obligations must be liquidated no later than 90 days after the end of the award. No new obligations may be made during the liquidation period. For any questions regarding the following information, please contact our Fiscal Grant Monitor, Andrew Wooldridge at andrew.wooldridge@dcjs.virginia.gov or (804) 225-1863.**



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GMIS Online: Announcements Screen

- Make sure 0's are 0's and O's are O's.
- If your grant number is invalid you will receive an error message.
- You will only have access to Grants that are under your designated Financial Officer.



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Grants Management Information System

Enter an Existing Grant:

(Grant Number format: 00-X0000XX00)

If you have questions concerning the status of your reports or requests, please refer to the View Status menu options for each grant number. These options will provide a screen showing your report/request and its status. Please check here first PRIOR to calling DCJS.

Additional Options

[Financial Officer: Manage Users](#)

[Logout](#)



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GMIS Online: Main Menu



VIRGINIA DEPARTMENT OF CRIMINAL JUSTICE SERVICES

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| [Print](#)

Grant Number:	
SOGA: Yes	
Applications	▶
View Budgets	▶
Quarterly Reporting	▶
View Status	▶
Start Date:	07-01-2019
End Date:	06-30-2020
Return to Main Menu	

[On Screen Help](#)

Click on the **red links** to view the Instructions for each menu item
OR

Click on the "User's Guide" link in the bottom left corner to open the users manual in Acrobat Reader..

You MUST click the "**Submit**" button all the way through to the final screen to send your reports to DCJS.

[Instructions for Editing An Existing Grant](#)

[FAQs](#)

[Applications](#)

[Budgets](#)

[Financial Reporting](#)

[View Status](#) ***Use this option to track the status of all Financial and Progress Reports, Funding Requests, and Budget Amendments PRIOR to calling DCJS.

[Help](#)

[Return To Main Menu](#)

HELP

Click here to E-Mail questions or for information: [Grants Web](#)

OR here for FAQs: [FAQs](#)

[View User's Guide \(.pdf\)](#)

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GMIS Online: Approved Original Budget



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GMIS Online: View Budgets -> Original Budget



VIRGINIA DEPARTMENT OF CRIMINAL JUSTICE SERVICES

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| [Print](#)

Grant Number:
SOGA: Yes
Applications ▶
View Budgets ▶
Quarterly Reporting ▶
View Status ▶
Start Date: 07-01-2019
End Date: 06-30-2020
Return to Main Menu
HELP
Click here to E-Mail questions or for information: Grants Web
OR here for FAQs: FAQs
View User's Guide (.pdf)
Related Links
DCJS Home Page
Grants Administration
Get Acrobat Reader

[Print Budget](#)

Original Approved Budget Data

Grant Number: Subgrantee:

Budget Categories	DCJS Funds			Subgrantee		Total Program
	Federal	General	Special	Cash	In Kind	
Personnel	735,719.00	0.00	0.00	61,670.00	0.00	797,389.00
Consultant	15,615.00	0.00	0.00	0.00	0.00	15,615.00
Travel	7,100.00	0.00	0.00	0.00	0.00	7,100.00
Equipment	0.00	0.00	0.00	0.00	0.00	0.00
Indirect Cost	106,609.00	0.00	0.00	0.00	0.00	106,609.00
Other	307,663.00	0.00	0.00	177,767.00	0.00	485,430.00
Total	1,172,706.00	0.00	0.00	239,437.00	0.00	1,412,143.00

To go back to the previous screen, click "Return".

Return



GMIS Online:

View Budgets -> Current Budget



VIRGINIA DEPARTMENT OF CRIMINAL JUSTICE SERVICES

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[Print](#)

Grant Number:
SOGA: Yes
Applications ▶
View Budgets ▶
Quarterly Reporting ▶
View Status ▶
Start Date: 07-01-2019
End Date: 06-30-2020
Return to Main Menu

[Print Budget](#)

Current Approved Budget Data

Grant Number:
Status: Approved

Subgrantee:

Budget Categories	DCJS Funds			Subgrantee		Total Program
	Federal	General	Special	Cash	In Kind	
Personnel	735,719.00	0.00	0.00	61,670.00	0.00	797,389.00
Consultant	15,615.00	0.00	0.00	0.00	0.00	15,615.00
Travel	7,100.00	0.00	0.00	0.00	0.00	7,100.00
Equipment	0.00	0.00	0.00	0.00	0.00	0.00
Indirect Cost	106,609.00	0.00	0.00	0.00	0.00	106,609.00
Other	307,663.00	0.00	0.00	177,767.00	0.00	485,430.00
Total	1,172,706.00	0.00	0.00	239,437.00	0.00	1,412,143.00

HELP

Click here to E-Mail questions or for information: [Grants Web](#)
 OR here for FAQs: [FAQs](#)
[View User's Guide \(.pdf\)](#)
[Related Links](#)

[DCJS Home Page](#)
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To go back to the previous screen, click "Return".

Return



Reporting Requirements:

- **Financial Reports**
- **Progress Reports**



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Reporting Requirements

Differences in program requirements.

- Please be aware that each grant program may have a different component to its quarterly reporting requirement.
- Make sure you read the information that comes with your grant award.
- Again, no funds will be disbursed if quarterly reports are not up to date.



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Financial Reports

- Quarterly Financial Reports are due within 15 days after the end of each calendar quarter and must be approved by your locality's Financial Officer.
 - Reports should be filed even if there were no expenditures to report
- Source documentation must be retained and be available for inspection for all grant funded expenditures.
- Reported expenditures may not exceed approved budget amounts within budget categories.
- For awards comprised of Federal Funds and required Match, the percentage of Federal Funds expenditures must not exceed the percentage stipulated in the award, even if the full award amount is not expended.
- You may only charge to the award allowable costs incurred during the grant period.
 - All properly incurred obligations must be liquidated no later than 90 days after the end of the award.
 - No new obligations may be made during the liquidation period.



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GMIS Online:

Quarterly Reporting -> Enter Financial Report



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[Print](#)

Grant Number:

SOGA: Yes

Applications ▶

View Budgets ▶

Quarterly Reporting ▶

View Status ▶

Start Date:
07-01-2019

End Date:
06-30-2020

[Return to Main Menu](#)

HELP

Click here to E-Mail questions or for information: [Grants Web](#)
 OR here for FAQs: [FAQs](#)
[View User's Guide \(.pdf\)](#)

Related Links

[DCJS Home Page](#)
[Grants Administration](#)
[Get Acrobat Reader](#)

[Print Report](#) [View Instructions](#)

Quarterly Financial Report

Grant Number: _____ **Subgrantee:** _____

Project Title: _____

Date Of Report mm/dd/yyyy: **Final Report:**

Reporting Period: 9/30/2019

Quarterly Expenditures					
Budget Categories	DCJS Funds			Subgrantee Match	Total Program
	Federal	State	Special		
Personnel	0	0	0	0	0
Consultant	0	0	0	0	0
Travel	0	0	0	0	0
Equipment	0	0	0	0	0
Indirect Cost	0	0	0	0	0
Supplies/Other	0	0	0	0	0
Total	0	0	0	0	0

Obligations this Quarter					
Budget Categories	DCJS Funds			Subgrantee Match	Total Program
	Federal	State	Special		
Personnel	0	0	0	0	0
Consultant	0	0	0	0	0
Travel	0	0	0	0	0



GMIS Online: Quarterly Reporting -> Revise Financial Reports

Can **modify unapproved**, pre-submitted, or Saved *Financial* Reports.



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Grant Number:	Revise Quarterly Reports									
SOGA: Yes	Select the Reporting Period: <input type="text" value="▼"/>									
Applications ▶	Enter the Year for this Reporting Period: <input type="text"/>									
View Budgets ▶	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="3" style="text-align: left; padding: 5px;">List of Submitted Reports for Grant Number:</th> </tr> <tr> <th style="width: 30%; padding: 5px;">Reporting Period</th> <th style="width: 30%; padding: 5px;">Date Submitted</th> <th style="width: 40%; padding: 5px;">Approved</th> </tr> <tr> <td style="height: 20px;"></td> <td></td> <td></td> </tr> </table>	List of Submitted Reports for Grant Number:			Reporting Period	Date Submitted	Approved			
List of Submitted Reports for Grant Number:										
Reporting Period		Date Submitted	Approved							
Quarterly Reporting ▶										
View Status ▶										
Start Date: 07-01-2019	If "No" appears beside one of the submitted reports above, it may be awaiting review.									
End Date: 06-30-2020										
Return to Main Menu	Contact Grants Administration for further information.									
<p style="text-align: center; color: red; margin: 0;">HELP</p> <p style="font-size: small; margin: 0;">Click here to E-Mail questions or for information: Grants Web</p> <p style="font-size: small; margin: 0;">OR here for FAQs: FAQs</p> <p style="font-size: small; margin: 0;">View User's Guide (.pdf)</p> <p style="text-align: center; color: red; margin: 0;">Related Links</p> <p style="font-size: small; margin: 0;">DCJS Home Page</p> <p style="font-size: small; margin: 0;">Grants Administration</p> <p style="font-size: small; margin: 0;">Get Acrobat Reader</p>	<input type="button" value="Revise"/> <input type="button" value="Cancel"/>									



GMIS Online:

View Status -> Financial Reports

To view a summarized listing of all Quarterly Financial Reports submitted, select “*View Status -> Financial Reports*” from the menu.



VIRGINIA DEPARTMENT OF CRIMINAL JUSTICE SERVICES

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Grant Number:

SOGA: Yes

Applications ▶

View Budgets ▶

Quarterly Reporting ▶

View Status ▶

Start Date:
07-01-2016

End Date:
06-30-2017

[Return to Main Menu](#)

[Print Form](#)

Quarterly Financial Reports Submitted/Approved

Grant Number:

Project Name:

List of Submitted Reports for Grant Number

Reporting Period	Date Submitted	Total Expenses	Total Obligations	FO Approved	Revised Date
09/30/2016	01/20/2017	0.00	0.00	Yes	2017-01-20 09:35:07.167
12/31/2016	01/20/2017	327987.42	0.00	Yes	2017-01-20 09:43:38.943
03/31/2017	04/18/2017	931369.15	0.00	Yes	2017-04-25 10:50:42.007
06/30/2017	07/19/2017	1186431.99	0.00	Yes	2017-07-19 08:17:52.267
09/30/2017	10/24/2017	770144.01	0.00	Yes	2017-10-24 09:22:45.203

HELP
Click here to E-Mail questions or for
information: [Grants Web](#)
Phone for EAOs: 540-



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Progress Reports

- Progress reports are due within 15 days after the end of each calendar quarter and must be approved by your DCJS Grant Monitor
- Reports should be uploaded into GMIS On-line. No hard copy reports will be accepted.
- No drawdowns can be completed until all Progress Reports are up-to-date and have been approved by your DCJS grant monitor.



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GMIS Online: Quarterly Reporting -> Upload Progress Reports



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| [Print](#)

Grant Number:
SOGA: Yes
Applications ▶
View Budgets ▶
Quarterly Reporting ▶
View Status ▶
Start Date: 07-01-2016
End Date: 06-30-2017
Return to Main Menu

Grant Files Upload Screen

This screen is used to upload Grant Progress Reports to the DCJS. Please enter the number of files to upload and click "Select Files". When the upload boxes appear enter or select the Progress Reports file(s) to be uploaded and click the submit button. To locate your file(s), click on the Browse button and navigate to the location of your file. Then select it and click OK. This will enter the path and filename of your file into the box. Do this for each file to upload.

File Type to Upload:
Progress Reports

Reporting Period:
09/30/2017

of files to upload:

Attach Grant File here. ***Please upload only files that end in: .pdf .rtf .snp .txt .zip
File names can be no longer than 30 characters long including the file extension (characters after the ".") Please do not include any spaces or special characters (i.e. "&,/, periods, commas, etc..) in your file names. Only one file can be entered into each upload box.

HELP

[Click here to E-Mail questions or for information: Grants Web](#)
[OR here for FAQs: FAQs](#)
[View User's Guide \(.pdf\)](#)
[Related Links](#)

[DCJS Home Page](#)
[Grants Administration](#)
[Get Acrobat Reader](#)

Uploaded Files

File Name	File Type	Reporting Period	Date Received	Status	Submitted By
<u>1stQTR.pdf</u>	Progress Reports	<u>03/31/2017</u>	<u>04/18/2017</u>	Approved	<u>dwilliams</u>
<u>2ndQTR.pdf</u>	Progress Reports	<u>06/30/2017</u>	<u>07/19/2017</u>	Approved	<u>dwilliams</u>



GMIS Online: View Status -> Progress Reports

This screen displays a listing of all Progress Reports filed successfully with DCJS.



VIRGINIA DEPARTMENT OF CRIMINAL JUSTICE SERVICES

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| [Print](#)

Grant Number:	Progress Reports for																		
SOGA: Yes																			
Applications ▶	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">FileName</th> <th style="width: 10%;">Reporting Period</th> <th style="width: 10%;">Date Received</th> <th style="width: 10%;">Approved</th> <th style="width: 15%;">Status</th> <th style="width: 25%;">Comments</th> </tr> </thead> <tbody> <tr> <td>1stQTR.pdf</td> <td>03/31/2017</td> <td>04/18/2017</td> <td>Yes</td> <td style="text-align: center;">Approved</td> <td></td> </tr> <tr> <td>2ndQTR.pdf</td> <td>06/30/2017</td> <td>07/19/2017</td> <td>Yes</td> <td style="text-align: center;">Approved</td> <td></td> </tr> </tbody> </table>	FileName	Reporting Period	Date Received	Approved	Status	Comments	1stQTR.pdf	03/31/2017	04/18/2017	Yes	Approved		2ndQTR.pdf	06/30/2017	07/19/2017	Yes	Approved	
FileName		Reporting Period	Date Received	Approved	Status	Comments													
1stQTR.pdf		03/31/2017	04/18/2017	Yes	Approved														
2ndQTR.pdf		06/30/2017	07/19/2017	Yes	Approved														
View Budgets ▶																			
Quarterly Reporting ▶																			
View Status ▶																			
Start Date: 07-01-2016	<input type="button" value="Return"/>																		
End Date: 06-30-2017																			
Return to Main Menu																			
HELP																			
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Amendments/Requests:

- **Budget Amendments**
- **Request for Funding**



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Budget Amendments

- Budget amendments are submitted using GMIS On-line.
 - A budget amendment allows you to move any portion of your award amount from one category to another.
 - Requests must be submitted on the on-line BAR form and be accompanied by a narrative of what you propose to do and why it is necessary.
 - Only 2 BARs allowed per grant year, both requiring prior approval.



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GMIS Online:

Applications -> Budget Amendments

To use the form:

- Do not enter in commas in the dollar amount. Enter whole dollars.
- You must upload a Budget Narrative
- Your grand Totals must match

REVISED BUDGET REQUESTED						
Budget Categories	DCJS Funds			Subgrantee		Totals
	Federal	State	Special	Cash	In Kind	
A. Personnel	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
B. Consultant	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
C. Travel	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
D. Equipment	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
E. Indirect Cost	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
F. Other	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Total Project	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Attach your Budget Narrative here. Please upload only files that end in: *.csv .pdf .rtf .txt .zip* File names can be no longer than 30 characters long including the file extension (characters after the ".") and cannot include special characters or spaces. Please do not include any spaces or special characters (i.e. "&./, periods, commas, etc..) in your file names. Only one file can be uploaded per reporting period. Please merge multiple documents into one file.

For instructions on uploading your file, [click here.](#)

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GMIS Online:

Applications -> Budget Amendment: Revise

You may revise your previously submitted amendment if you are an user and have made an error that needs to be corrected before it is submitted to your Finance Officer.

Budget Amendment Request Denied

- A previously submitted Budget Amendment is awaiting approval by your Finance Officer or has been Denied by DCJS Grants Administration. Click on the "Revise Amendment" button to make changes to this Amendment.

Contact [Grants Administration](#) for further information.

Revise Amendment



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GMIS Online:

View Status -> Budget Amendments

To find out the status of an entered Budget Amendment, select View Status -> Budget Amendment from the menu. This screen will list all amendments that have been saved or submitted and the approval status.



VIRGINIA DEPARTMENT OF CRIMINAL JUSTICE SERVICES

Improving and promoting public safety in the Commonwealth

[Print](#)

Grant Number:
SOGA: Yes
Applications ▶
View Budgets ▶
Quarterly Reporting ▶
View Status ▶
Start Date: 07-01-2016
End Date: 06-30-2017
Return to Main Menu

> [Print Form](#)

Budget Amendments

Grant Number:

Project Name:

There have not been any Budget Amendments submitted for this Grant Number.

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Request for Funds

- Funds are requested using the GMIS on-line system.
- DCJS does not automatically send funds.
- Please request in the % you were awarded.
- DCJS will not send funds if:
 - *You have not accepted the grant (signed SOGA not received)*
 - *You have not satisfied all the special conditions or were approved for an extension*
 - *You have not submitted required reports.*
- Allow 30 days processing time.



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GMIS Online:

Applications -> Request For Funds



VIRGINIA DEPARTMENT OF CRIMINAL JUSTICE SERVICES

Improving and promoting public safety in the Commonwealth

| [Print](#)

Grant Number: [View Instructions](#)

SOGA: Yes

Applications ▶

View Budgets ▶

Quarterly Reporting ▶

View Status ▶

Start Date:
07-01-2019

End Date:
06-30-2020

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Request For Funds - Subgrants/Contracts

Department of Criminal Justice Services
1100 Bank Street
12th Floor
Richmond, Virginia 23219

Subgrant/Contract Number: _____ Date of Request:

Federal Identification Number: _____

Period Covered by this Request: From: Year: To: Year:

Subgrantee/Contractor Name	_____
Finance Officer Address 1:	_____
Finance Officer Address 2:	_____
Finance Officer Address 3:	_____

Drawdown Amount	DCJS Federal Grant Amounts	DCJS General Fund Amounts	DCJS Special Fund Amounts
Total Subgrantee Award (A)	1172706.00	0.00	0.00
Less: Payments Previously received (B)	0	0	0
(A-B) Available Amount of Award (C)	1172706.00	0.00	0.00
Less: Amount Now Requested (D)	0	0	0
(C-D) Remaining Grant Balance (E)	1172706.00	0.00	0.00

As of the following date: The Grant Program's Cash On Hand is: \$

By submitting this form you are certifying that 1) you are the Finance Officer or Designee authorized to sign/submit this request; 2) the information above is correct; 3) expenditures will be made in accordance with the grant conditions; and 4) payment is due and has not been previously requested.

Financial Officer Name: _____



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GMIS Online:

Applications -> Request For Funds: Revise

You may revise your previously submitted request if you have made an error.

Grant Request Denied

- A submitted request is still pending. You may revise submitted request by clicking on the revise button below. If the previously submitted request has been denied (see View Status -> Vouchers) or a request has been submitted and waiting approval from the Finance Officer, this error will occur.

No further requests can be made until the previous request has been reviewed.

Contact [Grants Administration](#) for further information.

Revise Request

Return



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GMIS Online:

View Status -> Vouchers

A listing of all voucher requests that have been approved and sent out can be viewed by selecting “View Status -> Vouchers” from the menu.



VIRGINIA DEPARTMENT OF CRIMINAL JUSTICE SERVICES

Improving and promoting public safety in the Commonwealth

[Print](#)

Grant Number:

SOGA: Yes

Applications ▶

View Budgets ▶

Quarterly Reporting ▶

View Status ▶

Start Date:
07-01-2016

End Date:
06-30-2017

[Return to Main Menu](#)

[Print Form](#)

Vouchers Approved/Disbursed

Grant Number:

Project Name:

Total Budget:

Federal - \$ 3,300,000.00

State - \$ 0.00

Special - \$ 0.00

Total Funds Available:

Federal - \$ 0.00

State - \$ 0.00

Special - \$ 0.00

Reporting Period	Date of Request	Requested Federal	Requested General	Requested Special	FO Approved	DCJS Approved	Batch Date	Reason
12/31/2016	01/20/2017	327987.42	0	0	01/20/2017	Yes	02/22/2017	
03/31/2017	04/18/2017	946347.39	0	0	04/18/2017	Yes	05/18/2017	
06/30/2017	06/06/2017	626227.22	0	0	06/06/2017	Yes	07/20/2017	
09/30/2017	10/24/2017	1330348.78	0	0	10/24/2017	Yes	12/13/2017	
12/31/2017	12/21/2017	69089.19	0	0	12/21/2017	Yes	02/20/2018	

HELP

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All funding requests submitted for this Grant appear on this screen.

Contact Grants Administration for further information.



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Grant Closeout

- The last quarterly financial report of a project using federal funds must indicate any unpaid obligations that may exist at the expiration of the grant award period.
- The subgrantee has up to 45 days from the end of the award period to liquidate any unpaid obligations and submit a final financial report.
- The liquidation period exists to allow projects time to receive final invoices and make final payments -- no new obligations may be incurred during this period.
- Closeout questions should be directed to Andrew Wooldridge (804) 225-1863 or via email at Andrew.Wooldridge@dcjs.virginia.gov or Mark Fero at (804) 225-2782 or via email at Mark.Fero@dcjs.virginia.gov.



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Miscellaneous Administrative Info

- Please mail all grant related correspondences to the Office of Grants Management, ***NOT the Agency Director.*** (*Ms. Dion*)
- No need to send paper copies of the quarterly reports to DCJS unless requested by DCJS staff.
- If you get a “you are delinquent” letter/e-mail, don’t panic. Contact our Fiscal Grant Monitor Andrew Wooldridge. He will help you with getting up to date.
- Please note on all correspondences the correct DCJS grant number.



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Questions concerning your grant? Feel free to contact us for help.

ALBERT STOKES

Albert.Stokes@dcjs.virginia.gov

(804) 786-4011

Acting Grants Manager

VIRGINIA SNEED

Virginia.Sneed@dcjs.virginia.gov

(804) 786-5491

Grants Support Specialist

MARK FERRO

Mark.Fero@dcjs.virginia.gov

(804) 225-2782

Compliance Supervisor

BEVERLY JOHNSON

Beverly.Johnson@dcjs.virginia.gov

(804) 786-9055

Grants Support Specialist

BILL DODD

Bill.Dodd@dcjs.virginia.gov

(804) 371-0638

Financial Services Manager

KIMBERLY OWENS-BURROUGHS

Beverly.Johnson@dcjs.virginia.gov

(804) 371-0533

Grants Support Specialist

ANDREW WOOLDRIDGE

Andrew.Wooldridge@dcjs.virginia.gov

[gov](mailto:Andrew.Wooldridge@dcjs.virginia.gov)

(804) 225-1863

Fiscal Grant Monitor

DEANDREA WILLIAMS

Deandrea.Williams@dcjs.virginia.gov

(804) 371-5380

Grants Support Liaison



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Questions?



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Victims Services Staff

Kristina Vadas - (804) 786-7802
Manager

Amia Barrows - (804) 225-4060
Victims Services Grant Program
Specialist

Dione Bassett - (804) 371-2419
Victims Services Grant Program
Specialist

Tricia Everetts - (804) 786-7362
Victims Services Training Coordinator

Patricia Foster - (804) 371-8634
Victim Witness Program Coordinator

Julia Fuller-Wilson - (804) 371-0386
Violence Against Women Program
Coordinator

Tyler Hinton - (804) 225-3453
Data Entry Specialist

Andrew Kinch - 804-225-4331
Victims Services Grant Program Specialist

Jennifer Kline - (804) 225-3456
Grant Program Coordinator

Andi Martin - (804) 371-0534
Sexual Assault & Intimate Partner
Violence Program Coordinator

Courtney Meyer - (804) 786-0036
Professional Standards Coordinator

Michelle Miles - (804) 225-1846
Victims Services Grant Program Specialist

Anya Shaffer - (804) 786-2059
Victims Services Grant Program Specialist

Chrissy Smith - (804) 371-2638
Victims Services Grant Program Specialist

