



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



Virginia Department of
Criminal Justice Services

www.dcjs.virginia.gov



Statement of Grant Award and Acceptance (SOGA)



Virginia Department of
Criminal Justice Services

www.dcjs.virginia.gov



Department of Criminal Justice Services

1100 Bank Street Richmond, VA 23219

Statement of Grant Award/Acceptance

Subgrantee-- City of Nowhere

Date: July 13, 2016

Grant Number--

Grant Period--

17-A1234VW15

From 7/01/2016

Through: 06/30/2017

Project Director

Project Administrator

Finance Officer

Ms. Victoria Worker
Victim Witness Director
City of Nowhere
P.O. Box 1234
Nowhere, VA 23456

Mr. Big Shot
City Manager
City of Nowhere
P.O. Box 4678
Nowhere VA 23456

Mr. Money Bags
Finance Director
City of Nowhere
P.O. Box 4678
Nowhere, VA 23456

Phone No: 804-123-4567
E-Mail: vworker@nowhereva.com

Phone No: 804-123-6789
E-Mail: bshot@nowhereva.com

Phone No: 804-123-5432
E-Mail: mbags@nowhereva.com



Virginia Department of
Criminal Justice Services

www.dcjs.virginia.gov

Grant Award Budget

	DCJS Funds				
Budget Categories	Federal	General	Special	Local	Totals
Travel	\$0	\$0	\$300	\$0	\$300
Supplies/Other	\$0	\$0	\$2090	\$0	\$2090
Personnel	\$0	\$0	\$51,749	\$0	\$51,749
Indirect Costs	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0
Consultant	\$0	\$0	\$0	\$0	\$0
Totals	\$0	\$0	\$54,139	\$0	\$54,139



Virginia Department of
Criminal Justice Services

www.dcjs.virginia.gov





This grant is subject to all rules, regulations, and criteria included in the grant guidelines and the special conditions attached thereto.

Shannon Dion

Shannon Dion, Director

In accepting this award, you are acknowledging that you have consulted with all local law enforcement agencies with in your locality including towns and incorporated towns, and they had an opportunity for comment and input for the funding plan for this application.

The undersigned, having received the Statement of Grant Award/Acceptance and the Conditions attached thereto, does hereby accept this grant and agree to the conditions pertaining thereto, this _____ day of _____, 20__.

Signature:

Title:



Virginia Department of
Criminal Justice Services

www.dcjs.virginia.gov



STATEMENT OF GRANT AWARD SPECIAL CONDITIONS

**Department of Criminal Justice Services
1100 Bank Street
Richmond, Virginia 23219**

For the Victim Witness Assistance Grant Program – Localities	
Subgrantee: County of Nowhere	Grant Number: 17-A1234VW15
Federal Catalog Number: 16.575	
Title: Victim Witness Program	Date: July 13, 2016



Virginia Department of
Criminal Justice Services

www.dcjs.virginia.gov





GMIS Online: Statement of Grant Award and Acceptance



VIRGINIA DEPARTMENT OF CRIMINAL JUSTICE SERVICES

Improving and promoting public safety in the Commonwealth

| [Print](#)

Grant Number:

[On Screen Help](#)

SOGA: Yes

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

Applications ▶

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

View Budgets ▶

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

Quarterly Reporting ▶

View Status ▶

[Instructions for Editing An Existing Grant](#)

Start Date:

07-01-2016

[FAQs](#)

[Applications](#)

[Budgets](#)

End Date:

06-30-2017

[Financial Reporting](#)

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

[Return to](#)

[Main Menu](#)

[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 \(.pdf\)](#)

Related Links

[DCJS Home Page](#)

[Grants Administration](#)

[Get Acrobat Reader](#)



Virginia Department of
Criminal Justice Services

www.dcjs.virginia.gov



Special Conditions



Virginia Department of
Criminal Justice Services

www.dcjs.virginia.gov



What are Special Conditions?

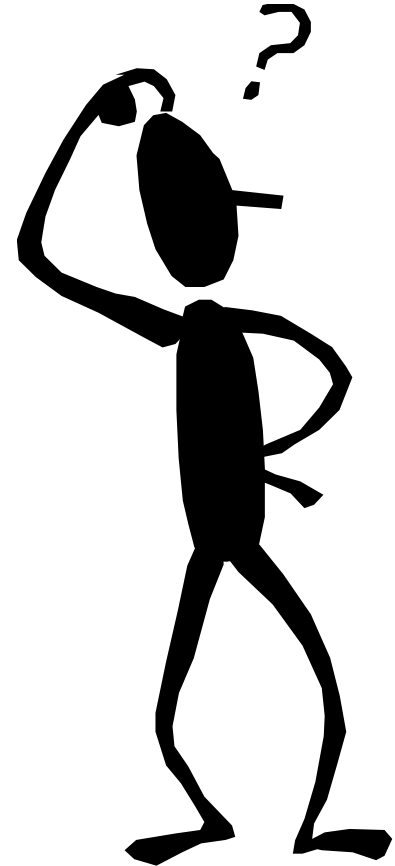
There are two types:

Generic:

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

Example:

#4. By accepting this grant, the recipient assures that funds made available through it will not be used to replace state or local funds that would, in the absence of this grant, be made available for the same purposes



Virginia Department of
Criminal Justice Services

www.dcjs.virginia.gov



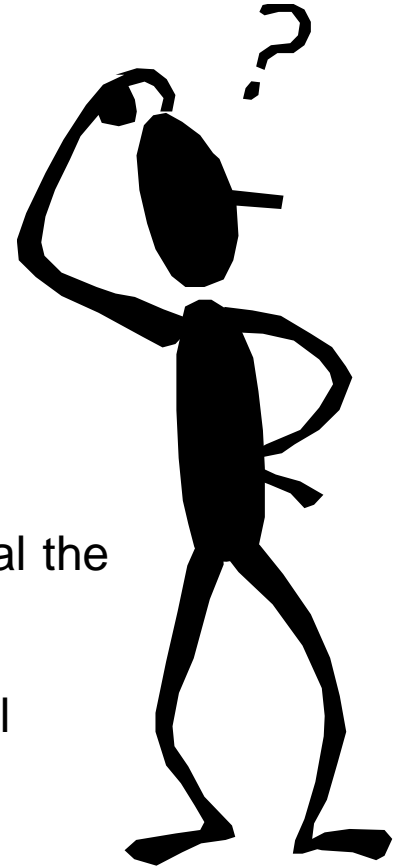
Special Conditions... that require action

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) Revise your budget and budget narrative to equal the amount of the award.
- b) Provide signed cooperative agreements with local Probation & Parole.



Virginia Department of
Criminal Justice Services

www.dcjs.virginia.gov



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**
Improving and promoting public safety in the Commonwealth

[Print](#)

Grant Number: [Print Report](#)

SOGA: No

Applications ▶
View Budgets ▶
Quarterly Reporting ▶
View Status ▶

Special Conditions for

Condition Number	Condition Description	Condition Met	Date Condition Met
1	Please submit budget narrative to reflect the items included on the Itemized Budget.	No	
2	Please submit copies of the Cooperative Agreements listed in the application.	No	



Virginia Department of Criminal Justice Services

www.dcjs.virginia.gov



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



Virginia Department of
Criminal Justice Services

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>



Virginia Department of Criminal Justice Services

Improving and promoting public safety in the Commonwealth



Online Regulatory Licensing System

ABOUT ▾

LICENSING / REGULATION ▾

LAW ENFORCEMENT / SCHOOL-CAMPUS SAFETY ▾

JUVENILE / VICTIMS / CORRECTIONAL SERVICES ▾

GRANTS

RESEARCH



The 2017 Virginia School Safety Audit Survey Results

Results from the 2017 Virginia School Safety Survey are now available online. In addition to detailing statewide trends in school safety, security, and threat assessment, individual schools and divisions can use the *Results* to compare their own policies and procedures to practices throughout the Commonwealth. Results from previous surveys are available through the DCJS Virginia Center for School and Campus Safety's publications [webpage](#).

Register for DCJS Trainings & Events

Register Now

News

Conferences

Upcoming Trainings

Grant Opportunities

Calendar

- ▶ Register to attend Interview and Interrogation Training in Winchester on June 12-14, 2018
March 15, 11:44 am
- ▶ Register to attend Animal Cruelty and Fighting Investigations Training on April 6 in Newport News
March 15, 8:26 am
- ▶ "599" Preliminary Allocations - Fiscal Year 2019
March 14, 11:34 am
- ▶ Registration open - Homegrown Violent Extremism and Terrorism Threat Overview
March 13, 11:42 am
- ▶ FY19-21 Victim/Witness Grant Program Guidelines for New and Continuation Applicants now posted.
March 9, 4:01 pm



DCJS Updates [\[subscribe\]](#)

Online Services



Online Regulatory Licensing System



Criminal Justice Directory



GMIS Online

DCJS

Virginia Department of
Criminal Justice Services

www.dcjs.virginia.gov

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



VIRGINIA DEPARTMENT OF CRIMINAL JUSTICE SERVICES

Improving and promoting public safety in the Commonwealth

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.**



Virginia Department of
Criminal Justice Services

www.dcjs.virginia.gov



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.



VIRGINIA DEPARTMENT OF CRIMINAL JUSTICE SERVICES

Improving and promoting public safety in the Commonwealth

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](#)



Virginia Department of
Criminal Justice Services

www.dcjs.virginia.gov



GMIS Online: Main 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
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

[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](#)



Virginia Department of
Criminal Justice Services

www.dcjs.virginia.gov



GMIS Online: Approved Original Budget



Virginia Department of
Criminal Justice Services

www.dcjs.virginia.gov



GMIS Online: View Budgets -> Original Budget



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 Budget](#)

Original Approved Budget Data

Grant Number: Subgrantee:

Budget Categories	DCJS Funds			Subgrantee		Total Program
	Federal	General	Special	Cash	In Kind	
Personnel	135,484.00	0.00	0.00	0.00	0.00	135,484.00
Consultant	3,137,046.00	0.00	0.00	784,262.00	0.00	3,921,308.00
Travel	4,980.00	0.00	0.00	0.00	0.00	4,980.00
Equipment	15,490.00	0.00	0.00	0.00	0.00	15,490.00
Indirect Cost	0.00	0.00	0.00	0.00	0.00	0.00
Other	7,000.00	0.00	0.00	0.00	0.00	7,000.00
Total	3,300,000.00	0.00	0.00	784,262.00	0.00	4,084,262.00

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](#)
[Grants Administration](#)
[Get Acrobat Reader](#)

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

Return



GMIS Online: View Budgets -> Current Budget



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 Budget](#)

Current Approved Budget Data

Grant Number:
Status: *Approved*

Subgrantee:

Budget Categories	DCJS Funds			Subgrantee		Total Program
	Federal	General	Special	Cash	In Kind	
Personnel	135,484.00	0.00	0.00	0.00	0.00	135,484.00
Consultant	3,137,046.00	0.00	0.00	784,262.00	0.00	3,921,308.00
Travel	4,980.00	0.00	0.00	0.00	0.00	4,980.00
Equipment	15,490.00	0.00	0.00	0.00	0.00	15,490.00
Indirect Cost	0.00	0.00	0.00	0.00	0.00	0.00
Other	7,000.00	0.00	0.00	0.00	0.00	7,000.00
Total	3,300,000.00	0.00	0.00	784,262.00	0.00	4,084,262.00

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

Return

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](#)



Virginia Department of
Criminal Justice Services

www.dcls.virginia.gov



Reporting Requirements:

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



Virginia Department of
Criminal Justice Services

www.dcjs.virginia.gov



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.



Virginia Department of
Criminal Justice Services

www.dcjs.virginia.gov



Financial Reports

- Quarterly Financial Reports are due by the 12th WORKDAY following the end of each quarter.
 - 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.



Virginia Department of
Criminal Justice Services

www.dcjs.virginia.gov



GMIS Online: Quarterly Reporting -> Enter Financial Report



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](#)

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: 3/31/2018

Quarterly Expenditures					
Budget Categories	DCJS Funds			Subgrantee Match	Total Program
	Federal	State	Special		
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"/>
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"/>
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"/>
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"/>
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"/>
Supplies/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"/>
Total	<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"/>

Obligations this Quarter					
Budget Categories	DCJS Funds			Subgrantee Match	Total Program
	Federal	State	Special		
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"/>
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"/>
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"/>
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"/>
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"/>
Supplies/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"/>



Virginia Department of
Criminal Justice Services

www.dcjs.virginia.gov



GMIS Online:

Quarterly Reporting -> Revise Financial Reports

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



VIRGINIA DEPARTMENT OF CRIMINAL JUSTICE SERVICES

Improving and promoting public safety in the Commonwealth

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](#)

Revise Quarterly Reports

Select the Reporting Period:

Enter the Year for this Reporting Period:

List of Submitted Reports for Grant Number		
Reporting Period	Date Submitted	Approved
09/30/2016	01/20/2017	Yes
12/31/2016	01/20/2017	Yes
03/31/2017	04/18/2017	Yes
06/30/2017	07/19/2017	Yes
09/30/2017	10/24/2017	Yes
12/31/2017	12/21/2017	Yes

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](#)

If "No" appears beside one of the submitted reports above, it may be awaiting review.

Contact Grants Administration for further information.



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

Improving and promoting public safety in the Commonwealth

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 17-A3412VW15

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
12/31/2017	12/21/2017	84067.43	0.00	Yes	2017-12-21 14:04:30.197

You may view a submitted Financial report by clicking on a Reporting Period. *If any Financial reports have not been approved, please contact your local Finance Officer.*

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](#)



Virginia Department of Criminal Justice Services

www.dcjs.virginia.gov

Progress Reports

- Progress reports are due the 12th workday unless otherwise indicated.
 - VW, SADVGP, VOCA NI, and VSDVVF due quarterly
 - VSTOP due bi-annually
 - SASP due annually
- 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.



Virginia Department of
Criminal Justice Services

www.dcjs.virginia.gov



GMIS Online: Quarterly Reporting -> Upload Progress Reports



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

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

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](#)

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](#)

Progress Reports for

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	



Amendments/Requests:

- Budget Amendments
- Request for Funding



Virginia Department of
Criminal Justice Services

www.dcjs.virginia.gov



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.



Virginia Department of
Criminal Justice Services

www.dcjs.virginia.gov





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.](#)



Virginia Department of
Criminal Justice Services

www.dcjs.virginia.gov



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



Virginia Department of
Criminal Justice Services

www.dcjs.virginia.gov



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.

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

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.



Virginia Department of
Criminal Justice Services

www.dcjs.virginia.gov





GMIS Online: Applications -> Request For Funds



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:
07-01-2013

End Date:
06-30-2014

[Return to Main Menu](#)

[View Instructions](#)

Request For Funds - Subgrants/Contracts

Department of Criminal Justice Services
202 North 9th Street
10th 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:

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](#)

Drawdown Amount	DCJS Federal Grant Amounts	DCJS General Fund Amounts	DCJS Special Fund Amounts
Total Subgrantee Award (A)	0.00	0.00	24638.00
Less: Payments Previously received (B)	0	0	17283.31
(A-B) Available Amount of Award (C)	0.00	0.00	7354.69
Less: Amount Now Requested (D)	0	0	0
(C-D) Remaining Grant Balance (E)	0.00	0.00	7354.69

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:



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



Virginia Department of
Criminal Justice Services

www.dcjs.virginia.gov



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](#)

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](#)

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

Contact Grants Administration for further information.



Virginia Department of
Criminal Justice Services

www.dcjs.virginia.gov

What about the 2nd year of my 2 year grant?

- DCJS will issue the award document for the new year as soon as possible.
- When doing budget amendments, especially where fringe benefits are being affected, don't forget you may have to change the 2nd year of the award also.
- Even though you have a two year grant, each year is handled separately, as if you only have a year grant.



Virginia Department of
Criminal Justice Services

www.dcjs.virginia.gov



Grant Closeout

- You must have funds obligated at the end of the grant period.
- You have 90 days after the end of the grant period to pay for all obligated items.
- Make sure on the 4th quarter report, you show all funds that are obligated in order to be reimbursed for those funds.



Virginia Department of
Criminal Justice Services

www.dcjs.virginia.gov





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.

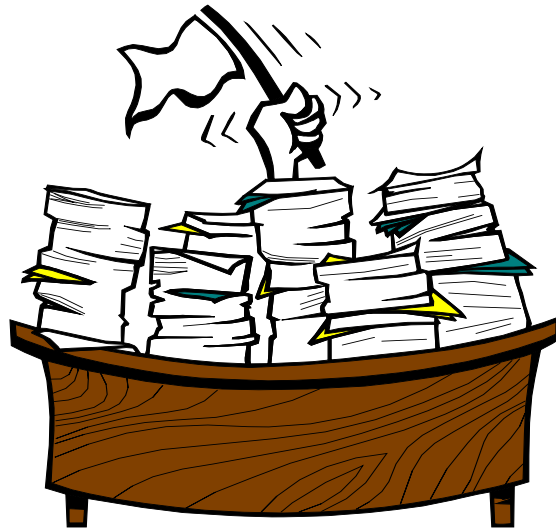


Virginia Department of
Criminal Justice Services

www.dcjs.virginia.gov



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



ALBERT STOKES
Albert.Stokes@dcjs.virginia.gov
(804) 786-4011
Acting Grants Manager

BILL DODD
Bill.Dodd@dcjs.virginia.gov
(804) 371-0638
Financial Support

VIRGINIA SNEED
Virginia.Sneed@dcjs.virginia.gov
(804) 786-5491
Sexual Assault Grants

BEVERLY JOHNSON
Beverly.Johnson@dcjs.virginia.gov
(804) 786-9055
Victim Witness Grants

DEANDREA WILLIAMS
Deandrea.Williams@dcjs.virginia.gov
(804) 371-5380
Computer Support - GMIS ONLINE

ANDREW WOOLDRIDGE
Andrew.Wooldridge@dcjs.virginia.gov
(804) 225-1863
Fiscal Grant Monitor



Virginia Department of
Criminal Justice Services

www.dcjs.virginia.gov