



Commonwealth of Virginia

Virginia Department of Criminal Justice Services

FY 23-24 VSDVVF: Virginia Sexual Domestic Violence Victim Fund Sexual Assault Forensic Examiners /Sexual Assault Nurse Examiners Grant Program- New Director Orientation FAQs

Below are frequently asked questions about the FY 23-24 VSDVVF: Virginia Sexual Domestic Violence Victim Fund Sexual Assault Forensic Examiners /Sexual Assault Nurse Examiners Grant Program- New Director Orientation. Have a question that is not addressed below? You can contact your DCJS Grant Monitor or the VSDVVF Grant Program Coordinator to address your question.

Will the New Director Orientation (NDO) materials be sent to us?

- The NDO recording and slides will be sent via email to all current subrecipients under this grant program. You may also access the training and slides at any time throughout the grant cycle via the VSDVVF FNE website [here](#).

Was the pdf file referenced sent to the project director, project coordinator, or the financial officer?

- PDFs referenced during the NDO such as the Program Update Form and VSDVVF Status Report Template will be sent to all current subrecipients under this grant program. The forms are also available via the VSDVVF FNE website [here](#).

Will this replace the PMT report?

- The Performance Measure Tool or PMT is required for all VOCA funded programs. For the VSDVVF FNE grant program, the status report is built into OGMS and does not require entry in the PMT. For questions on reporting requirements, please contact your assigned DCJS grant monitor.

How do I submit my status reports, claims, and budget modifications in the On-line Grants Management System (OGMS)?

- To ensure that grant applicants have the training and resources they need to navigate OGMS successfully, DCJS has recordings available for self-guided training. These training videos will provide a global overview of OGMS functionality as well as high-level instructions on how to perform various tasks. We strongly encourage that all authorized grant officials and key staff who are responsible for managing the VSDVVF Grant Program review the recordings for the specific task you are trying to complete in OGMS via the [OGMS Training & Resources Webpage](#). For additional technical assistance and support within OGMS, please contact ogmssupport@dcjs.virginia.gov. Please include your grant number and grant program area in the subject line.

How many budget amendments can I submit per grant period?

- A budget amendment is when money is moved from one budget category into another budget category. Two amendments are allowed per grant period.

When should I submit the Victims Services Changes in Authorized Officials Form (Program Update Form) in OGMS?

- In adhering to the requirements and conditions of our grants, grant recipients must promptly submit a contract amendment request to DCJS within 30 days whenever grant funded positions and changes in the Project

Administrator, Project Director, and/or Finance Officer occur. The Victims Services Changes in Authorized Officials Form can be found [here](#).

I received an email about a monitoring activity that read “View the details of the site visit”. Does this mean we will be having a site visit immediately?

- DCJS has a risk-based monitoring policy that requires all new DCJS sub-recipients to complete a New Subgrantee Questionnaire. The email received was in regards to this questionnaire. If you have questions regarding the questionnaire, please consult with your DCJS grant monitor.

What areas will we be required to report on within our quarterly status reports?

- Subrecipients under this grant program are required to complete the OGMS-based Status Report. [The Virginia Sexual & Domestic Violence Victim Fund Discretionary Quarterly Progress Report Form](#) will provide you with information on all the areas that you will be required to report on.