



# **VSDVVF: Virginia Sexual Domestic Violence Victim Fund**

## **Sexual Assault Forensic Examiners /Sexual Assault Nurse Examiners Grant Program- New Director Orientation**

***Tierra Williams***

**VSTOP & VSDVVF Grant Program Coordinator**



**Virginia Department of  
Criminal Justice Services**  
[www.dcjs.virginia.gov](http://www.dcjs.virginia.gov)



# Welcome

- Thank you for joining us today. The Virginia Department of Criminal Justice Services (DCJS) is excited that the launch of the new Online Grant Management System (OGMS) is underway.
- DCJS is committed to keeping all constituents informed to ensure a smooth transition for everyone.
- The new system provides the ability to manage different aspects of your DCJS grants to include managing users, submitting grant applications, programmatic and financial reports, reimbursement claims, budget amendments and more.





# Training Agenda

- ✓ ***Tierra Williams***, VSTOP & VSDVVF Grant Program Coordinator will provide an overview of the FNE VSDVVF Grant Program and review Grant Requirements.

*\*This orientation will be available on the DCJS website for your review throughout the grant cycle.*





# VSDVVF Background

- In 2004, the Virginia General Assembly passed legislation creating the Virginia Domestic Violence Victim Fund (VDVVF).
- In 2006, the Virginia General Assembly passed additional legislation changing the name of the fund from the Virginia Domestic Violence Victim Fund to the Virginia Sexual & Domestic Violence Victim Fund (VSDVVF).
- ***Effective July 1, 2022, § 9.1-116.1 of the Code of Virginia was amended and reenacted to include the availability of funding for sexual assault service providers and hospitals for the purpose of funding the cost of salaries and equipment for sexual assault forensic examiners, sexual assault nurse examiners, and pediatric sexual assault nurse examiners.***
- The Department of Criminal Justice Services (DCJS) is designated as the administering agency for this fund supported by State special funds. State general funds have also been appropriated for this purpose.
- **The amount available for awards is dependent on deposits into the Virginia Sexual & Domestic Violence Victim Fund and/or state general funds appropriated.**





# Purpose

- The primary purpose of the VSDVVF grant program is to support projects that provide services to victims of and/or children affected by sexual violence, domestic violence, stalking, and family abuse.
- Under this funding opportunity, **requested funds are only to be used for the cost of salaries and equipment** for sexual assault forensic examiners, sexual assault nurse examiners, and pediatric sexual assault nurse examiners.





# Eligibility

- Sexual assault service providers
- Hospitals
- Requests for funds are specifically for salaries and/or equipment for sexual assault forensic examiners, sexual assault nurse examiners, and pediatric sexual assault nurse examiners.





# VSDVVF Unallowables

- Grant funds may not be used to support programs for perpetrators
- Grant funds under this solicitation may only be used to support **personnel costs (salaries)** and the **purchase of equipment**
- Indirect Cost is unallowable







# Grant Period

- ***18-month Grant Cycle:*** January 1, 2023 through June 30, 2024
- Awards are contingent upon:
  - program performance, and
  - the availability of funds





# On-line Grant Management System (OGMS) Terminology

## Online Grant Management System (OGMS) Terminology

Current Terminology	New Terminology
Budget amendment request	Contract Amendment
Email messages to DCJS	Correspondence
Email notification	Alert
Financial Report	Detailed Expenditures
Grant award approval	Final Approval
Grant Award/Statement of Grant Award	Contract
Grant Coordinator	Program Coordinator/Officer – program specific*
Grant Monitor	Grant Monitor
Grant Program	Program Area
Grant Solicitation/Guideline	Funding Opportunity
Holds on the release of funds	Encumbrances – program specific*
Agency, department, or non-profit under the authority of the Organization	Agency – department or office under the Organization
Progress Report	Status Report
Project Administrator's Organization	Organization
Project change or amendment	Contract Amendment
Project Director	People – members of the Organization or Agency
Request for Funds	Claims/reimbursement
Site Visit correspondence and requests	Monitoring Activities
Solicitation posting	Announcement

\* Some terms and activities in the new Online Grant Management System (OGMS) are defined and used differently depending on the funding opportunity / program area. Please contact your grant monitor for clarification. If you have any questions about OGMS, please email [OGMSsupport@dcjs.virginia.gov](mailto:OGMSsupport@dcjs.virginia.gov) and include your program area in the subject line.





# Authorized Grant Officials

- **Project Director:** The person who will have day-to-day responsibility for managing the project.
- **Project Administrator:** The person who has authority to formally commit the organization, locality, or state agency to complying with the terms of the grant application. This must be the city, county, or town manager; the chief elected officer of the locality, such as the Mayor or Chairman of the Board of Supervisors; the president of the board of directors; or, in the case of a state agency, the agency head.
  - *If someone other than one of these officials has been delegated signatory authority, and signs the grant application, provide a copy of a letter, memorandum or other document by which the signing authority was delegated as an attachment.*
- **Finance Officer:** List the person who will be responsible for fiscal management of the funds.





# On-line Grant Management System (OGMS) Training & Resources Page:

<https://www.dcjs.virginia.gov/grants/ogms-training-resources>

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## OGMS Training & Resources

The Virginia Department of Criminal Justice Services (DCJS) is excited to announce the official launch of the new On-line Grant Management System (OGMS)! To ensure that future grant applicants and existing grantees have the training and resources need to navigate the new website successfully, DCJS will create a series of self-guided videos and training materials to be pc on this page. These training resources will provide a global overview of OGMS functionality as well as high-level instructions how to perform various tasks.

To access the On-line Grants Management System (OGMS) click here <https://ogms.dcjs.virginia.gov/>. For questions at technical assistance, contact [ogmssupport@dcjs.virginia.gov](mailto:ogmssupport@dcjs.virginia.gov). Please include your grant number and grant program a the Subject line (Example: 20-A1234CC20 - CCCA/PSA Grant Program).

In addition, DCJS will host a series of virtual program specific webinars geared towards more in depth training with question answer sessions and live technical assistance to supplement the self-guided training materials. All sessions will be recorded the links will be posted below.

### Training Documents

- Completing your registration in OGMS
- Terminology Crosswalk Between the Old and New System

### Training Videos

### Training Videos



Virginia Department of  
Criminal Justice Services  
[www.dcjs.virginia.gov](http://www.dcjs.virginia.gov)



# Registration


- As a reminder, every person responsible for managing the DCJS grant will need to register to receive login credentials.
- When registering, the **Program Area of Interest** is only used to process registration and it doesn't restrict your ability to apply for other funding opportunities
- Registration approval takes approximately 3-5 business days.
- You will receive a confirmation email from: [VAgantsDCJS@webgrantsmail.com](mailto:VAgantsDCJS@webgrantsmail.com) with your user id and temporary password to login to OGMS.
- To update your personal contact information, select **My Profile**, update the information and select save. For organization profile changes, to include business address changes, contact [grantsmgmt@dcjs.virginia.gov](mailto:grantsmgmt@dcjs.virginia.gov).
- Changes to authorized officials and grant funded staff are submitted through the OGMS Contract Amendment component.
- For technical assistance with OGMS, contact: [ogmssupport@dcjs.virginia.gov](mailto:ogmssupport@dcjs.virginia.gov)






# On-line Grant Management System (OGMS)

<https://ogms.dcjs.virginia.gov/>

 Login

 Enter your user id and password


User ID

Password


**SIGN IN**

[Forgot User ID?](#) [Forgot Password?](#)

**Click here to Register**

 Single Sign On For Internal Users Only

**Click Here to Access Single Sign On Tool**

 Announcements

Welcome to OGMS! Registration is now open!

The Virginia Department of Criminal Justice Services (DCJS) is excited to announce the official launch of the new Online Grant Management System (OGMS)! Users may now begin the registration process. Every user that manages a DCJS grant will need to register to receive a login account. This includes those within your locality that are responsible for submitting a grant application, uploading progress reports, entering financial reports, and requesting funds. You should have received the instructions on *Completing Your Registration in OGMS* via email, however if you did not, training materials and resources can be located here <https://www.dcjs.virginia.gov/grants/ogms-training-resources>.

**Mandatory CASA Training**

A mandatory training will be held on Monday, February 22, 2021 at 2:00 PM to assist CASA programs with completing applications. The training will be held via WebEx. Call in instructions will be emailed separately. This session will be recorded. If you have any questions, please contact Terry Willie-Surratt at (804) 225-4320 or via email at [terry.willie-surratt@dcjs.virginia.gov](mailto:terry.willie-surratt@dcjs.virginia.gov).

**Phase One Implementation**

The following grants have been fully transitioned to OGMS and have now been disabled in GMS. Please start to manage your grant in OGMS.

FY21 CCCA/PSA-Community Corrections & Pretrial Services Expansion Grants – Start Date 1/1/2021







# Registration



## DCJS On-line Grant Management System

### Registration

[Save Registration Information](#)

#### Personal Contact Information

**Name\*:**

Salutation

First Name

Middle Name

Last Name

Suffix

**Title\*:**

**Email\*:**

**Address\*:**

City

State/Province

Postal Code/Zip

Zip +4

**Phone\*:**

Phone

Ext.

###-###-####





# Grant Program Requirements

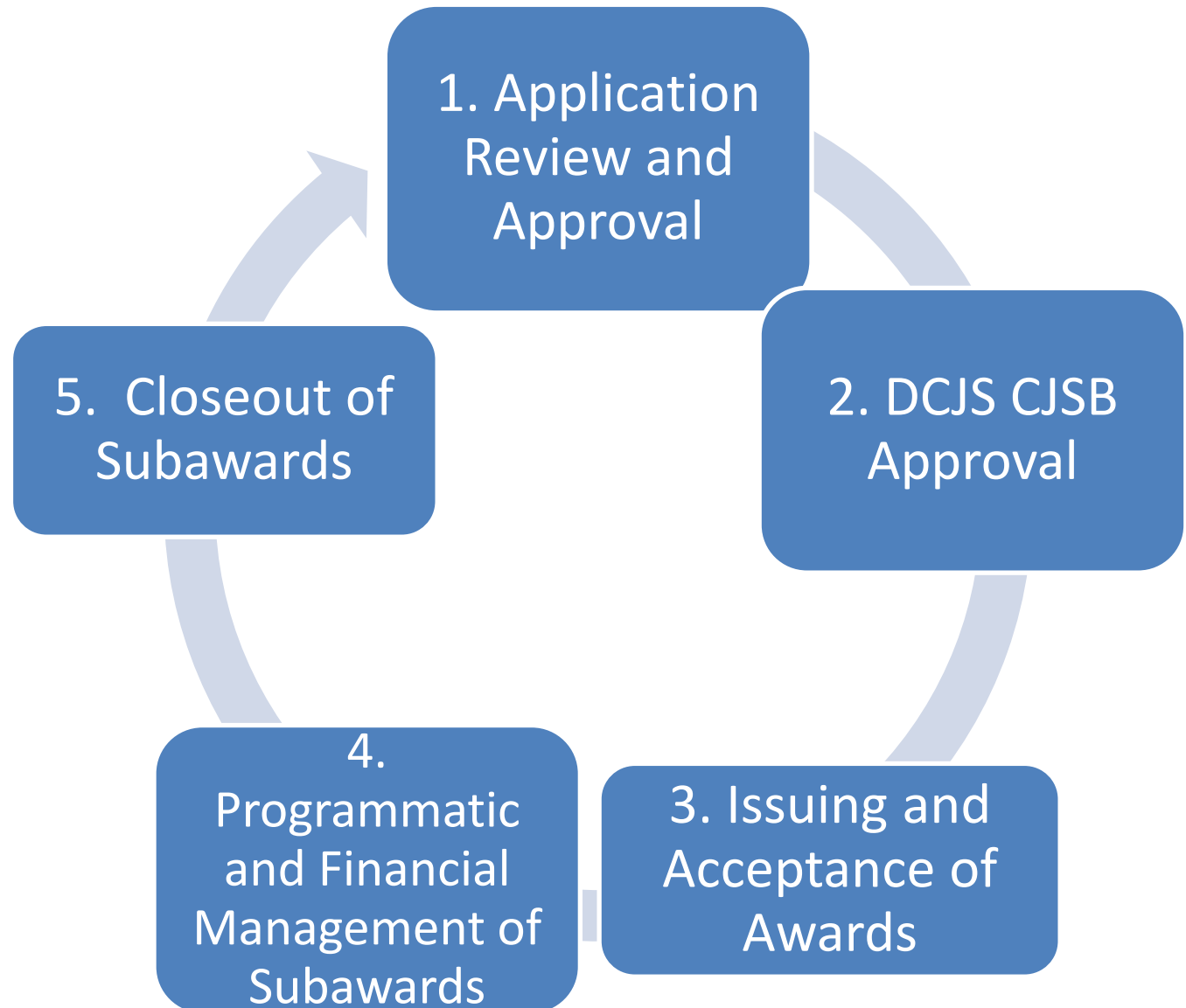


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# Life Cycle of a Subaward





# General Conditions Requirements

- The general award terms and conditions provided in the award package are applicable to all subrecipients.

[FY23 VSDVVF - Sexual Assault Forensic Examiners Grant Special Conditions FINAL.pdf \(virginia.gov\)](#)





# Statement of Grant Award (SOGA)

- Subgrantees sign the award acceptance, respond to any encumbrances (program specific conditions that require attention) and upon approval, implement the funded project according to plan.
- Throughout the grant period, the subgrantee submits quarterly financial and programmatic reports to track and report project expenditures and program activities.
- DCJS is responsible for assuring compliance of all state and federal awards in accordance with state and federal regulations and program guidelines and conducts on-site and office-based monitoring to track programmatic and financial adherence to the award guidelines.
- Throughout the grant period, subgrantees can submit requests to modify the budget based on project needs.
- Grant Monitors are available to review progress reports and provide technical assistance and training and ensure successful implementation of the awarded project.
- The Grants Management Financial Compliance Supervisor reviews and approves all request for funds.
- Programs have **60 days** from the award date to accept the award.





# Failure to Abide by the Terms of the Award

- If the subgrantee has failed to comply with the terms and conditions of the award, DCJS may take one or more enforcement actions which include disallowing costs, withholding of funds or future awards, or wholly or partially suspending the grant pending corrective action.
- Support may be withheld if the subgrantee failed to meet the terms and conditions of previous awards (as noted in the award conditions); failed to show satisfactory progress achieving the objectives of the project; failed to comply with program guidelines (i.e. VOCA Rule).
- Generally, DCJS will suspend (rather than immediately terminate) a grant and allow the subgrantee an opportunity to take appropriate corrective action before a final decision on funding has been made.





# Reporting Requirements

- The VSDVVF FNE grant program operates on a State Fiscal Year
- Reports and claims for reimbursement are due quarterly on the 15<sup>th</sup> day following the close of the calendar quarter
- Refer to the award conditions for report due dates
- Reports are submitted in OGMS under the “Status Report” component
- Only report on VSDVVF funded activities
- A PDF version of the reporting form has been sent via email for your reference
- For instructions on how to submit a report in OGMS, go to: [ogmsstatusreport.pdf \(virginia.gov\)](https://ogmsstatusreport.pdf(virginia.gov))
- For technical assistance with your report, contact your DCJS grant monitor.





# Status Report

Program Area: Virginia Sexual and Domestic Violence Victim Fund

Document: Status Report

Form Name: FNE Quarterly Report

Form Type: General

- Your Fiscal Year 2020 VSDVWF grant will no longer be supplemented by Victims of Crime Act (VOCA) or Virginia STOP funds. As such, you will not be required to enter FY 2020 data into the Federal Office for Victims of Crime Performance Measurement Tool (OVC PMT).
- This Quarterly Progress Report Form collects the same data as what you reported on in Fiscal Year 2019. In other words, the system you established for collecting data in FY 2019 will also provide you with the information you need to complete this report form.
- Report only on VSDVWF-funded services and activities on this form.

## POPULATION DEMOGRAPHICS

Count all individuals served by your organization with the use of VSDVWF funds during the reporting period. This number should be an unduplicated count of people served during a single reporting period, regardless of the number of services they received or victimization types with which they presented. DO NOT count anonymous contacts here. They should be reported in question 2. If your organization only had anonymous contacts, enter zero (0).

**1. TOTAL number of UNDUPLICATED individuals who received services during the reporting period.\*:**

Count all anonymous contacts received by your organization through a hotline, online chat, or other service where the individuality of each contact cannot be established. If your organization did not have any anonymous contacts enter zero (0).

**2. TOTAL number of ANONYMOUS contacts received during the reporting period.\*:**

Report the number of NEW individuals served with the use of VSDVWF funds for the first time during the reporting period. This number should be an unduplicated count of identified NEW clients served during a single reporting period, regardless of the number of services they received or victimization types with which they presented.

**3. Of the number of individuals entered in Question 1, how many were NEW individuals who received services from your agency for the first time during the reporting period?\***

If your organization cannot track new individuals, please check the box below indicating such.:







# Status Report (cont.)

## Demographics (for NEW individuals identified in Question 3) - Grid

[Edit Grid](#)

Count each NEW individual in only one race/ethnicity type as self-reported. Individuals who self-report in more than one race and/or ethnicity category should be counted in the "Multiple Races" category. The total number of individuals in each demographic category should equal the number of NEW individuals reported in Question 3. This data is used for statistical purposes to comply with Federal regulations.

- All entries of "0" must represent a true value of zero.
- If no data is collected for a category, enter "NT" in that category to mark it as Not Tracked. This means that you are not yet able to submit data in this category due to the need to update your data collection system, but that efforts are underway to track data as requested. Then, in the "Not Tracked" category provided, report the number of individuals whose demographic data was not tracked.
- If no data is collected for an individual, count that individual in the Not Reported category. This means that you collect this data, but it was not provided by the person seeking services.

Population	Number of New Individuals	Not Tracked
American Indian or Alaska Native		
Asian		
Black or African American		
Hispanic or Latino		
Native Hawaiian or Other Pacific Islander		
White Non-Latino or Caucasian		
Some Other Race		
Not Reported		
Not Tracked		

[Edit Grid](#)

## GENDER IDENTITY (self-reported) - Grid

[Edit Grid](#)

Population	Number of New Individuals	Not Tracked
Male		
Female		
Other		
Not Reported		
Not Tracked		

[Edit Grid](#)


## Age (self-reported) - Grid

[Edit Grid](#)





# Status Report (cont.)

 Total number of individuals who received services by service type AND number of times each service w - Grid

 Edit Grid

INSTRUCTIONS: For each category (Items A, B, C, D, and E) selected in Question 8, enter the number of clients who received services from your agency during the reporting period. For each subcategory within a category (e.g., items A1, A2, A3, and A4), enter the number of times that service was provided during the reporting period. Zero is a valid response. Because some clients may receive multiple services, the total number of times that services were provided within a category may be greater than the number of clients who received those services.

Row	Number of Individuals or Services
<b>INFORMATION &amp; REFERRAL</b>	
Enter the number of individuals who received services in this category:	
Enter the number of times services were provided in each subcategory:	
Information about the criminal justice process	
Information about victim rights, how to obtain notifications, etc.	
Referral to other victim service programs	
Referral to other services, supports, and resources (includes legal, medical, faith-based organizations, address confidentiality programs, etc.)	
<b>PERSONAL ADVOCACY/ACCOMPANIMENT</b>	
Enter the number of individuals who received services in this category:	
Enter the number of times services were provided in each subcategory:	
Victim advocacy/accompaniment to emergency medical care	
Victim advocacy/accompaniment to medical forensic exam	
Law enforcement interview advocacy/accompaniment	
Individual advocacy (e.g., assistance in applying for public benefits, return of personal property or effects)	
Performance of medical or nonmedical forensic exam or interview, or medical evidence collection	
Immigration assistance (e.g., special visas, continued presence application, and other immigration relief)	
Intervention with employer, creditor, landlord, or academic institution	
Child or dependent care assistance (includes coordination of services)	
Transportation assistance (includes coordination of services)	
Interpreter services	
<b>EMOTIONAL SUPPORT OR SAFETY SERVICES</b>	
Enter the number of individuals who received services in this category:	
Enter the number of times services were provided in each subcategory:	





# Status Report (cont.)

## ☰ QUARTERLY REPORTED OUTCOMES

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

Number during reporting period:

Fiscal year-to-date total number:

Please explain:

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

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

Number during reporting period:

Fiscal year-to-date total number:

Number of surveys completed

Number during reporting period:

Fiscal year-to-date total number:

Please discuss some of the challenges your victim assistance program faced during the course of the reporting period.:

Please describe some of the services that victims needed but you could not provide. What were the challenges that prevented you from providing those services?:

Provide one brief case study that illustrates and describes the services provided with VSDVVF funding.

Do not use victim names or include any other identifying information.:





# Reporting Requirements

- Financial Reports (Detail of Expenditures) and Reimbursements must be submitted on a quarterly basis in OGMS through the Claims component
- Claims are due within 15 days after the end of each calendar quarter even if no expenditures incurred during the quarter
- If the due date falls on a weekend or non-business day, the claim is due on the next business day.
- For claims questions, contact the Grants Management Financial Compliance Supervisor, at (804) 225-2782 or via email at [Joseph.thompson@dcjs.virginia.gov](mailto:Joseph.thompson@dcjs.virginia.gov)
- For questions regarding your DCJS grant, contact your assigned grant monitor.
- For detailed instructions on how to submit a claim, click [here](#).





# VSDVVF FNE Reporting Due Dates

Calendar Quarter Ending	Report Due Dates
03/31/2023	04/15/2023
06/30/2023	07/15/2023
09/30/2023	10/15/2023
12/31/2023	01/15/2024
03/31/2024	04/15/2024
06/30/2024	07/15/2024
Final Financial Report (Claim)	08/15/2024





# Budget Amendments

- A budget amendment is when money is moved from one budget category into another budget category
- Two budget amendments allowed per grant period
- Requests for a budget amendment are submitted through the OGMS Contract Amendments component
- All items must be thoroughly justified for consideration by DCJS staff
- Monitors have 2 weeks to approve or request revisions
- A final review is conducted by Grants Management
- Upon approval, the subgrantee will receive a notification from OGMS to allow them to update the applicable budget forms
- Subgrantees can also check the status of the request in OGMS
- For instructions on how to submit a budget amendment, click [ogmscontractamendment.pdf \(virginia.gov\)](#)
- For assistance with your budget amendment, contact your DCJS grant monitor.





# In-Line Budget Adjustments

- In-line Budget Adjustments allow grantees to move money within a budget category
- In-line Budget Adjustments can be submitted anytime during the year, but must be approved by your grant monitor prior to the end of the award period and prior to funds being expended
- There is no limit on In-line Budget Adjustments
- Requests can be submitted through the OGMS Contract Amendments component.
- For questions, contact your DCJS grant monitor.







# Disbursement of Funds

- Disbursement of funds will occur on a cost reimbursement basis for actual funds expended. Actual expenditures should be submitted quarterly and invoiced pursuant to approved line item budget categories in the grant award package.
- All changes to the budget must be approved by DCJS prior to expending funds.
- Supporting documentation of reported expenditures must be maintained onsite and made available upon request.







# Victims Services Changes in Authorized Officials Form

- As stated in the award conditions, all sub-recipients agree to submit to DCJS, any change in authorized officials or grant funded staff.
- Changes to grant funded staff and authorized officials must be submitted to DCJS within 30 days of the change via the Contract Amendment component in OGMS.
- Changes in grant funded staff do not require signature.
- For Changes to Authorized Officials, an additional form is required and must be signed by the project administrator.
- For the Victims Services Changes in Authorized Officials form, click [here](#).
- For instructions on how to submit a contract amendment, click [here](#).
- For questions, contact your DCJS grant monitor.





# Victims Services Changes in Authorized Officials Form

Department of Criminal Justice Services (DCJS) Victims Services

**CHANGES IN AUTHORIZED OFFICIALS FORM**

All sub-recipients are required to notify DCJS within 30 days of any changes in grant funded staff or authorized officials (Project Director, Project Administrator, or Finance Officer) listed on the grant face sheet. This form is utilized to document changes in authorized officials. The form must be signed by the Project Administrator and attached to the contract amendment request in OGMS. Electronic signatures are accepted.

For changes in Grant Funded Staff or staff on leave for more than 30 days - submit a contract amendment request in OGMS (no signature or additional form required). For technical assistance, please contact your DCJS Grant Monitor.

Program/Locality Name: \_\_\_\_\_ Grant Number(s): \_\_\_\_\_

**Reason(s) for completing this form:**  
☐ Separation ☐ New Authorized Official /Hiring ☐ Extended Leave (longer than one week) ☐ Other \_\_\_\_\_

**PREVIOUS AUTHORIZED OFFICIAL**

**\*Required\* Please indicate if staff person is one or more of the following:**  
☐ Project Director ☐ Project Administrator ☐ Finance Officer

Name and Title of Authorized Official Leaving Program: \_\_\_\_\_

Effective Date: \_\_\_\_\_

**NEW AUTHORIZED OFFICIAL**

**\*Required\* Please indicate if the authorized official is one or more of the following:**  
☐ Project Director ☐ Project Administrator ☐ Finance Officer

Name and Title of New Authorized Official: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: State: Zip: \_\_\_\_\_

Phone: E-Mail (Required): \_\_\_\_\_

Effective Date: \_\_\_\_\_

**EXTENDED LEAVE**

**\*Required\* Please indicate if the authorized official is one or more of the following:**  
☐ Project Director ☐ Project Administrator ☐ Finance Officer

Name and Title of Authorized Official 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: \_\_\_\_\_

Phone/Email: \_\_\_\_\_

**Project Administrator Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_





# Technical Assistance

- Technical assistance is provided to all DCJS sub-recipients to ensure effective and efficient grants management.
- Our goal is to provide sub-recipients with the necessary tools and resources to understand grant requirements and ensure compliance of all guidelines and regulations.
- DCJS utilizes a risk-based monitoring policy which allows the awarding agency to evaluate potential indicators for non-compliance and develop a framework for the appropriate level and frequency of sub-recipient monitoring.
- Grant monitors provide technical assistance and training throughout the grant cycle via phone/video conferencing, and on-site visits to ensure that the awarded funds are used for authorized purposes.
- Monitors maintain ongoing communication with authorized officials and other key staff to provide program specific training and technical assistance, address identified issues or challenges that might impede project success, offer comprehensive programmatic guidance to ensure achievement of goals and objectives.





# Technical Assistance

- For assistance with OGMS, contact: [ogmssupport@dcjs.virginia.gov](mailto:ogmssupport@dcjs.virginia.gov) and include the name of the agency/locality, and grant number
- For detailed instructions and videos, refer to the [OGMS Training & Resources](#) page.
- Financial/claims questions contact: Joseph Thompson at [Joseph.thompson@dcjs.virginia.gov](mailto:Joseph.thompson@dcjs.virginia.gov)
- For programmatic questions regarding your VSDVVF FNE grant, contact: your DCJS grant monitor





# Resources

- [Virginia Sexual and Domestic Violence Victim Fund Grant Program Sexual Assault Forensic Examiners / Sexual Assault Nurse Examiners | Virginia Department of Criminal Justice Services](#)
- [VSDVVF Quarterly Narrative Report-Discretionary.pdf](#)
- [OGMS Training & Resources | Virginia Department of Criminal Justice Services](#)
  - [ogmsstatusreport.pdf \(virginia.gov\)](#)
  - [OGMS Claims instructions.pdf](#)
  - [ogmscontractamendment.pdf \(virginia.gov\)](#)





# Thank you!

**Questions or Comments:**  
**Tierra Williams**  
**[tierra.Williams@dcjs.Virginia.](mailto:tierra.Williams@dcjs.Virginia.gov)**  
**[gov](mailto:tierra.Williams@dcjs.Virginia.gov)**

**Cell: 804-239-8850**  
**OR Contact your assigned**  
**Grant Monitor**

