Virginia Department of Criminal Justice Services

FY27 Byrne Justice Training and Equipment
Guidelines and Application Procedures
Award Period: November 1, 2026 – August 31, 2027

Online Grants Management Funding Opportunity Number
574627

Application Deadline
August 11, 2026, at 3:00 p.m.
Late applications will not be accepted.

Guidelines Issued July 13, 2026

Virginia Department of Criminal Justice Services

1100 Bank Street, Richmond, VA 23219

www.dcjs.virginia.gov

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General Information

The Virginia Department of Criminal Justice Services (DCJS) is accepting applications through the On-line Grants Management System (OGMS) (www.ogms.dcjs.virginia.gov/index.do) for federal Edward Byrne Memorial Justice Assistance Grant (JAG) funding for FY27 Training and Equipment funding. The purpose of this grant program is to provide localities with the flexibility to support a broad range of initiatives designed to prevent and control crime in accordance with state and local priorities and conditions.

The JAG Program provides states and units of local governments, including tribal governments, with the flexibility to support a broad range of initiatives designed to prevent and control crime in accordance with state and local priorities and conditions.

As the State Administrative Agency (SAA), DCJS is responsible for the coordination, administration, and distribution of JAG funds in a manner that strengthens and enhances the overall criminal justice system of the Commonwealth of Virginia.

Awards under this competitive solicitation will be made for a ten (10) month project period and must align with one of the priority focus areas identified in these guidelines.

Funding Details	
Grant Award Period	November 1, 2026 – August 31, 2027 Grant period extensions will not be considered.
Funding Source	Funding for this grant program is made available under the federal Fiscal Year 2023 Edward Byrne Memorial Justice Assistance Grant (“Byrne/JAG”) Program.
Expected Total Amount of Funding	DCJS anticipates that $762,000 in Byrne/JAG funds will be available under this solicitation to support multiple awards. Applicants’ total award can be up to $33,333, with $25,000 coming from federal funds and $8,333 (25%) local match, which can be cash or in-kind.
Availability of Continuation Funding	Continuation funding is not available under this grant program. If DCJS has funding for this grant program in subsequent years, the applicant may reapply in a new, competitive application process.
Match Requirement	Recipients of these funds are required to provide 25% matching funds under this funding opportunity, which can be fulfilled through cash or in-kind match. See page 15 for more information.

Disbursement of Funds	Disbursement of funds will occur on a cost-reimbursement basis for actual funds expended. Grant funds may not be used to supplant state or local funds that would otherwise be available for the same purposes. Any post-award changes to the approved grant budget must receive prior approval from DCJS before funds are expended in accordance with those changes. Expenditures incurred outside of the approved grant period are not eligible for reimbursement.
OGMS Funding Opportunity Number	574627
Application Deadline in OGMS	August 11, 2026, at 3:00 p.m.

Application Assistance

DCJS staff are available to provide technical assistance regarding the funding announcement and application procedures. The following resources are available for guidance on preparing and submitting a grant application:

Application Assistance	
DCJS Contact	Jordy Nolan Jordy.Nolan@dcjs.virginia.gov Phone: (804) 845-1156 Carolyn Dellorso Carolyn.Dellorso@dcjs.virginia.gov Phone: (804) 845-1200
OGMS Assistance	www.dcjs.virginia.gov/grants/ogms-training-resources
OGMS Contact	ogmssupport@dcjs.virginia.gov

Applicant Eligibility Requirements

Types of Organizations

This funding opportunity is open to all Virginia units of local government. (For purposes of the JAG Program, a “unit of local government” is a city, county, township, town, or certain federally recognized American Indian tribes.) Eligible localities may submit multiple applications; however, only one application may be submitted for each of the following allowable disciplines: law enforcement, victim witness advocates, and commonwealth’s attorneys. If a locality submits multiple applications for different disciplines, those applications will be evaluated independently from each other.

Grant awards issued under this competitive Edward Byrne Memorial Justice Assistance Grant (Byrne/JAG) Program funding opportunity will support approved initiatives for a project period of 10 months. All requested items and activities must be allowable under the Byrne/JAG federal grant program and are subject to review and approval by DCJS on a case-by-case basis.

Other Eligibility Requirements

To be eligible for funding under this grant program, organizations:

- Must have a current and active federal System of Award Management (SAM) (www.sam.gov) registration and a Unique Entity Identifier (UEI) number. Applicants without a current, active SAM registration will not be considered.
- Must not be excluded or debarred from doing business with the federal government or the Commonwealth of Virginia.
- Must hold current professional and state licenses and certifications as needed for individual grant-funded projects.
- Will not be considered for funding if, as of the application due date, any of the required claims or status reports in OGMS for a current DCJS grant recipient's current grant are more than 30 days overdue without an approved extension. DCJS may waive this provision for good cause, which may be submitted via a contract amendment reporting extension in OGMS through the applicant's current award.

Funding Focus Areas

The Virginia Department of Criminal Justice Services (DCJS) identified the following project and program areas as priorities for funding under this solicitation. While all eligible agencies are encouraged to apply, DCJS may prioritize funding for agencies with smaller staffing levels, where operational capacity and local budget resources are often limited.

Public Safety Technology and Information Systems

Supports the acquisition, enhancement, or implementation of technology that improves operational efficiency, information sharing, service delivery, data management, case administration, and collaboration across the criminal justice system. Projects should demonstrate how the proposed technology will strengthen organizational capacity, improve effectiveness, enhance coordination among criminal justice partners, or increase access to services for the communities they serve. Eligible technology may support law enforcement, Commonwealth's Attorneys, victim/witness programs, detention centers operated by the qualifying locality, or multidisciplinary partnerships.

Workforce Development, Training, and Technical Assistance

Funds may support evidence-based training and technical assistance for law enforcement, prosecutors, local probation/pre-trial services, detention centers operated by the qualifying locality, and victim witness professionals of the qualifying locality. The trainings should focus on strengthening organizational capacity, improving effectiveness, or enhancing coordination among criminal justice partners. Allowable costs may include registration and travel expenses for approved training, conferences, or technical assistance activities that align with JAG program priorities.

When individual consultants are engaged to provide training or technical assistance, the compensation rate must be reasonable and consistent with rates for similar services in the marketplace. Consultant rates may not exceed $650 per day ($81.25 per hour, exclusive of travel) and may not exceed the consultant’s usual and customary fee.

Operational Equipment and Forensic Capabilities

Supports the purchase of equipment that enhances operational effectiveness, investigative capabilities, forensic services, public safety, and victim service delivery across the criminal justice system. Eligible equipment may include, but is not limited to, protective and safety equipment; communications equipment; crime scene and forensic evidence collection tools; digital forensic hardware and software; interview and recording equipment; specialized investigative equipment; technology and equipment supporting digital investigations; equipment that improves victim interviews and forensic examinations; accessibility equipment that enhances service delivery for victims; and other equipment that demonstrably increases an agency's operational capacity, efficiency, or effectiveness in carrying out its criminal justice mission.

Victim-Centered Response and Criminal Justice Collaboration

Supports technology, equipment, and training that strengthen multidisciplinary collaboration and coordinated responses among law enforcement agencies, Commonwealth's Attorneys, victim/witness programs, and other criminal justice and community partners. Projects should enhance communication, information sharing, case coordination, and service delivery while promoting victim-centered, trauma-informed, and evidence-based practices. Investments may support initiatives that improve access to services for crime victims, strengthen interagency partnerships, enhance investigative and prosecutorial coordination, increase organizational capacity, improve operational efficiency, and advance strategies that lead to more effective case outcomes, improved public safety, and stronger criminal justice system performance.

Grant Project Requirements

Grant Conditions and Federal Requirements

By applying for these grant funds, the applicant asserts that they have read, understand, and will comply with the following state and federal requirements and policies:

- Code of Federal Regulations, Uniform Administrative Requirements, Cost Principles, and

Audit Requirements for Federal Awards (Uniform Guidance)
www.ecfr.gov (Title 2, Federal Financial Assistance)

- Civil Rights and Nondiscrimination
  www.ojp.gov/program/civil-rights-office/statutes-regulations
  www.ojp.gov/program/civil-rights-office/training-resources

- U.S. Department of Justice Grants Financial Guide
  www.ojp.gov/doj-financial-guide-2024

- Department of Justice Determination of Suitability to Interact with Participating Minors (for programs serving individuals under the age of 18)
  www.ojp.gov/funding/explore/interact-minors
- Supporting documentation for all expenses must be maintained in accordance with the Code of Federal Regulations. This includes but is not limited to timesheets that accurately reflect staff, consultant, and volunteer time on grant-funded activities, purchase receipts, invoices, and equipment and supply logs.
- Byrne/JAG FY27 Training and Equipment Specific Conditions
  www.dcjs.virginia.gov/grants/grant-requirements?fid=4014#block-uswds-base-subtheme-page-title

Non-Supplantation

This funding opportunity is supported with federal funds. Federal funds must be used to supplement existing state and local funds for program activities and must not supplant (replace) state or local funds appropriated for the same purpose. Additionally, requests for "new" staff positions must be justified, must not supplant state or local funds, and must result in significant additional service delivery.

Match

In accordance with federal guidelines, recipients of these funds are required to provide a 25% local cash or in-kind match under this funding opportunity. See page 15 for more information on the match requirement.

Failure to Abide by Terms and Conditions

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

- Failing to adhere to the standard terms and conditions or special conditions;
- Failing to implement the project within 90 days of the start of the award period;
- Implementing substantial program changes to the extent that the project is no longer aligned

with the purpose of the funding;

- Failing to submit reports (programmatic, data, and/or financial) in a timely manner;
- Filing a false certification in this application or other report or document; or
- Other significant grant compliance or implementation concerns as identified by DCJS.

Non-Allowable Expenses

Byrne/JAG Gun Violence Awareness and Prevention Initiatives grant recipients may not use these grant funds to pay for any of the following:

- Any portion of salary for time not dedicated to approved, grant-funded activities;
- Capital construction, renovation, remodeling, or land acquisition;
- The purchase or lease of any vehicles;
- Firearms, ammunition, or related equipment normally and routinely provided by the locality;
- Political contributions or lobbying;
- Honoraria;
- The purchase, lease, or rental of tanks or armored vehicles, aircraft to include unmanned aerial systems and unmanned aircraft (including drones), limousines, real estate, yachts, consultants, or any vehicle not used primarily for law enforcement;
- Standard clothing and uniforms normally and routinely provided by the locality (including ballistic vests);
- Bonuses;
- Giveaways or trinkets;
- Personal entertainment such as tickets to sporting events;
- Personal calls;
- Alcohol; or
- Refreshment breaks or meals at training events, meetings, or conferences.
- **Also, please view the Unallowable Costs form that is attached to the funding opportunity in OGMS as an additional reference**

Overtime pay may be allowable if it is part of the organization's compensation plan and necessary for the completion of grant-approved activities.

Data Reporting Requirements

Grant recipients are required to submit programmatic and financial reports through DCJS's online reporting system in accordance with the timelines and instructions provided at the time of award.

Recipients must also comply with all applicable federal reporting requirements, including the submission of performance and financial data to the Bureau of Justice Assistance within the Office of Justice Programs through the Performance Measurement Tool (PMT), as directed by DCJS. Failure to submit required reports in a timely and satisfactory manner may result in the withholding of funds and/or termination of the award. In addition to required reporting, DCJS may request supplemental data as necessary to support statutory reporting obligations to the General Assembly regarding the use of these funds.

For details about reporting deadlines, see the Grant Reporting Requirements section in these grant guidelines.

Application Review Process

This is a competitive grant application process. Applications will be reviewed, evaluated, and scored based on adherence to these grant guidelines and the clarity, substance, and strength of the funding request.

Reviewers may consider current and past performance, project progress and implementation, demonstrated need, geographic location, budget justification, program design and services provided, sustainability, cost effectiveness of proposed projects, adherence to grant guidelines, and the availability of funds.

Each application will be scored on a points-based system. The Project Narrative section will be given the highest priority during scoring; however, total scoring will also take into account application completeness, accuracy, and relevance to the programmatic focus areas.

DCJS reserves the right to change program budgets based on allowable costs, justification of items, and available funding. DCJS has the discretion to make awards for greater or lesser amounts than requested.

The Criminal Justice Services Board (CJSB) is expected to make award determinations at its meeting in October 2026. Award determinations are final and may not be appealed.

DCJS will issue grant awards based on approval from the CJSB. Fiscal and or programmatic revisions may be required as a condition of funding. Such revisions must be submitted in OGMS prior to project initiation unless otherwise indicated by DCJS.

Before Applying

- *OGMS Registration*

  Grant applications must be entered in OGMS (https://ogms.dcjs.virginia.gov/index.do). OGMS instructions for registering for a new account and OGMS instructions for applying for funding are found at www.dcjs.virginia.gov/grants/ogms-training-resources www.dcjs.virginia.gov/grants/ogms-training-resources. Register or confirm existing registration at least two weeks prior to the application due date to ensure the individual who will be submitting the application has access to OGMS.

- *SAM Registration*

  To be eligible for funding under this grant program, organizations must have a current and active federal System of Award Management (SAM) (www.sam.gov) registration and a Unique Entity Identifier (UEI) number. This can take up to ten days or longer to complete. Applicants without a UEI or SAM registration should begin this process as soon as possible. Applicants without a UEI or SAM registration will not be considered.

Application Instructions

To apply for this grant, select Funding Opportunity 574627*,* FY27 Byrne Justice Training and Equipment, in OGMS*.* Read the description of the grant program to ensure you have selected the correct funding opportunity.

Your application will consist of the following components:

A. General Information
B. Face Sheet
C. Accreditation
D. Project Narrative Form
E. Goals and Objective Form
F. Budget and Related Narratives
G. Attachments
H. Certifications

A. General Information

From the funding opportunity landing page, select "Start New Application." To complete the general information section of your application, follow these steps:

1. Enter a title for your application and select the name of the person who will serve as the primary contact point on the application.
2. Select "Save Form Information."
3. Select the name of the organization applying for funding.
4. Select "Save Form Information."
5. Under "Additional Contacts," select all people who will need access to the application and grant documents if the grant is awarded. Include the individuals who will be listed on the Face Sheet.
6. Select "Save Form Information." You will be directed to a list of application components.

B. Face Sheet

Face Sheet Instructions	
Congressional district(s)	Select all congressional districts (www.census.gov/mycd) served by the agency.
Best practice	This does not apply to this grant program.
Jurisdiction(s) served	Select all jurisdictions proposed to be served by this grant program.
Program title	Program titles must include the organization's name, name of the grant program, and the fiscal year. (**e.g., ABC City JAG Training and Equipment FY27**)
Certified crime prevention community	Click the hyperlink on the form to see if your locality is certified. Answer "Yes" or "No."
VLEPSC or CALEA Accredited	Select "Yes" or "No."
Type of application	Enter "New."
Community setting	Check all that apply.
Brief project overview	Provide a short description of the proposed project and the anticipated implementation activities. Summarize what the funds will support, including the number of people that will be served, items that will be purchased, and the number of staff that will be supported (include position titles). *(Maximum of 750 characters)*
Project Director	Provide the name and contact information for the person who will have day-to-day responsibility for managing the project and will serve as the contact if DCJS needs project-related information.
Project Administrator	The Project Administrator is the person who has the authority to formally commit the organization, locality, or state agency to comply with all terms of the grant application, including the provision of the required match. This must be the county administrator; the city, county, or town manager; or the chief elected officer of the locality, such as the mayor or chairman of the board of supervisors.

	Someone other than the Project Administrator can sign all application certifications and authorize the submission of the grant application if they have been delegated the authority. See the section of these guidelines titled "Attachments in OGMS" for details about what must be attached to the application in OGMS to delegate signing authority.
Finance Officer	Provide the name and contact information for the person responsible for fiscal management of the funds associated with this grant, such as the treasurer of the agency's board, the locality financial manager, or the hired accountant.

***Note: Appropriate internal controls necessitate that the Project Director, Project Administrator, and Finance Officer are different people.**

C. Accreditation

Answer "yes" or "no" to "Is your jurisdiction VLEPSC or CALEA accredited?"

D. Project Narrative Form

The project narrative describes the need for the project, the project itself, the goals of the project, and how the applicant will measure the project's performance.

Project Narrative Instructions	
Demonstration of need (maximum of 5,000 characters)	Provide a concise overview of the agency and clearly identify the unmet need or problem the proposed project seeks to address. Describe the existing resources and services that are available to address the identified problems. Explain why these grant funds are necessary to address the needs. Describe how the proposed project will address the identified problem, need, or issue.
Project description (maximum of 5,000 characters)	Provide a detailed description of the proposed project design and planned implementation activities. Explain how the project will achieve the stated goals

	and objectives and demonstrate the applicant's organizational capacity to implement, manage, and oversee the project. Project activities should be clearly aligned with the proposed goals and objectives.
Service area demographic/target population (maximum of 5,000 characters)	Provide a brief description of the service area and the target population to be served through the proposed project. If the primary impact of the project is internal to the agency, applicants should describe the department-level impact, including the number of staff affected by the grant objectives and/or the size of the department or unit that will benefit from the proposed activities.
Sustainment plan (maximum of 5,000 characters)	Describe how the organization intends to sustain the proposed activities or services beyond the grant funding period. Identify anticipated funding sources or strategies to ensure continued program operations.

E. Goals and Objectives Form

All applicants must complete project-specific goals and objectives. Awarded applicants will report on the status of their goals and objectives quarterly.

Project Specific Goals and Objectives Form Instructions	
Goal (maximum of 100 characters per goal)	Applicants must enter at least one goal. Goals must reflect the anticipated work to be carried out during the grant period with awarded funds. Select "Add Entry" to enter each goal.
Objectives (maximum of 500 characters per objective)	Under each goal, enter two to three objectives. Each objective must be "SMART," meaning they must be specific, measurable (i.e., quantifiable), attainable, related to items in the budget, and time-based. Goals and objectives must address the purpose of this funding opportunity.
Intended outcome/impact (maximum	Describe the anticipated intended outcome if each

of 2000 characters)	goal is reached.
Data collection (maximum of 2000 characters)	Describe the data that will be tracked to determine whether grant goals are met and the method to store and analyze the data.
Time frame (maximum of 250 characters)	Describe the time frame needed for each goal. Time frames should not exceed the grant period.

F. Budget and Related Narratives

A complete budget includes 1) a budget grid form and 2) itemized budget forms for each budget category.

1. The budget grid is a form located in OGMS. The budget grid summarizes the total amount of funding requested in each budget category and the amount being requested from federal funds, state funds, and special funds.

Budget Grid Instructions	
Enter the amount of funds requested by category. Funding entered on the grid should represent the whole grant period. Only enter whole numbers (no cents). For any category for which you are not requesting funds, enter $0.00 on the budget grid.	• Personnel • Fringe Benefits • Consultants • Travel • Subsistence (lodging and per diem) and Other Travel • Equipment • Supplies and Other Expenses
Match	Include cash and/or in-kind matching funds in the budget grid. More information about match is located below.
Place requests for funding under the "Federal" column.	Funding for this grant program comes from federal funds. Place requests for funding under the "Federal" column.
Ensure that each itemized budget form aligns with the total amount requested on the budget grid.	Each budget line must correspond to the itemized budget forms. Round all amounts to the nearest dollar.
Funds from other sources	Enter all funds from other sources that support the project applying for funding. If the proposed project will generate program income, enter the anticipated amount of program income that will be earned and explain how these funds will be used to support the

	grant project.

Budget Match

In accordance with federal guidelines, a 25% match is required. The required local match is based on the total project budget. Applicants must include local match in the application budget. Matching funds must be used for allowable purposes. Matching funds must be shown on the budget grid and in relevant budget itemization forms. Include a description and justification for all matching funds on the relevant budget itemization forms.

To calculate the required match, use the following formula:

- (Total federal funds requested / .75) – Total federal funds requested = Required match
    - For example, if you are requesting $150,000 in federal funds, the calculation to determine the required match would be:
      ($150,000 / .75) – $150,000 = $50,000

Match may be in the form of cash match or in-kind match.

Types of Match	
Cash match	Cash match is direct funding for the project obtained from other non-federal funding sources.
In-kind match	In-kind match is a contribution of something of value other than cash, such as donated items, space, or services, that are used for allowable project activities. In-kind match sources may include, but are not limited to, the following: • Donated supplies or equipment. The value cannot exceed its fair market value. Place donated supplies or equipment within the supplies or equipment itemized budget forms. • Donated space and facilities. The value of rent shall not exceed the fair rental value of comparable space and facilities in the same locality. Place donated space or facilities within the supplies itemized budget form. • Volunteer services. The hourly rate of volunteers must be consistent with compensation to paid staff for similar work, or applicants may use a rate similar to what is listed on the website https://independentsector.org/resource/value-

	of-volunteer-time/. Place matching volunteer hours within the itemized personnel budget form.

2. Itemized budget forms are located in OGMS. There is an itemized budget form for each of the budget categories. Information entered into these forms must include a description and justification for items included in the budget.

   In OGMS, complete an itemized budget form for each category for which funding is requested. Total amounts on each itemized budget form must match amounts listed on the applicant's budget grid.

   Requirements for itemized budget forms:

   - All items requested in each budget form (including those supported by match) must be allowable per grant guidelines, reasonable, and justified as clearly necessary for the project to succeed.
   - In general, a cost will be considered reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost.
   - Matching funds must be shown on the budget grid and in relevant budget itemization forms.
   - On the budget itemization forms, under "Description," provide a description of each item, including a basis of computation that explains how you came up with the requested amount of funds for the item. This information is also required for any matching funds.
   - Under "Justification," describe how the item or funds will be used in the project. Match must be used for allowable purposes.
   - At the bottom of each itemized budget form, the applicant must identify the funding source for the budgetary items. Allocate all expenses under federal funds or match funds as appropriate.
   - For all items (including those supported by match), the applicant must indicate in the description whether the item is used exclusively for the proposed project. Items that are not used exclusively for the project must be prorated, and the applicant must include an explanation of how the items were prorated. If an item is used exclusively for this proposed project, prorating is not needed. If the item is used to support other projects in the agency, prorating is needed.

     How to prorate:

     - Proration based on budget: If the request for funding is 15% of the total operating budget, prorate items that are not used exclusively for this proposed project by 15%.
     - Proration based on grant-funded staff: If staff is funded 50% by this grant,

prorate their computer, office supplies, office furniture, cellphone, or other assigned items by 50%.

a. **Personnel and Employee Fringe Benefits Itemized Budget Form** (If personnel are not funded by this project, use $0.00 on the budget grid.)

This section applies to all employees and volunteers supported by any funds associated with this project (including matching funds). Staff time supported by grant funds may only be spent on approved grant activities. All salaries must meet a living wage requirement. To determine this requirement, visit www.unitedforalice.org/household-budgets/virginia.

Personnel Itemized Budget Form Instructions	
Indicate if personnel costs are included in the budget – "Yes" or "No."	If "Yes," complete the remainder of the form.
Employee Name	Enter the name of the grant-funded person. If the position is not currently filled, enter "TBD." If there is more than one TBD, then distinguish the names by adding a number (e.g., TBD-1 and TBD-2).
Position Title	Enter the title of the proposed grant-funded position.
Position	Indicate if the position is full-time or part-time.
Total Hours Per Week	Include the number of hours dedicated to the grant project per week.
Total Hours Per Year	Include the number of hours dedicated to the grant project per year. **Please note that funds can only be used to cover the grant award period. Hours outside of the award period cannot be considered.*
Total Annual Salary	Enter the total annual salary for the position to include grant-funded and other funding sources. This figure should **not** include fringe benefits.
Percent Being Requested	Enter the percentage of the total annual salary you are requesting the grant to cover.
Number of Grant-Funded	This figure will auto-calculate after you save the row and is based on the information you entered in

Hours	"Total Hours Per Year" and "Percent Being Requested."
Grant-Funded Full-Time Equivalent	This figure will auto-calculate after you save the row and is determined by dividing the "Number of Grant-Funded Hours" by 2080 hours.
Total Salary Amount Requested from Grant	Enter the total salary amount requested from the grant. This figure should **not** include fringe benefits.
New Position	Indicate if this is a new position.
Personnel Funding	Break down the "Total Salary Amount Requested from Grant" into Federal Funds and, if applicable, the appropriate local match field. The "Personnel Total" will auto-calculate when you save the row.
Employee Fringe Benefits	To request fringe benefits, click "Add Row."

Employee Fringe Benefits Itemized Budget Form Instructions	
Employee Name	Choose the name of the employee from the drop-down box.
Enter the amounts of each benefit requested	If you enter "Other," you will need to describe and break down the costs of the benefits in the text box labeled. If "Other," please describe.
Requested Employee Fringe Benefits Total	This figure will auto-calculate after you save the row.
Fringe Benefits Funding	Break down the "Requested Employee Fringe Benefits Total" into Federal Funds and, if applicable, the appropriate local match field. The "Employee Fringe Benefits Total" will auto-calculate when you save the row.
Position and Justification	This section is **required if a position is requested.** Click "Add Row" to enter the information.
Employee Name	Choose the name of the employee from the drop-down box.

Description of Position	Briefly describe grant-related duties performed by the person in the position.
Justification for Position	The justification should explain how the position is essential to the project.

b. Consultants Form (If consultants are not funded by this project, use $0.00 on the budget grid.)

Services provided by a third party, regardless of whether there is a contract in place, should go under the consultants form (e.g., training facilitators, consulting firms, employment agencies, interpreters, translation services, property management, daycare providers, etc.)

Consultants Form Instructions	
Indicate if consultants are included in the budget – "Yes" or "No."	If "Yes," complete the remainder of the form.
Consultant rates	The rate of compensation for individual consultants must be reasonable and consistent with that paid for similar services in the marketplace; however, the rate may not exceed $650.00 per day ($81.25 per hour, exclusive of travel and/or lodging and per diem) and may not exceed the consultant's usual and customary fee.
Consultant subsistence and travel	Consultant subsistence (lodging and per diem) and travel are generally not allowable unless it is necessary, reasonable, and justified. Reimbursable costs must adhere to the recipient's established travel policy.
Description (maximum of 500 characters)	Select the name of the consultant. Under "Description of Consultant's Role," include: • A description of the consultant's role • Each service contracted for • The total budgeted amount for each service • A basis of computation for the requested amount
Justification (maximum of 500 characters)	Under "Justification for Use of Consultant," include: • The number of clients benefiting from each

	type of service • How use of the consultant is necessary to meet the goals and objectives of the grant. Applicants are encouraged to attach supporting documentation to justify the request.

c. Travel Form (If travel is not funded by this project, use $0.00 on the budget grid.)

Grant funds may be used for mileage costs to assist grant staff or volunteers in meeting grant goals. Applicants must use the federal mileage reimbursement rate if they do not have a local travel policy. The federal mileage reimbursement rate can be found at this link: www.gsa.gov/travel?topnav=travel

The OGMS travel form is for mileage only. Mileage is separated in OGMS because many programs have differing mileage rates for local and non-local mileage.

- *Local mileage* is travel within the immediate service area (satellite offices, court, meetings, etc.).
- *Non-local mileage* is travel outside of the immediate service area (trainings, conferences, meetings, etc.).

Travel Form Instructions	
Indicate if travel (mileage) costs are included in the budget – "Yes" or "No."	If "Yes," under "Local Mileage" or "Non-local Mileage," enter the number of miles and the mileage rate. Continue the form.
Description (maximum of 500 characters)	Select the mileage being requested. Under "Description of Mileage," include: • A description of the requested mileage for each item • A basis of computation for the requested amount • Whether the request is based on the federal rate or the applicant's policy.
Justification (maximum of 500 characters)	Under "Justification for Mileage," include: • A description of how the mileage is necessary to meet the goals and objectives of the grant • If the applicant's travel policy differs from the federal rate, provide an explanation of the applicant's policy as it relates to the

	request. Please make this policy available upon request by DCJS staff.

d. Subsistence and Other Travel Costs Form (If lodging, per diem, and other travel costs are not funded by this project, use $0.00 on the budget grid.)

Grant funds may be used for subsistence (lodging and per diem) and other travel costs to assist grant staff or volunteers with meeting grant goals. Applicants must use federal travel rates if they do not have a local travel policy. Federal travel rates can be found at this link: www.gsa.gov/travel?topnav=travel

Subsistence and Other Travel Costs Form Instructions	
Indicate if subsistence (lodging and per diem) and other travel costs are included in the budget – "Yes" or "No."	If "Yes," complete the remainder of the form.
Other Travel Costs	Under "Other Travel Costs," enter: • The event title • The number of people attending • The number of trips with airfare • The airfare rate • Other travel costs
Description (maximum of 500 characters)	Select the event item requested. Under "Description of Costs," include: • A description of the costs • A basis of computation for each cost • Whether the request is based on the federal rate or the applicant's policy.
Justification (maximum of 500 characters)	Under "Justification for Costs," include: • A description of how the expense is necessary to meet the goals and objectives of the grant • If the applicant's travel policy differs from the federal rate, provide an explanation of the applicant's policy as it relates to the request.

e. Equipment Form (If equipment is not funded by this project, use $0.00 on the budget grid.)

Grant funds may be used to purchase equipment needed to meet grant goals. Grant-funded equipment must be tracked, managed, and disposed of in a manner consistent with the subrecipient's policies and the Code of Federal Regulations (www.ecfr.gov) and the DOJ Financial Guide (www.ojp.gov/funding/financialguidedoj/overview).

Upon award, applicants must adhere to the DOJ Grants Financial Guide property standards for grant-funded equipment and maintain property records and an inventory of equipment and major supplies purchased with grant funds onsite and available upon request.

Equipment is considered tangible personal property, including information technology systems, having a useful life of more than one year and a per-unit acquisition cost of $10,000 or greater (or the organization's capitalization policy, if it is less than $10,000). If the organization does not have a capitalization policy in place, the amount of $10,000 must be followed.

Equipment Form Instructions	
Indicate if equipment is included in the budget – "Yes" or "No."	If "Yes," complete the remainder of the form.
Description (maximum of 500 characters)	Select the equipment item being requested. Under "Description of Equipment," include: • The basis of computation for the requested amount, • Whether and how the item is prorated, • An explanation of how the amount being requested is reasonable, and • An explanation for how the cost of an item was determined (e.g., a quote from a vendor). Attach applicable documentation of estimated costs.
Justification (maximum of 500 characters)	Under "Justification for Equipment," include how the item is essential to the goals in the proposed project. If equipment is requested to replace outdated or "old" equipment, briefly describe why replacement is necessary and when the "old"

	equipment was acquired.

f. Supplies and Other Expenses Form (If supplies and other expenses are not funded by this project, use $0.00 on the budget grid.)

Supplies are all other items of tangible personal property that are not equipment. This includes computing devices that cost less than $10,000 per unit (or the organization's capitalization threshold, if that is less than $10,000). Supplies and other expenses include, but are not limited to, the following:

- Office supplies
- Postage
- Training or conference registration
- Telephone services
- Cell phone services
- Equipment maintenance
- Internet provider contracts
- Membership fees
- Printing projects
- Leases for or purchasing copy machines, under $5,000*
- Leases for or purchasing printers, under $5,000*
- Computers for grant-funded staff*
- Cell phones for grant-funded staff*

All costs must be itemized within this category by major types (e.g., office supplies, equipment use fees [which must be supported by usage logs], printing, postage, telecommunications, etc.). If the item includes more than one component, identify subcomponents under "Description."

If grant funds will be used to host a training event, associated costs may be subject to the conference cost requirements in the [DOJ Grants Financial Guide](). Recipients are responsible for ensuring that all training-related expenditures comply with applicable federal cost principles, approval requirements, and conference cost limitations.

If grant funds are used for outreach materials, associated costs must be reasonable and necessary and support the approved project objectives. Funds may not be used to purchase promotional items, giveaways, or other unallowable "trinkets."

*All major supplies purchased with grant funds must be tracked on an inventory list.

Supplies and Other Expenses Form Instructions	
Indicate if supplies and other expenses are included in the budget – "Yes" or "No."	If "Yes," complete the remainder of the form.
Description (maximum of 500	Select the supply or item being requested.

characters)	Under "Description," include: • An explanation of what the item is • A basis of computation that explains how the total cost of the item was determined • Whether and how the item is prorated
Justification (maximum of 500 characters)	Under "Justification," include: • Why the item is needed to meet the grant goals • Whether the item is replacing an older item • The age of the older item • An explanation as to why it must be replaced

g. Indirect Costs Form

Indirect costs are not permitted under this grant program.

Attachments

Upload the following attachments in OGMS, if required.		
	When is it required?	**Details**
Letter authorizing signing, grant certification, and grant application submission	If someone other than the Project Administrator completes the OGMS certifications and application submission, a document granting permission to enter the Project Administrator's name is required.	Provide documentation from the Project Administrator authorizing a specific individual to enter the Project Administrator's name as the electronic signature in OGMS. This documentation must clearly state that the designated individual is permitted to submit the grant application and complete all required electronic certifications on the Project Administrator's behalf. It must include an effective date, the specific grant application to which the

		authorization applies, and the name and contact information of the person being granted signatory authority.

Certifications

The Project Administrator's "signature" for grant certifications and application submission may be completed directly in OGMS by the Project Administrator, provided they have an individual OGMS account and are linked to the application. Alternatively, the signature may be entered in OGMS by the Project Director or another authorized individual who is preparing the application, as long as that person has been granted permission by the Project Administrator to submit the application and to enter the Project Administrator's name as the electronic signature.

The individual submitting the application should upload documentation demonstrating this authorization—such as a letter or email from the Project Administrator. It must include an effective date, the specific grant application to which the authorization applies, and the name and contact information of the person being granted signatory authority as noted under "Attachments in OGMS."

To ensure strong financial controls and appropriate documentation, the applicant should retain a copy of the certifications signed by the Project Administrator, or other proof that the Project Administrator is aware of the application and the certifications submitted on their behalf, as part of the organization's internal grant file.

Certifications		
	Who	**Action Needed**
General Conditions and Assurances	All applicants must complete this form.	It must be signed by the Project Administrator or their designee.
Lobbying and Debarment Certification	All applicants must complete this form.	It must be signed by the Project Administrator or their designee.
SAM Registration	All applicants must complete this form.	Upload proof of SAM registration with the Unique Entity Identifier number (UEI) and a non-expired expiration date.
Non-Supplantation	All applicants must complete this form.	It must be signed by the Project Administrator or their designee.
Authority Certification	All applicants must complete this form.	It must be signed by the Project Administrator or their designee.

Fund Request and Grant Reporting Requirements

DCJS will provide grant reporting requirements at the time of grant award. Listed below are the anticipated requirements.

Disbursement of Funds

- Disbursement of funds will occur on a cost-reimbursement basis for actual funds expended through a "claim" process.
- Actual expenditures must be reported quarterly and invoiced pursuant to approved line-item budget categories in the approved grant application.
- Subgrantees will only be reimbursed for costs that have been incurred within the grant period and are reported on the detail of expenditures in the claim.
- Grant funds, including matching funds, may only be expended and or obligated during the grant period.
- A final claim for all obligations must be submitted within 45 days after the end of the grant period unless the 4^{th} quarter claim is marked final by the subgrantee.
- Claims and financial reports must be submitted through OGMS. **Financial Reports** (referred to as "Claims" in OGMS) must be submitted quarterly through OGMS. A Claim Certification Form must be signed by the finance officer (after validating expenses) and submitted with each new claim.
- Status reports must be submitted prior to financial claims, or the claim will be held until the status report is submitted.

Submit Application

Submit your application with required attachments through OGMS by 3:00 p.m. on August 11, 2026. After such time, OGMS will no longer permit application submissions.

For technical issues and questions regarding OGMS, email ogmssupport@dcjs.virginia.gov, include the grant name and application number, or visit OGMS Training & Resources at www.dcjs.virginia.gov/grants/ogms-training-resources.

DCJS staff are available to provide technical assistance and support during the application process via email at Jordy.Nolan@dcjs.virginia.gov and Carolyn.Dellorso@dcjs.virginia.gov. Applicants may also use the "Question" feature under the Funding Opportunity in OGMS. A response will be sent within two business days.