



Virginia Department of Criminal Justice Services

2027 Combating Hate Crimes Grant Program – Round 2 **Guidelines and Application Procedures** **Award Period *November 1, 2026 – June 30, 2027***

Online Grants Management Funding Opportunity Number
574682

Application Deadline

August 18, 2026, at 5:00 pm

Late applications will not be accepted.

Guidelines Issued July 15, 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 FY 27 Hate Crimes Grant Program Funding – Round 2.

The goal of this program is to minimize bias-motivated incidents by providing funding that supports institutions and/or nonprofit organizations within a locality that may be at risk for targeted, bias-motivated violence based on race, religious conviction, color, gender, disability, gender identity, age, sexual orientation, or national origin.

Per the Code of Virginia § 52-8.5, “Hate crime” means (i) a criminal act committed against a person or his property with the specific intent of instilling fear or intimidation in the individual against whom the act is perpetrated because of race, religion, gender, disability, gender identity, sexual orientation, or ethnic or national origin or that is committed for the purpose of restraining that person from exercising his rights under the Constitution or laws of the Commonwealth or of the United States; (ii) any illegal act directed against any persons or their property because of those persons' race, religion, gender, disability, gender identity, sexual orientation, or ethnic or national origin; and (iii) all other incidents, as determined by law-enforcement authorities, intended to intimidate or harass any individual or group because of race, religion, gender, disability, gender identity, sexual orientation, or ethnic or national origin.

Funding Details	
Grant Award Period	November 1, 2026 – June 30, 2027 Grant period extensions <i>will not</i> be considered.
Funding Source	Funding for this grant program is made available from Virginia State Funds
Expected Total Amount of Funding	DCJS anticipates approximately \$1 M in state funds to be available for awards under this funding opportunity.
Availability of Continuation Funding	Continuation funding is not available under this grant program.
Match Requirement	Match is not required for this funding opportunity
Disbursement of Funds	Disbursement of funds will occur on a cost-reimbursement basis for actual funds expended.
OGMS Funding Opportunity Number	574682
Application Deadline in OGMS	August 18, 2026 at 5 pm

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 Contacts	Elizabeth Polak Elizabeth.polak@dcjs.virginia.gov 804-659-6487 Jenna Easton Jenna.easton@dcjs.virginia.gov 804-987-7134
Webinar	Thursday, August 6, 2026 1 pm Webinar Link Please register in advance for access.
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 institutions or nonprofit organizations that have been targets of or are at risk of being targeted for hate crimes, as well as localities engaged in partnership programs with eligible institutions or nonprofit organizations.

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.
- Current DCJS grant recipients will not be considered for funding if, as of the application due date, any of the required claims, financial reports (detail of expenditure reports in OGMS), or progress reports (status reports in OGMS) for the 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.

Grant Project Requirements

Grant Conditions and Federal Requirements

By applying for these grant funds, the applicant asserts that they 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
<https://www.ojp.gov/program/civil-rights-office/statutes-regulations>
<https://www.ojp.gov/program/civil-rights-office/training-resources>]
- 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.

Non-Supplantation

This funding opportunity is supported with state funds. State 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

No match is required for this funding opportunity.

Reporting Requirements

Grant recipients must submit quarterly financial and status reports online to DCJS. Failure to comply in a timely manner may result in DCJS withholding disbursement of grant funds and/or termination of the grant. DCJS will provide the grant reporting requirements at the time of the grant award. In addition to quarterly reporting, DCJS may request other data for use in annual reporting to the General Assembly on the use of these funds.

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.

Allowable Expenses

Equipment:

- Target hardening activities.
- Critical technology and infrastructure.
- Security and monitoring equipment.

Contractual security services:

- On-site security services.
- Inspection and screening systems.

Training:

- Security-related training for employed and volunteer security staff.
- Training related to response to serious incidents (not already available).
- Terrorism awareness training for employees.

Personnel:

- Part-time staff to perform security assessments for non-profit organizations and institutions to determine risk.

(Please note: This is one time funding and ongoing personnel cost will be the responsibility of the locality or organization.)

Non-allowable Expenses

Combating Hate Crimes Grant Program 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,
- Political contributions or lobbying,
- Honoraria,
- Personal entertainment, personal calls, or alcohol

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 request made for funding.

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.

Current DCJS grant recipients will not be considered for funding **if**, as of the application due date, any of the required claims, financial reports (detail of expenditure reports in OGMS), or progress reports (status reports in OGMS) for the 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.

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 on *October 8, 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 submitted in OGMS (www.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. 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 #574682, FY27 Combating Hate Crimes – Round 2 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. Project Narrative Form
- D. Goals and Objective Form
- E. Budget and Related Narratives
- F. Attachments
- G. 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 (in OGMS)

Face Sheet Instructions (in OGMS)	
Congressional district(s)	Select all congressional districts (www.census.gov/mycd) served by the agency.
Best practice	This does not apply to the Hate Crimes Grant Program.
Jurisdiction(s) served	Select all jurisdictions proposed to be served by this grant program.
Program title	Program titles must include organization’s name, name of grant program, state fiscal year or calendar year.

Certified crime prevention community	Is not applicable to this grant program.
Type of application	Enter "New."
Community setting	Check all that apply.
Brief project overview	Provide a 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).
Project Director	Provide the name and contact information for the person who will have day-to-day responsibility for managing the project and who will be the contact if DCJS needs project-related information.
Project Administrator	The Project Administrator is the person who has authority to formally commit the organization, locality, or state agency to comply with all the terms of the grant application, including the provision of the required match. This must be the president of the board of directors of a nonprofit organization; the county administrator; the city, county or town manager; the chief elected officer of the locality, such as the mayor or chairman of the board of supervisors; or, in the case of a state agency, the agency head. 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. Project Narrative Form (in OGMS)

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.

[This is a competitive grant application. The project narrative should be completed and attached to the application in OGMS to allow applicants the space needed to provide a complete and detailed demonstration of need, project description, service area demographics and target population, and sustainment plan. Project narratives should not exceed 10 pages]

Project Narrative Instructions (in OGMS)	
Demonstration of need (maximum of 5,000 characters)	Provide a description of your agency and a description of the unmet need or problem that the grant project will address. Describe your existing resources and services that are available to address the identified problems, and state why those resources and services are not adequate to address the unmet needs. Describe the non-profit organization(s) or institution(s) with which your organization will partner and their unmet need(s)
Project description (maximum of 5,000 characters)	Provide a detailed description of the project design and planned implementation activities. Describe how the project will reach the stated goals/capabilities of your organization to implement and manage the project. The project description should tie implementation activities to project goals and objectives.
Service area demographic/target population (Maximum of 5,000 characters)	Thoroughly describe specifically who will benefit from the project.
Sustainment plan (maximum of 5,000 characters)	Provide a brief description of how your organization will continue to provide the proposed services after grant funding ends.

D. Goals and Objectives Form (in OGMS)

This section is **required** for this grant program. You should answer, "Yes" when asked, "Are Goals and Objectives required by the funding opportunity?"

- *Goal Number:* You can have more than one goal, and they should be numbered. This allows you to enter multiple objectives under one goal.
- *Goals:* This is the outcome of your project and should be broad and general.

- **Objectives:** These directly support the larger goal. They should be **SMART** objectives: specific, measurable, attainable, realistic, and time-based (able to be completed within the grant period). A new row should be completed for each objective under a goal.
- **Activities:** This is a list of **measurable** tasks to be undertaken to accomplish the objective. You can have multiple activities per objective.
- **Month:** Include the month in which implementation steps will occur for each objective.

Awarded applicants will report on the status of their goals and objectives quarterly.

E. Budget and Related Narratives

The project budget, composed of all budget forms, is required. 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 on 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/or special funds.

Budget Grid Instructions	
Include the amount of funds requested by category. Funding reported on the grid should represent the whole grant period.	• Personnel • Fringe Benefits • Consultants • Travel • Subsistence (lodging and per diem) and Other Travel • Equipment • Supplies and Other Expenses • Indirect Costs
Match	Local match is not required under this grant program. Do not add matching funds to the budget.
Place requests for funding under the "State" column.	Funding for this grant program comes from state general funds. Place requests for funding under the "State" column.
Ensure that totals in each itemized budget form equal total amounts requested on the budget grid.	Each budget line must match totals in the itemized budget forms. Round all amounts UP to the nearest dollar.

Funds from other sources	Enter all funds from other sources that support the project or <i>organization</i> 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.
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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 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.
 - 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.
 - Under "Justification," describe how the item or funds will be used in the project.
 - At the bottom of each itemized budget form, the applicant must identify the funding source for the budgetary items. Allocate all expenses under State funds.
- 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 supported by any funds associated with this project. Staff time supported by grant funds may only be spent on approved grant activities.

Personnel and Employee Fringe Benefits Itemized Budget Form Instructions	
Indicate if personnel costs are included in the budget – “Yes” or “No.”	If “Yes,” complete remainder of the form.
Personnel	Enter the employee’s name, position title, whether the position is full time or part time, the total hours per week worked, the total hours per year, the total annual salary (regardless of funding source), and the amount requested under the grant. Indicate if this is a new position. If the position is vacant, enter “Vacant” instead of an employee name.
Employee fringe benefits	Select the employee’s name. Enter the fringe benefit costs (FICA, retirement, group life, health insurance, workers’ compensation, unemployment, disability, and other). If fringe benefits are not included leave fields blank or place a \$0.00 in the field.
Description (maximum of 500 characters)	Select the employee’s name. Under “Description of Position,” include: • Grant-related duties performed (do not list job duties that are not under this grant) • Whether and how the position was prorated • The basis of computation for fringe benefits
Justification (maximum of 500 characters)	Select the employee’s name. Under “Justification for Position,” include: • How the position is essential to the goals in the proposed project • State that the rate of compensation is approved by the Board of Directors or aligned with the organization’s compensation plan for similar positions that perform similar work.

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 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.
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- c. Travel Form** (If travel is not funded by this project, use \$0.00 on the budget grid.)
[Mileage is not allowable under this grant program.]

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 per 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: <https://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)

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 \$10,000*
- Leases for or purchasing printers, under \$10,000*
- 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."

Computers purchased with DCJS grant funds must be equipped with updated anti-virus protection software. [Applicants are encouraged to limit computer purchase requests to \$1,500 per workstation.]

*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 characters)	Select the supply or item being requested. Under "Description," include: • An explanation of what the item is • The 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 (If indirect costs are not funded by this project, use \$0.00 on the budget grid.)

Indirect costs are allowed but may not exceed 10% of the total grant award.

Indirect costs are costs of an organization that are not readily assignable to a particular project but are necessary to organization operation and project

performance.

Indirect costs are those that benefit more than one activity and are common or joint purpose costs. For example, costs of an office manager or receptionist position that answers general phone calls and greets clients are considered indirect costs.

Requested indirect costs may only be used for allowable purposes. For example, the applicant cannot use indirect costs to support lobbying activities as lobbying is an unallowable cost under this grant program.

Requesting Indirect Costs	
Indicate if indirect costs are included in the budget – “Yes” or “No.”	If “Yes,” complete the remainder of this form.
Determine indirect cost rate	Determine the indirect cost rate that will be used for this grant program. Applicants have two rate options: 1. Federally Negotiated Indirect Cost Rate Agreement (NICRA). Applicants using a NICRA must attach a copy of their current, signed, final, or provisional agreement to this OGMS form. Applicants may apply with a provisional rate; however, if their final rate is lower, they will need to pay back the difference in any funds paid out with the higher rate. 2. De minimis rate ○ Applicants without the current NICRA may elect to use the minimis rate of 15% or less. ○ Complete the OGMS de minimis rate certification. ○ This certification must be signed by the Project Administrator. If the applicant will use the de minimis rate, answer “Yes.” If the applicant will use a NICRA, answer “No.”
Direct expenditures	Enter the amount of funds in the budget grid per each category. Do not include anticipated indirect costs in this grid.

Expenditure totals	Enter the indirect costs rate.
DCJS funds	Enter the total allowable amount of indirect costs (or less if needed to fit into the budget) under federal funds.

Subrecipients who request reimbursement for indirect costs will include their reimbursement requests on quarterly claims. The amounts requested must be based on the actual Modified Total Direct Cost (MTDC) amount incurred each quarter, not including match. This amount will likely vary from quarter to quarter. The amount of indirect costs requested for reimbursement each quarter cannot be the total for the year divided by four.

For assistance determining the appropriate amount of indirect costs that may be claimed, subrecipients can use the MTDC Worksheet

(www.dcjs.virginia.gov/sites/dcjs.virginia.gov/files/MTDC%20Worksheet.xlsx) each quarter.

Attachments in OGMS

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, specific grant application to which the authorization applies, and include the name and contact information of the person being granted signatory

		authority.
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Certifications in OGMS

The Project Administrator’s “signature” for grant certifications and application submission may be completed directly in OGMS by the Project Administrator, provided he or she has an individual OGMS account and is 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, specific grant application to which the authorization applies, and include 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.
Civil Rights Certification of Compliance	All applicants must complete this form.	The Project Administrator must certify that that upon award, they will ensure all grant funded staff and authorized grant officials are made aware of their civil rights responsibilities as detailed on the

		Office for Civil Rights training and resources website https://www.ojp.gov/program/civil-rights-office/training-resources. The certification includes assurance that completion of civil rights training by grant funded staff is documented, and they accept responsibility for ensuring that project staff understand their civil rights responsibilities. All applicants should select “Yes” on the “Project Director Certification” in OGMS and complete the form with their information. The Project Administrator must select whether the applicant agency falls under Equal Employment Opportunity Plan (EEOP) Certification A or Certification B. Awarded applicants that fall under EEOP Certification B must have an EEOP on file and provide it to DCJS upon request. All applicants should select “Yes” on the “Project Administrator Certification” in OGMS and complete the form.
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

Failure to comply with grant reporting requirements in a timely manner may result in DCJS withholding disbursement of grant funds and/or termination of the award. 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 which are reported on the detail of expenditures (financial report).
- 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 4th quarter claim is marked final by the subgrantee.
- Claims and financial reports must be submitted through OGMS.
- Status reports must be submitted prior to financial claims or the claim will be held until the status report is submitted.

Financial Reports (referred to as “Claims and Detail of Expenditures” in OGMS)

Grant recipients must submit quarterly financial reports in OGMS. A [Claim Certification Form](#) must be signed by the finance officer (after validating expenses) and submitted with each new claim.

The Claim Certification Form includes a place to report program income. Program income is defined as any income earned as a result of grant funded activities.

All grant recipients are required to complete financial reports by the 15th of the month after the close of each quarter. If that date falls on a weekend or state-recognized holiday, the reports are due on the next business day.

Projected Financial Report Due Dates for Calendar Year 2027 Grants

Reporting Period	Report Due Date
1 st Quarter, Jan. – March	April 15
2 nd Quarter, April – June	July 15
3 rd Quarter, July – Sept.	October 15
4 th Quarter, Oct. – Dec.	January 15

Progress reports (referred to as “Status Reports” in OGMS)

Grant recipients must submit *quarterly* status reports through OGMS. If the status report due date falls on a weekend or state recognized holiday, the reports are due on the next business day.

Status reports must be submitted prior to financial claims or the claim will be held until the status report is submitted.

Projected Quarterly Status Report Due Dates for State Fiscal Year 2027 Grants

Reporting Period	Report Due Date
1 st Quarter, July – Sept.	October 15
2 nd Quarter, Oct. – Dec.	January 15
3 rd Quarter, Jan. – March	April 15
4 th Quarter, April – June	July 15

Submit Application

Submit your application with required attachments through OGMS **by 5 pm on Tuesday, August 18, 2026**. After such time, OGMS will no longer permit applications to be submitted.

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.

Combating Hate Crimes grant coordinator, Elizabeth Polak, is available to provide technical assistance and support during the application process via email at elizabeth.polak@dcjs.virginia.gov or 804-659-6487 or contact Public Safety Grants Manager, Jenna Easton at Jenna.Easton@dcjs.virginia.gov or 804-987-7134.