

# Byrne/Justice Assistance Grant ("JAG") Application and OGMS Information



DCJS

Virginia Department of Criminal Justice Services

# What to Expect:

- Overview of Funding Opportunities
- Application Requirements
- Application Restrictions
- Completing an application in the Online Grants Management System (OGMS)
- Application Instructions
- Technical Assistance

# Byrne/JAG Grant (6 month) – Law Enforcement Equipment

- Competitive solicitation
- Applications must not be for less than \$10,000 and must not exceed \$75,000.
- Focused Funding areas:
  - Law Enforcement Equipment
- Eligibility- open to all local and public campus law enforcement agencies
- Grants will be awarded on a competitive basis for a 6 month grant period from July 1, 2025 to December 31, 2025.
- All grant activities, e.g. purchases, need to occur during the grant period.
- Cash Match requirement of 25%

# Byrne/JAG Grant Funding and Restrictions:

The funds ***can be*** used for projects, including but not limited to:

- Purchase Equipment;
- Purchase Computer Software and Communications Technology;
- Other activities and services not prohibited in the section below.

The funds ***may not be*** used for:

- Weapons, ammunition and related equipment normally and routinely provided by the locality;
- Standard clothing and uniforms normally and routinely provided by the locality;
- Construction or renovation;
- Land acquisition;
- Lobbying and political contributions
- Honoraria and bonuses;
- Personal entertainment such as tickets to sporting events;
- Personal calls;
- Alcohol or refreshments breaks or meals at training events, meetings or conferences; and/or
- Vehicles.

# Match Requirement

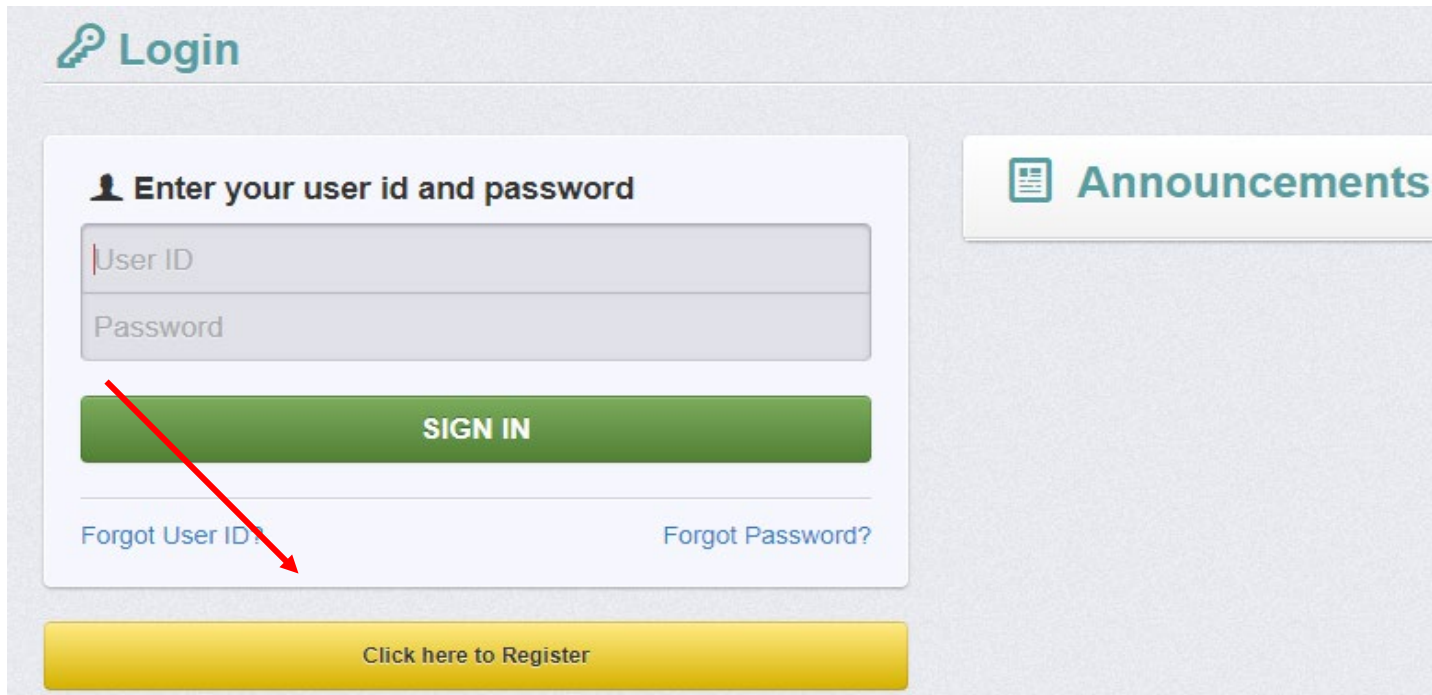
- Byrne/JAG grant programs **require a 25% match**
- May use cash to meet the requirement
  - Cash= locality's own funds allocated for the project
- Must be reported on claim
- Federal funds can be used to fund no more than 75% of the cost of a proposed project. The remaining 25% of the project costs must be paid by the grant recipient with cash or contributions from local sources. For example, if a project's budget totals \$20,000, federal funds may be used to pay \$15,000 of that amount; the grant recipient must provide the remaining \$5,000 in cash from local funding sources

# How to Begin the Application Process

- Every user that manages a DCJS grant will need to register for an account.
- This includes those within your locality that are responsible for submitting a grant application, uploading progress reports, entering financial reports, and requesting funds.
- Project Directors, Project Administrators, and Finance Officers should register.
- If you are already a registered OGMS user, you will see the funding opportunity available and can submit an application.

# Register as a New User


- URL: [ogms.dcjs.virginia.gov](https://ogms.dcjs.virginia.gov)
- Click on “Click here to Register”



The screenshot shows the login interface for the Virginia Department of Criminal Justice Services (DCJS). At the top left, there is a 'Login' header with a key icon. Below this, a white box contains the login form. The form has a title 'Enter your user id and password' with a person icon. It includes two input fields: 'User ID' and 'Password'. Below these fields is a green 'SIGN IN' button. Under the 'SIGN IN' button, there are two links: 'Forgot User ID?' and 'Forgot Password?'. A red arrow points from the top left towards the 'Forgot User ID?' link. To the right of the login form is a yellow box labeled 'Announcements' with a document icon. At the bottom of the page, there is a yellow button labeled 'Click here to Register'.

# Register as a New User

- All required fields are shown with a **Red Asterisk \***
- Program Area of Interest will be **Byrne/JAG**
- Your Unique Entity Identifier (UEI) would be your 9 digit DUNS number.

 **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.  
###-###-####

**Fax:**

What Program are you most interested in? This information is used in order to process your registration purposes only and does not restrict your ability to apply for other programs.

**Program Area of Interest\*:**

Copy Personal Information to Organization?:

**Organization Information**

Are you Affiliated with an Organization?:

**Federal ID Number\*:**

**Organization Name\*:**

**Organization Type\*:**

**Unique Entity Identifier (UEI)\*:**

**Organization Website:**  For example: <http://www.dcs.virginia.gov>

**Address\*:**

City State/Province Postal Code/Zip Zip +4

**Phone\*:**    
###-###-#### Ext.



# Register as a New User

You will receive a confirmation of your registration with the message that an alert notification has been sent to your email address.

Thank you for registering.

A confirmation notice has been sent to your email address.

After your registration is approved, you will receive an email notification with a link to log into WebGrants - Dulles Technology using your confirmed credentials.

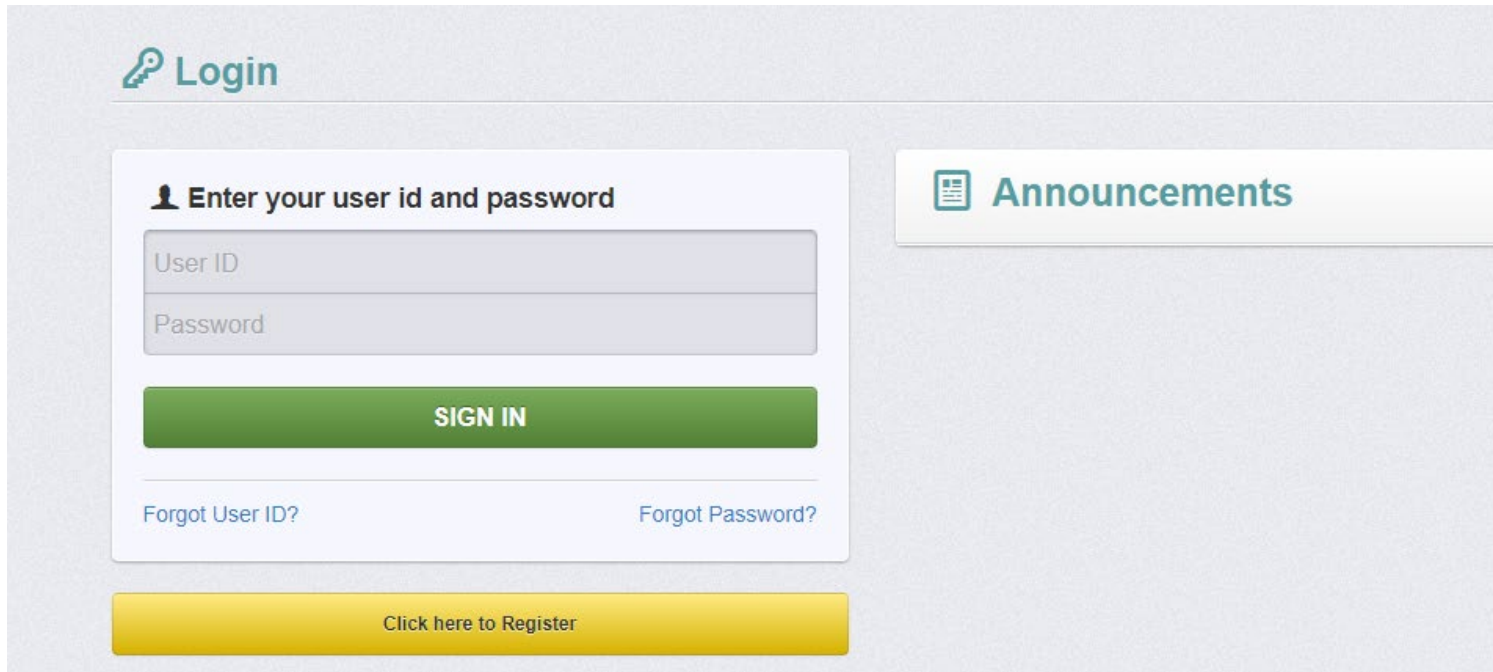
You may now return to the [log in screen](#).

# Register as a New User

- You will receive an email alert notifying you that your registration is under review.
- After your registration is approved, you will receive two separate email notifications with your assigned User ID and temporary password.
- Alerts and Emails will be sent from [VAgrantsDCJS@webgrantsmail.com](mailto:VAgrantsDCJS@webgrantsmail.com)
- Each email provides the URL for logging into OGMS.
- Once both emails are received you may log into DCJS OGMS.

# Login and Announcements

- You will be able to view open funding opportunities and notifications under Announcements.
- Sign in by entering your User ID and password.



The screenshot displays a web interface for the Virginia Department of Criminal Justice Services (DCJS). At the top left, there is a 'Login' section with a key icon. Below it, a white box contains the text 'Enter your user id and password' next to a user icon. This box includes two input fields: 'User ID' and 'Password'. A green 'SIGN IN' button is positioned below these fields. Underneath the button, there are two links: 'Forgot User ID?' and 'Forgot Password?'. To the right of the login box is a light green box labeled 'Announcements' with a document icon. At the bottom of the page, a yellow button reads 'Click here to Register'.

# Finding a Funding Opportunity


## Byrne/ Justice Assistance Grant Program 2024- LE Equipment

## Byrne/Justice Assistance Grant Program 2024- Public Safety Based-Programs

<div> <div>  </div> <div> <div>  <div> <div>VCSCS Test</div> <div>Tester</div> <div>Grantee - Tester</div> </div> </div> </div> <div> <div>Dashboard</div> <div>Funding Opportunities</div> <div>Applications</div> <div>Grants</div> <div>Reports</div> <div>My Profile</div> </div> </div>	525876	Posted	Virginia Department of Criminal Justice Services	Byrne Justice Assistance Grant	FY24 - Byrne/Justice Assistance Grant Program 2024- LE Equipment	Jan 30, 2024 7:35 AM	Not Applicable	Mar 13, 2024 5:00 PM
	525887	Posted	Virginia Department of Criminal Justice Services	Byrne Justice Assistance Grant	Byrne/Justice Assistance Grant Program 2024- Public Safety Based-Programs	Jan 30, 2024 7:35 AM	Not Applicable	Mar 13, 2024 5:00 PM
	522456	Posted	Virginia Department of Criminal Justice Services	Local L.E. Block Grant	Local Law Enforcement (LOLE) Grant Program- FFY 23	Jan 18, 2024 9:27 AM	Not Applicable	Feb 28, 2024 5:00 PM
	521288	Posted	Virginia Department of Criminal Justice Services	School Resource Officers	FY25 - School Resource Officer Grants - SRO	Jan 19, 2024 9:27 AM	Not Applicable	Feb 29, 2024 5:02 PM
	521289	Posted	Virginia Department of Criminal Justice Services	School Resource Officers	FY25 - School Security Officer Grants - SSO	Jan 19, 2024 9:27 AM	Not Applicable	Feb 29, 2024 5:02 PM
	521290	Posted	Virginia Department of Criminal Justice Services	School Resource Officers	FY25 - School Safety Personnel or Programming Only Grants	Jan 19, 2024 9:27 AM	Not Applicable	Feb 29, 2024 5:02 PM
	509577	Posted	Virginia Department of Criminal Justice Services	Victims Services Grant Program	Victims Services Grant Program (Competitive) SFY 2025	Dec 18, 2023 4:31 PM	Not Applicable	Mar 1, 2024 12:00 PM
	3	Test	Virginia Department of Criminal Justice Services	Addiction Recovery Grant Program	Addiction Recovery Grant Program		Not Applicable	Not Applicable
	3467	Test	Virginia Department of	American Rescue Plan Act	American Rescue Plan Act, Sexual and Domestic Violence		Not Applicable	Apr 1, 2024 5:00

# New Application

- The Funding Opportunity will include Current Applications, listing any previously created applications for this opportunity.
- The Status will tell you if the application listed has been submitted or is still in the editing phase.

 **Funding Opportunities**  
List of all current funding opportunities

[← Back](#) [Print](#) [? Online Help](#) [Log Out](#)

**Current Applications**

Any previously created applications, for this opportunity, appear below. To start a new application for this opportunity, Click the Start New Application button or to copy data from an existing application, click on the Copy Existing Application button.


ID	Application Title	Organization	Status
34	Michelle_5-21-20	Grantee Organization	Submitted
87	DeAndrea_06-18-2020	Grantee Organization	Editing

# New Application

- When you click on the appropriate funding opportunity you will be able to see the “Description” which may include:
  - Introduction
  - Focused Funding Areas
  - Eligibility
  - Grant Application Deadline
  - Grant Period
  - Match Requirements
- **Grant Requirements and Instructions: the funding opportunity, in its entirety, will be under the “Attachments” section along with any other documents related to the funding opportunity.**

# New Application

- **Attachments** and **Website Links** will have documents or website addresses that will assist you with completing the application.



## Attachments

### *Attachments*

Description	File Name	Type	Size
FAQs	<a href="#">Byrne JAG Grant Application Law Enforcement Equipment FAQs.docx</a>	docx	115 KB
JAG Law Enforcement Equipment Funding Opportunity	<a href="#">2024 Byrne Grant Guidelines 9 month Law Enforcement Equipment- Final Draft.docx</a>	docx	50 KB
Unallowable costs	<a href="#">JAG Unallowable Costs.docx</a>	docx	42 KB



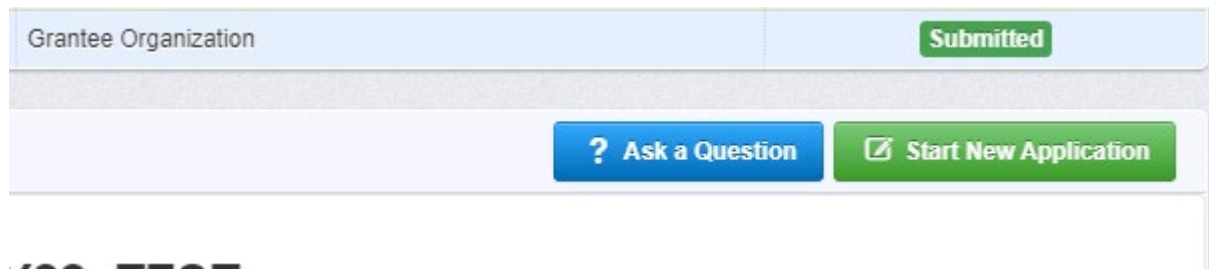
## Website Links

### *Website links*

Description	Link
Dept. of Criminal Justice Services	<a href="https://www.dcjs.virginia.gov/">https://www.dcjs.virginia.gov/</a>
OGMS resources	<a href="https://www.dcjs.virginia.gov/grants/ogms-training-resources">https://www.dcjs.virginia.gov/grants/ogms-training-resources</a>

# New Application

- **Ask a Question:** if this appears at top right of the “Funding Opportunity Details,” you are able to ask questions which will show at the bottom of the funding opportunity (FO) for other applicants.
- **Start New Application:** click to create a new application. You must go through the Wizard before it can be saved. Once saved you can go back at anytime to edit.




The screenshot shows a web interface with a light blue header bar. On the left, it says "Grantee Organization". On the right, there is a green button labeled "Submitted". Below the header bar, there is a white area with two buttons: a blue button with a question mark icon and the text "Ask a Question", and a green button with a checkmark icon and the text "Start New Application".



# Application Creation Wizard –

Example Title: JAG LE Equipment PD ABC

## Application - General Information

 Save Form Information

The Primary Contact is the individual in your organization who will be designated as the primary person responsible for this application from your organization. This individual will receive automated email notifications when your attention is needed on this application.

Select the organization, if you belong to more than one, for which you will be submitting this application.

Application ID: 526174

Program Area\*: Byrne Justice Assistance Grant

Funding Opportunity\*: 525876-FY24 - Byrne/Justice Assistance Grant Program 2024- LE Equipment

Application Stage\*: Final Application

Application Status\*: Editing

Application Title\*: JAG LE Equipment DCJS PD

Primary Contact\*: VCSCS Test

Organization\*: Virginia Department of Criminal Justice Services


Select any additional contacts within your organization that will also manage this grant.

Additional Contacts:

 Nicole Phelps

# Application Details

[Application Preview](#) [Attachments](#) [Alert History](#) [Map](#)

 Application Details

[Preview Application](#) [Ask a Question](#) [Withdraw](#)

Application cannot be Submitted Currently

- Application components are not complete

Component	Complete?	Last Edited
General Information	✓	Jan 31, 2024 8:05 AM - VCSCS Test
Face Sheet - BJAG	-	
Project Narrative Form	-	
Goals and Objectives	-	
Budget	-	
Personnel and Employee Fringe Benefits	-	
Consultants	-	
Travel	-	
Subsistence/Other Travel Costs	-	
Equipment	-	
Supplies & Other Expenses	-	
Attachments	-	
Non-Supplantation	-	
General Conditions and Assurances	-	
Lobbying and Disbarment - LE	-	
Authority Certification	-	
SAM Registration	-	

# Face Sheet

## Face Sheet

Save Form

Select the congressional district(s) that will benefit from the program.

**Congressional District(s)\*:**

1st  
2nd  
3rd  
4th  
5th

Choose all that apply.

**Best Practice?:**

Yes

No

For JJDP programs only.

Select all jurisdiction(s) served; if appropriate, select "STATEWIDE"

**Jurisdiction(s) Served\*:**

ACCOMACK CO  
ALBEMARLE CO  
ALEXANDRIA  
ALLEGHANY CO  
AMELIA CO

Choose all that apply.

**Program Title:**

Hate Crimes Grant FY 22- Town of ABC

Click [here](#) to see if you are certified.

**Certified Crime Prevention Community?\***

Yes

No

**Type of Application\*:**

New

Check the box(s) that best describes the applicant service area.

**Community Setting\*:**

None selected

# Face Sheet

Type of Application :

Check the box(s) that best describes the applicant service area.

Community Setting\*:


In this space, provide a short description of the project.

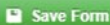
Brief Project Overview\*:

724 character(s) left

 Save Form

# Face Sheet

 **Project Director**



List the person who will have the day-to-day responsibility for managing the project.

**Name:**

Capt

Jane

Smith

Prefix

First Name

Middle Name

Last Name

Suffix

**Title\*:**

Captain ABC Police Department

**Address\*:**

1234 Main Street

Address Line 2

ABC

Virginia

23456

1234

City

State

Zip Code

+4

**Phone Number\*:**

804-555-5555

**Fax Number:**

**Email Address\*:**

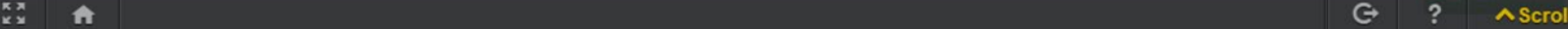
jane.smith@abc.com

Is the mailing address the same as the physical address?

**Mailing Address\*:**

Yes

No



# Face Sheet

**Face Sheet** ✓ Mark as Complete ✎ Edit Form

Select the congressional district(s) that will benefit from the program.  
**Congressional District(s)\*:** Choose all that apply.

**Best Practice?:** For JJDP programs only.  
Select all jurisdiction(s) served; if appropriate, select "STATEWIDE"

**Jurisdiction(s) Served\*:** Choose all that apply.

**Program Title:** Town of ABC-SRO

Click [here](#) to see if you are certified.

**Certified Crime Prevention Community?:**

**Type of Application\*:** Continuation of Grant  
If Continuation or Revision of a grant,  
**Grant Number:** 21-A1234FR21

If Continuation of a grant,  
**Performance Statement:**  
During the 2020/2021 school year, the SRO provide law enforcement interventions to 15 students, 12 of those classes to a total of 80 students.

Check the box(es) that best describes the applicant service area.  
**Community Setting\*:** Rural

In this space, provide a short description of the project.  
**Brief Project Overview\*:**

vajustice.webgrantscloud.com says

The following sections contain missing required fields, please enter the missing data before Marking as Complete.


-Face Sheet

OK

# Project Narrative

Includes:

- Demonstration of Need
- Project Description
- Service Area Demographics/Target Population
- Sustainment Plan

 Project Narrative

If a question does not apply to your application, enter N/A in the box.

**Demonstration of Need\*:**

Describe your agency and unmet need or problem that grant will address.  
Describe existing resources and services that are available to address identified problem and state why those resources and services are not adequate to address unmet needs.

4755 character(s) left

# Project Narrative

- **Demonstration of Need**
  - Describe your agency and the unmet need or problem that the grant will address.
  - Describe existing resources and services that are available to address the identified problem, and state why those resources and services are not adequate to address unmet needs.
- **Project Description**
  - Describe the project design and planned implementation activities.
  - Describe how the project will reach the goals and capabilities of your organization to implement and manage the project.
  - The project description should tie implementation activities to project goals and objectives



# Project Narrative (cont.)

- Services Area Demographic/Target Population
  - Provide a brief description of the target population to be served by your organization.
- Sustainment Plan
  - Describe how the locality will support the grant funded position after grant funding ends.

# Goals and Objectives

This form is **REQUIRED** under the JAG grant funding opportunity

3231 - Hate Crimes Grant FY-22 Town of ABC

Status: **Submitted**

Stage: Final Application


Application Due Date: Sep 24, 2021 5:00 PM

Program Area: Hate Crimes Grant Program

Funding Opportunity: 2931-Hate Crimes Grant Program Funding Opportunity - FY2022

Organization: Virginia Department of Criminal Justice Services

Requested Total:

 Requested

 Save Form

If this is not requested, please indicate that here and then mark this form as complete.

Are Goals and Objectives required by the funding opportunity?\*

☒ Yes

☐ No

 Save Form



Virginia Department of Criminal Justice Services  
www.dcjs.virginia.gov

# Goals and Objectives

Goals and Objectives

Save Row

Each objective must be Specific, Measurable, Achievable, Related to the project goal, and Time-bound (SMART)

Goal Number\*:

1

Goal:

Establish, enhance and continue the partnerships with our locality and non profit organization AB to combat and minimize bias motivated incidents

105 character(s) left

Objective:

Educate our community on bias motivated incidents with the hope to reduce any hate crime motivated activities

141 character(s) left

Activities:

Meet with local community members and citizens on a quarterly basis


183 character(s) left

Month  
(in which  
implementation  
step occurs):

November

Save Row

# Goals and Objectives

 **Goals and Objectives** - Multi-List

✓ Mark as Complete

+ Add Row

Each objective must be **Specific, Measurable, Achievable, Related to the project goal, and Time-bound (SMART)**

Goal Number	Goal	Objective	Activities	Month (in which implementation step occurs)
1	Establish, enhance and continue the partnerships with our locality and non profit organization AB to combat and minimize bias motivated incidents	Educate our community on bias motivated incidents with the hope to reduce any hate crime motivated activities	Meet with local community members and citizens on a quarterly basis	November
1		Work with local law enforcement to have their officers work off duty to protect organization based events	Community event slated for March	March


Last Edited By: Nicole Phelps - Jul 16, 2021 11:07 AM

+ Add Row



# Budget

To begin, select “Edit Grid.”


App List   Genera   Face S   Projec   Goals   **Budget**   Person   Consul   Travel   Subsis   Equipm   Suppli   Attach   Non-Su   Genera   Lobbyi   Author   SAM Re


 **Budget** - Current Version

Use the directions in the grant guidelines when completing all OGMS forms.

 **Budget** - Grid 

Budget Categories	Federal	State	Special	Cash Match	In-Kind Match	Total Program
Personnel						
Consultant						
Travel						
Subsistence						
Equipment						
Supplies/Other						
Indirect Cost						




 **Match Percentage**

Match Percentage:

# Budget (Required MATCH)

Application Due Date: Oct 22, 2021 5:00 PM  
Program Area: Byrne Justice Assistance Grant  
Funding Opportunity: 3334-Byrne/Justice Assistance Grant Program 2022- LE Equipment and Training  
Organization: Virginia Department of Criminal Justice Services  
Requested Total: \$15,000.00

 Budget - Edit

 Save Grid

Budget Categories	Federal	State	Special	Cash Match	In-Kind Match	Total Program
Personnel	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$50000.00"/>	\$5,000.00
Consultant	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	\$0.00
Travel	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	\$0.00
Subsistence	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	\$0.00
Equipment	<input type="text" value="\$15,000.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	\$15,000.00
Supplies/Other	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	\$0.00
Indirect Cost	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	\$0.00
	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

 Save Grid

# Budget (Required MATCH)

**Budget - Grid**

Budget Categories	Federal	State	Special	Cash Match	In-Kind Match	Total Program
Personnel	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00	\$5,000.00
Consultant	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Travel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Subsistence	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Equipment	\$15,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,000.00
Supplies/Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Indirect Cost	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	<b>\$15,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$5,000.00</b>	<b>\$20,000.00</b>

Last Edited By: Nicole Phelps - Sep 8, 2021 4:12 PM

**Match Percentage**

Match Percentage: 25.0%

# Other Categories in Budget not Requested

 **Requested**

If this is not requested, please indicate that here and then mark this form as complete.

**Are Consultant and/or Consultant Travel being requested?\***

**Consul**   Travel   Subsis   Equipm   Suppli   Attach   Non-Su   Author

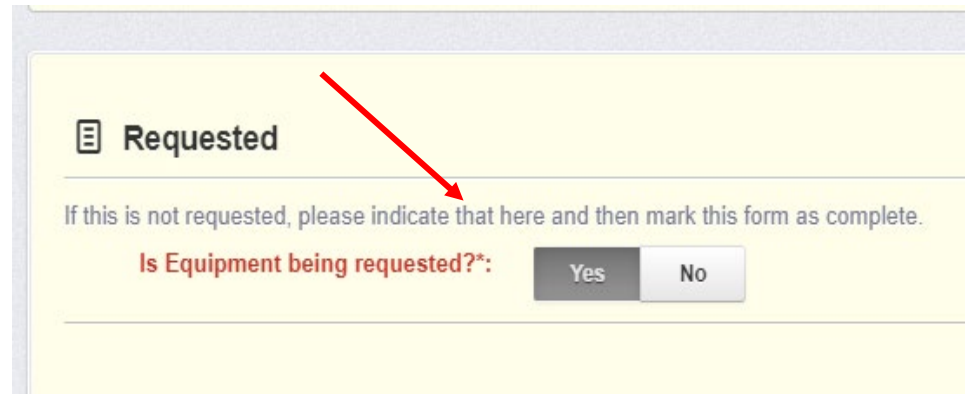
complete.

Last Edited By: Tester External - Oct 29, 2020 9:24 AM



# Equipment

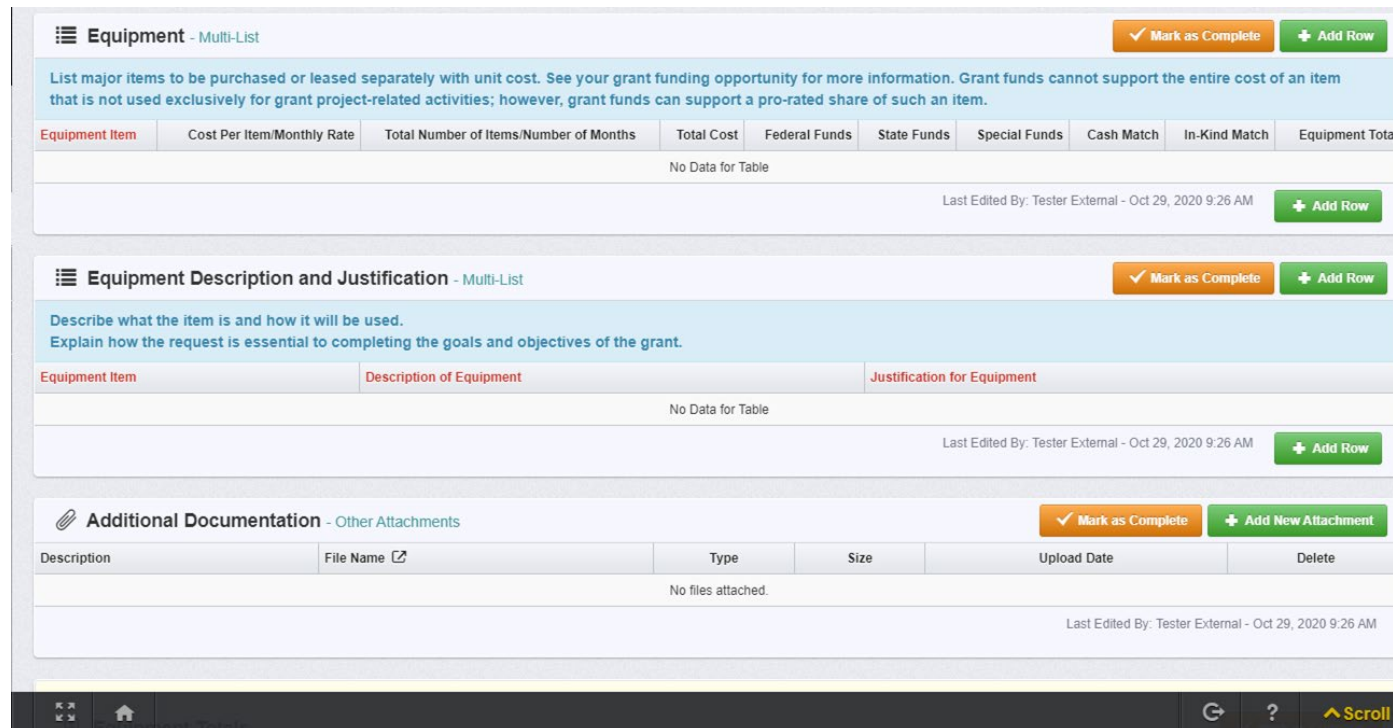
Equipment is defined as a per-unit cost of \$5000 or more. If the cost per item is less than \$5000, it will need to be requested under the Supplies/Other category itemized form



**Requested**

If this is not requested, please indicate that here and then mark this form as complete.

Is Equipment being requested?\*:



**Equipment - Multi-List**

List major items to be purchased or leased separately with unit cost. See your grant funding opportunity for more information. Grant funds cannot support the entire cost of an item that is not used exclusively for grant project-related activities; however, grant funds can support a pro-rated share of such an item.

Equipment Item	Cost Per Item/Monthly Rate	Total Number of Items/Number of Months	Total Cost	Federal Funds	State Funds	Special Funds	Cash Match	In-Kind Match	Equipment Total
No Data for Table									

Last Edited By: Tester External - Oct 29, 2020 9:26 AM


**Equipment Description and Justification - Multi-List**

Describe what the item is and how it will be used.  
Explain how the request is essential to completing the goals and objectives of the grant.

Equipment Item	Description of Equipment	Justification for Equipment
No Data for Table		

Last Edited By: Tester External - Oct 29, 2020 9:26 AM

**Additional Documentation - Other Attachments**

Description	File Name 	Type	Size	Upload Date	Delete
No files attached.					

Last Edited By: Tester External - Oct 29, 2020 9:26 AM

# Equipment

## Equipment

[Delete Row](#)[Save Row](#)

List major items to be purchased or leased separately with unit cost. See your grant funding opportunity for more information. Grant funds cannot support the entire cost of an item that is not used exclusively for grant project-related activities; however, grant funds can support a pro-rated share of such an item.

Equipment Item\*:

Cost Per Item/Monthly Rate:

Total Number of Items/Number of Months:

Total Cost: \$0.00

### Equipment Funding

Federal Funds:

State Funds:

Special Funds:

Cash Match:

In-Kind Match:

Equipment Total: \$10,000.00

# Equipment

## Equipment Description and Justification

 Delete Row

 Save Row

Describe what the item is and how it will be used.

Explain how the request is essential to completing the goals and objectives of the grant.

Equipment Item\*:

IT infrastructure ▼

Description of Equipment\*:

Laptops, mobile hotspots, and printers so employees can work remotely

681 character(s) left


Justification for Equipment\*:

This equipment will allow staff to telework, which will reduce physical interaction and promote social distancing.

636 character(s) left


 Save Row

# Equipment

 Additional Documentation - [Other Attachments](#)

✓ Mark as Complete

+ Add New Attachment

Description	File Name 	Type	Size	Upload Date	Delete
No files attached.					

Last Edited By: VCSCS Test - Sep 7, 2021 2:22 PM

## Equipment Totals

✓ Mark as Complete

### DCJS FUNDS

Federal Funds: \$10,000.00

State Funds: \$0.00

Special Funds: \$0.00

### Match Funds

Cash Match: \$0.00

In-Kind Match: \$0.00

### Equipment Total

TOTAL: \$10,000.00

Last Edited By: VCSCS Test - Sep 7, 2021 2:22 PM

# Equipment

## Requested

[Edit Form](#)

If this is not requested, please indicate that here and then mark this form as complete.

Is Equipment being requested?\*: Yes

Last Edited By: VCSCS Test - Sep 7, 2021 2:24 PM

[Edit Form](#)

## Equipment - Multi-List

[Add Row](#)

List major items to be purchased or leased separately with unit cost. See your grant funding opportunity for more information. Grant funds cannot support the entire cost of an item that is not used exclusively for grant project-related activities; however, grant funds can support a pro-rated share of such an item.

Equipment Item	Cost Per Item/Monthly Rate	Total Number of Items/Number of Months	Total Cost	Federal Funds	State Funds	Special Funds	Cash Match	In-Kind Match	Equipment Total
IT infrastructure	\$10,000.00		\$0.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00
			\$0.00	\$10,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$10,000.00

Last Edited By: VCSCS Test - Sep 7, 2021 2:24 PM

[Add Row](#)

## Equipment Description and Justification - Multi-List

[Add Row](#)

Describe what the item is and how it will be used.

Explain how the request is essential to completing the goals and objectives of the grant.

Equipment Item	Description of Equipment	Justification for Equipment
IT infrastructure	Laptops, mobile hotspots, and printers so employees can work remotely	This equipment will allow staff to telework, which will reduce physical interaction and promote social distancing.

Last Edited By: VCSCS Test - Sep 7, 2021 2:24 PM

[Add Row](#)

# Attachments

[App List](#) [Genera](#) [Face S](#) [Projec](#) [Goals](#) [Budget](#) [Person](#) [Consul](#) [Travel](#) [Subsis](#) [Equipm](#) [Suppli](#) [Non-Su](#) [Attach](#) [Author](#)

**Attachments** - Current Version

Create New VersionView Versions

**Attachments Required?**

Mark as CompleteEdit Form

Are additional attachments required by the funding opportunity?\*: No

Last Edited By: Nicole Phelps - Jul 20, 2021 3:14 PMEdit Form

**Attachments** - Other Attachments

Mark as CompleteAdd from Doc RepositoryAdd New Attachment

Upload additional documentation required by the grant program. The description should explain the information provided in the file.

Description	File Name	Type	Size	Upload Date	Delete
No files attached.					

Last Edited By: Nicole Phelps - Jul 20, 2021 3:14 PM

# Attachments

The screenshot displays the DCJS On-line Grant Management System interface. A modal dialog titled "Attach File" is open, allowing users to upload a file and add a description. The background shows a sidebar with navigation links (Dashboard, Funding Opportunities, Applications, Grants, My Profile) and a main content area with a table of attachments. The modal dialog includes a "Save File" button and a "Cancel" button. The "Upload File\*" field has a "Select file" button. The "Description\*" field has a character count of "500 character(s) left".

DCJS On-line Grant Management System

Attachments - Current version

Attachments Required?

Attach File

Save File Cancel

Upload File\*:  Select file

Description\*:

500 character(s) left

Previous Next

# Non-Supplantation

## Non-Supplantation

 Save Form

Applicants under this grant program are required to certify to DCJS, that the funding requested in this application does not supplant or replace, in whole or in part, federal, state, or local funds already supporting current program services.

I certify that the grant funds requested under this grant program will be used to supplement existing funds and will not replace (supplant) funds that have been appropriated for the same purposes.

**Certification\*:**

☒ Yes

☐ No

**Project Administrator\*:**

Joe

Johnson

First Name

Last Name

Town Manager


10/29/2020

Title

Date

 Save Form



 Scroll



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# General Conditions and Assurances

- The “General Conditions and Assurances” form is required for all federally funded grant programs.
- Carefully read all of these conditions.

## General Conditions and Assurances

 Save Form

### GENERAL GRANT CONDITIONS AND ASSURANCES

The applicant, for federal funds administered by DCJS, gives assurances and certifies with respect to the grant that it will comply with the following requirements:

1. The applicant assures that fund accounting, auditing, monitoring, and such evaluation procedures as may be necessary to keep such records as the Department of Criminal Justice Services shall prescribe shall be provided to assure fiscal control, proper management, and efficient disbursement of funds received under this grant.
2. **REPORTS:** Each applicant shall submit such reports as the DCJS shall reasonably request. Financial and progress reports shall be submitted to the DCJS on the 12th working day following the close of each quarter unless otherwise informed.
3. **GRANT CLOSEOUT:** The last quarterly report of a project using federal funds must indicate any unpaid obligations, which exist at the expiration of the grant. The applicant has 90 days to liquidate any unpaid obligations and submit a final financial report.
4. **UNUSED FUNDS:** Any funds that have been requested, but unexpended at the end of the grant period will be refunded by check made payable to the Treasurer, Commonwealth of Virginia, and will accompany the final financial report when it is submitted to DCJS. (Most state agencies must use DPB form 27 and an IAT to return unused grant funds.) The check should be mailed to the attention of the Finance Department, Department of Criminal Justice Services, 1100 Bank Street, 12th Floor, Richmond, VA, 23219.
5. **INSPECTION AND AUDIT:** The applicant agrees to comply with the organizational audit requirements of OMB Circular A-133, “Audits of State, Local Governments and Non-Profit Institutions.” In conjunction with the beginning date of the award, the audit report period of the local government entity to be audited under the single audit requirement is the start-date of the project through the end-date of the project as noted on the Statement of Grant Award/Acceptance. The audit report shall be submitted no later than one (1) year from the end-date of the grant award as stated on the Statement of Grant Award/Acceptance, and for each audit cycle thereafter covering the entire award period as originally approved or amended. The management letter must be submitted with the audit report. A copy of all audits must be forwarded to the Finance Department, Department of Criminal Justice Services.

# General Conditions and Assurances

- The Project Administrator, or the individual who has been delegated or designated as the signing authority, must certify that the grant funds gives assurances and certifies that the grant will follow federal conditions.

23. Applicants with federal grants that procure goods or services that have an aggregate value of \$500,000 or more must specify in any announcement of the awarding of the contract for the procurement of the goods and services involved (including construction services) a) the amount of Federal funds that will be used to finance the acquisition; and b) expresses the amount announced pursuant to paragraph (a) as a percentage of the total cost of the planned acquisition. This complies with Public Law 102-141, section 623 (formally the Stevens Amendment).

I certify that all the information presented is correct, that there has been appropriate coordination with affected agencies, and that the applicant will comply with the provisions of all other federal and state laws and rules and regulations that apply to this award.

**Certification\*:**

Yes

No

**Authorized Official (Project Administrator)\*:**

First Name

Last Name

Date

 Save Form

# Lobbying and Disbarment

- This form is also required for all federally funded grant programs and also needs to be signed by the Project Administrator
- Carefully read and answer all questions and statements.

## 4. DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 28 CFR Part 67, Subpart F, for grantees, as defined at 28 CFR Part 67; Sections 67.615 and 67.620:

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Department of Justice, Office of Justice Programs. ATTN: Control Desk, 633 Indiana Avenue, N.W., Washington, D.C. 20531.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

**Certification\*:**

Yes

No

**Authorized Representative\*:**

First Name

Last Name

Title

Date

 Save Form



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www.dcjs.virginia.gov

# Authority Certification

## Authority Certification

 Save Form

To the best of my knowledge and belief, all data in this application is true and correct, the document has been duly authorized by the governing body of the applicant and the applicant will comply with all grant requirements if funding is awarded.

Your typed name, in lieu of your signature represents your legal binding acceptance of the terms of this application and the accuracy of the representations made in this application.

I have examined the information provided here regarding the signing authority and certify it is accurate. I am the signing authority, or have been delegated or designated formally as the signing authority by the appropriate authority of official, to provide the information requested throughout this application system on behalf of the person who has authority to formally commit the organization, locality, or state agency to complying with all the terms of the grant application. Information regarding the signing authority, or the delegation of such authority, has been placed in a file and is available on-site for immediate review.

**Authorized Individual\*:**

Joe


First Name

Johnson


Last Name

Town Manager

10/29/2020

 Online Help



 Scroll



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# SAM Registration

- Pursuant to federal grant conditions and requirements, “recipients of federal funds must comply with application requirements regarding the System for Award Management (SAM), currently accessible at <https://www.sam.gov/>. This includes applicable requirements regarding registration with SAM, as well as maintaining the currency of information in SAM.”
- You can register at [www.sam.gov](http://www.sam.gov)
- Should you need assistance with your SAM.gov registration, please reach out to our grants management team at [grantsmgmt@dcjs.virginia.gov](mailto:grantsmgmt@dcjs.virginia.gov)

# SAM Registration

## SAM Registration

 Save Form

Are you registered with SAM.gov?\*

Yes

No

Do you have any active Exclusions?

Search the OIG Exclusions Database for  
more information:

<https://exclusions.oig.hhs.gov/>

✖

Yes

No

Provide a  
Screenshot/Documentation from  
SAM.gov that shows an active  
registration:

Select file

If pending registration approval  
please explain :

 Save Form

# Submitting the Application

Application Details

Preview Application

Submit Application

Ask a Question

Withdraw

- Application is in compliance and is ready for Submission!

Component	Complete?	Last Edited
General Information	✓	Jan 31, 2024 8:05 AM - VCSCS Test
Face Sheet - BJAG	✓	Jan 31, 2024 8:10 AM - VCSCS Test
Project Narrative Form	✓	Jan 31, 2024 8:10 AM - VCSCS Test
Goals and Objectives	✓	Jan 31, 2024 8:11 AM - VCSCS Test
Budget	✓	Jan 31, 2024 8:14 AM - VCSCS Test
Personnel and Employee Fringe Benefits	✓	Jan 31, 2024 8:14 AM - VCSCS Test
Consultants	✓	Jan 31, 2024 8:14 AM - VCSCS Test
Travel	✓	Jan 31, 2024 8:14 AM - VCSCS Test
Subsistence/Other Travel Costs	✓	Jan 31, 2024 8:15 AM - VCSCS Test
Equipment	✓	Jan 31, 2024 8:17 AM - VCSCS Test
Supplies & Other Expenses	✓	Jan 31, 2024 8:30 AM - VCSCS Test
Attachments	✓	Jan 31, 2024 8:42 AM - VCSCS Test
Non-Supplantation	✓	Jan 31, 2024 8:43 AM - VCSCS Test
General Conditions and Assurances	✓	Jan 31, 2024 8:43 AM - VCSCS Test
Lobbying and Disbarment - LE	✓	Jan 31, 2024 8:44 AM - VCSCS Test
Authority Certification	✓	Jan 31, 2024 8:44 AM - VCSCS Test
SAM Registration	✓	Jan 31, 2024 8:45 AM - VCSCS Test



# Submitting the Application

The screenshot displays the DCJS On-line Grant Management System interface. The header includes the DCJS logo and the system name. The left sidebar shows the user role as 'Tester External' and a list of navigation options: Dashboard, Funding Opportunities, Applications, Grants, and My Profile. The main content area is titled 'Application Details' and includes tabs for 'Application Preview', 'Alert History', and 'Map'. A status message indicates 'Application is in compliance and is ready for Submission!'. A table lists various components of the application, such as General Information, Face Sheet, Budget, Project Narrative Form, Goals and Objectives, and more. A modal dialog box titled 'Please confirm' is overlaid on the table, asking the user to confirm submission. A red arrow points from the 'Submit Application' button in the top right to the 'Submit' button in the modal dialog.

**DCJS On-line Grant Management System**

Tester External  
Tester  
Tester Role, Site Visitor, Grantee

Application Preview Alert History Map

**Application Details** Preview Application Submit Application Ask a Question Withdraw

Application is in compliance and is ready for Submission!

Component	Complete?	Last Edited
General Information		Oct 29, 2020 8:45 AM - Michelle Miles
Face Sheet		Oct 29, 2020 8:26 AM - Tester External
Budget		Oct 29, 2020 8:32 AM - Tester External
Project Narrative Form		Oct 29, 2020 8:36 AM - Tester External
Goals and Objectives		Oct 29, 2020 8:50 AM - Tester External
FREE - Personnel and Employee Fringe		Oct 29, 2020 9:21 AM - Tester External
Consultants	✓	Oct 29, 2020 9:24 AM - Tester External
Travel	✓	Oct 29, 2020 9:23 AM - Tester External
Subsistence/Other Travel Costs	✓	Oct 29, 2020 9:24 AM - Tester External
Equipment	✓	Oct 29, 2020 9:44 AM - Tester External
Supplies & Other Expenses	✓	Oct 29, 2020 9:22 AM - Tester External
Attachments	✓	Oct 29, 2020 9:48 AM - Tester External
Non-Supplantation	✓	Oct 29, 2020 9:51 AM - Tester External
Authority Certification	✓	Oct 29, 2020 10:05 AM - Tester External

**Please confirm**

Please confirm that you wish to submit this document for review. After submission you will not be able to edit this document.

Cancel Submit



# Submitting the Application

## Current Applications listing:

Grantee - Tester						
Dashboard						
Funding Opportunities						
Applications						
Grants						
Reports						
My Profile						

ID	Status	Stage	Title	Organization	Program Area
2899	Submitted	Final Application	599 TEST	Virginia Department of Criminal Justice Services	599FUNDS-599 Funds
526174	Submitted	Final Application	JAG LE Equipment DCJS PD	Virginia Department of Criminal Justice Services	BJAG-Byrne Justice Assistance Grant
2943	Submitted	Final Application	BWC TEST APPLICATION	Virginia Department of Criminal Justice Services	BWCP-Body Worn Camera Grant Program
3827	Submitted	Final Application	CESF Test Application	Virginia Department of Criminal Justice Services	CESF-Coronavirus Emergency Supplemental Funding
2614	Submitted	Final Application	SRO/SSO FY21 TEST	Virginia Department of Criminal Justice Services	FREE-School Resource Officers
86028	Submitted	Final	DEF City-CONTINUATION-FY23	Virginia Department of Criminal	FREE-School Resource Officers

# Grant Technical Assistance

Natasha Winfree, Grants Program Specialist

- [Natasha.Winfree@dcjs.virginia.gov](mailto:Natasha.Winfree@dcjs.virginia.gov)
- [804.659.7593](tel:804.659.7593)

Nicole Phelps, Criminal Justice Grant Program Specialist

- [nicole.phelps@dcjs.virginia.gov](mailto:nicole.phelps@dcjs.virginia.gov)
- [804.786.1577](tel:804.786.1577)

# Technical Assistance for OGMS

- For technical assistance with the OGMS system, email [ogmssupport@dcjs.virginia.gov](mailto:ogmssupport@dcjs.virginia.gov). This should not include grant application specific questions.
  - For additional resources, refer to Attachments and Website Links under the Funding Opportunity in OGMS.
- \*\*If you are not receiving alerts/emails from the OGMS, emails may have been going to your spam/junk folders. Please check your spam/junk folders frequently; add [VAgrantsDCJS@webgrantsmail.com](mailto:VAgrantsDCJS@webgrantsmail.com) to your contacts and/or safe senders list; and work with your IT department and/or network security to ensure notifications from [VAgrantsDCJS@webgrantsmail.com](mailto:VAgrantsDCJS@webgrantsmail.com) are not blocked. Some messages are sent via the new system, but appear to be from DCJS staff members' assigned email addresses. These can also get routed to your spam/junk, and it is important that these messages are not in your Blocked Senders list.**
- A cop of this Presentation will be attached under the Funding Opportunity in OGMS and on our DCJS Website.

# Byrne/JAG Summary

- Applications are due **April 8, 2025**, by 5:00 PM in OGMS.
- The application **must** be submitted in OGMS.
- Anyone in the organization working on the grant should register in OGMS.
- Grant requirements and instructions can be found under the Funding Opportunity in OGMS and on the DCJS website.
- There is a 25% cash match
- Review all the funding opportunities in their entirety as they cover requirements, regulations, federal and DCJS reporting requirements, the application review process, and application instructions.