



Virginia Department of Criminal Justice Services

Firearm Violence Intervention and Prevention (FVIP) Grant Program
Guidelines and Application Procedures
Award Period: January 1, 2027 – December 31, 2028

State (Special) Funds Competitive Solicitation

Online Grants Management Funding Opportunity Number
573920

Application Deadline

Friday, July 31, 2026, by 5:00 p.m.

Late applications will not be accepted.

Guidelines Issued June 18, 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 the calendar year (CY) 2027–2028 Firearm Violence Intervention and Prevention (FVIP) Grant Program.

This initiative seeks to reduce violent crime within the Commonwealth of Virginia by funding effective and sustainable intervention and prevention programming designed to interrupt and prevent local cycles of violence. Violence intervention and prevention programs avert interpersonal violence by collaborating with a range of community stakeholders to provide support and intervention to those at the highest risk of becoming a victim or perpetrator of violence.

The Virginia General Assembly created the FVIP Fund to support the implementation of evidence-informed gun violence intervention and prevention efforts, including street outreach, hospital-based violence intervention, and other violence intervention programs. These funds also support firearm suicide prevention and safe firearm removal practices from persons prohibited from possessing a firearm, including subjects of domestic violence protective orders, persons convicted of prohibitory crimes, and persons subject to substantial risk orders.

In order to maximize the benefit received from these funds, at least \$1,500,000 each year shall be provided to localities with disproportionate firearm-related homicides to support crime intervention and prevention through community engagement, including youth programs.

Funding Details	
Grant Award Period	January 1, 2027 – December 31, 2028
Funding Source	FVIP Special Fund
Expected Total Amount of Funding	<p>DCJS anticipates \$2,500,000 in FVIP funds will be available for awards under this funding opportunity.</p> <p>Non-profit Organizations:</p> <ul style="list-style-type: none"> • Minimum Award: \$25,000 • Maximum Award: \$250,000 <p>Note: The maximum award for non-profit organizations is \$250,000 or 50% of the organization’s annual operating expenditures (whichever is lower). To determine annual operating expenditures, refer to the organization’s total expenditures for the period from January 1, 2025, to December 31, 2025.</p>

	<p>Local Units of Government:</p> <ul style="list-style-type: none"> • Minimum Award: \$25,000 • Maximum Award: \$350,000
Availability of Continuation Funding	The award of an FVIP grant does not guarantee funding awards in subsequent years. In addition to the availability of funds, a project’s implementation, performance, and compliance with reporting requirements and special conditions placed on the grant are key factors in determining eligibility for continued funding.
Match Requirement	Recipients of these funds are not required to provide matching funds under this funding opportunity.
Disbursement of Funds	Disbursement of funds will occur on a cost-reimbursement basis for actual funds expended. Advance payments are not allowed.
OGMS Funding Opportunity Number	573920
Application Deadline in OGMS	Friday, July 31, 2026, by 5:00 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 Contacts	<p>Jenn Quitiquit (804) 363-6027 jennifer.quitiquit@dcjs.virginia.gov</p> <p>Chad Felts (804) 225-2354 chad.felts@dcjs.virginia.gov</p>
Optional Live Webinar	<p>Wednesday, July 8, 2026, at 1:00 p.m.</p> <p>Meeting link:</p>

	https://teams.microsoft.com/meet/269214794739544?p=dFnrS4QOn2ixYJviQZ Applicants are highly encouraged to attend the webinar for technical assistance and additional information.
OGMS Assistance	www.dcjs.virginia.gov/grants/ogms-training-resources
OGMS Contact	ogmssupport@dcjs.virginia.gov

Note: A link to the recording of the webinar will be added to the funding opportunity in OGMS within 1–2 business days after the live webinar.

Applicant Eligibility Requirements

Types of Organizations

To engage non-profit organizations that have not participated in this funding source, this funding opportunity only open to registered 501c3 non-profit organizations that have not previously received FVIP funding for firearm violence prevention and intervention programming. Local units of government may apply regardless of whether they are prior recipients.

Other Eligibility Requirements

To be eligible for funding under this grant program, organizations and local units of government must not be excluded or debarred from doing business with 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.

Non-profit organizations must be eligible via the [DCJS FVIP Readiness Checklist](#).

If the organization is deemed eligible, attach the completed checklist to the application.

Grant Project Requirements

Violence Reduction Programs should focus on at least one of the following two key elements:

- **Prevention:** Solutions that keep youth and young adults from entering the cycle of violence. Prevention involves efforts to prevent escalation by assisting individuals at an increased risk of violence or exhibiting early signs of violent behavior.
- **Intervention:** Programs and policies that assist individuals impacted by violence and their families and reduce their risk level of repeat exposure.

Successful gun violence intervention and prevention programs generally:

- Deter individuals at high risk for violence from engaging in firearm violence.
- Help individuals at high risk for violence resolve potentially violent disputes before they occur.
- Connect those at high risk for violence to education, employment, and housing services.
- Increase feelings of community safety and help increase positive outcomes for those most impacted by community violence.
- Promote and expand trauma-informed principles and programming with a dedicated focus on working with communities with a high concentration of community violence.

Applicants must demonstrate program readiness, which includes deliberate efforts at community outreach and collaboration with local business, other non-profits, community organizations, local medical and health agencies, and law enforcement.

Applicants must dedicate necessary resources or subject matter experts to execute and administer the project.

Applicants should fully describe the program services and how performance measures on program activities will be collected.

All applicants must present a mid (2–4 years) to long (+4 years) range plan for continuing the work funded under this grant.

The following is a non-exclusive list of potential areas for funding:

- Violence intervention and response strategies,
- Mentoring programs,
- Job training and employment programs,
- Group and gang violence intervention programs,
- Street outreach,
- Community engagement and strategic planning,
- Strategies across the range of comprehensive domestic/intimate partner violence prevention,
- Strategies across the range of comprehensive sexual violence prevention,
- Evidence-informed primary prevention projects (i.e., projects that work to prevent violence before it occurs),
- Community engagement initiatives with private security presence (to support training and capacity building and safety planning with local businesses, law enforcement, and community-based organizations to align security strategies in high-risk areas),
- Bystander intervention programs,
- Safe storage of firearms removed pursuant to Substantial Risk Orders (red flag laws), and

- Lethality Assessment Program (LAP) initiatives.

Note: Hospital Violence Intervention and Prevention Programs (HVIPP) will not be considered under this solicitation.

Non-Supplantation

This funding opportunity is supported with state “special” funds. State funds must be used to supplement existing state and local funds for program activities and must not supplant (replace) federal, 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.

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 (and Out-of-Scope Activities)

FVIP grant recipients may not use these 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 (Note: this prohibition does not apply to safe storage or other related supplies connected with implementation of substantial risk orders [red flag laws]);
- Political contributions or lobbying;
- Honoraria;
- Bonuses;
- Indirect costs;
- Personal entertainment and 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.

Each application can earn a maximum score of 100 points. The primary grant program elements are evaluated based on ratings of *excellent*, *acceptable*, *marginal*, or *unacceptable*.

Application Scoring	
Required Application Components	Number of Possible Points
Itemized Budget	10
Budget Narrative	15
Needs Justification	35
Project Description	35
Goals and Objectives	5

The Criminal Justice Services Board may alter grant award amounts depending on allowable costs, justification of items requested, and available funding. This may result in an award amount that is different from the original request. 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

- Grant applications must be entered 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.
- To be eligible for funding under this grant program, organizations must have a current and active

Unique Entity Identifier (UEI) number. This can take up to ten days or longer to complete. Applicants without a UEI should begin this process as soon as possible. Applicants without a UEI registration at the time of application will not be considered.

- Non-profit organizations must be eligible via the [DCJS FVIP Readiness Checklist](#).
- An optional webinar for potential applicants is available on Tuesday, June 9, 2026, at 10:00 a.m. To attend, register in advance here: <https://teams.microsoft.com/meet/25609319451557?p=XUIG032VLIS7gjyMxF>

Application Instructions

To apply for this grant, select Funding Opportunity 573920, “FVIP CY27-28” in OGMS. Read the description of the grant program to ensure you have selected the correct funding opportunity. Ensure that each section is completed.

A. General Information

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

1. Enter a title for the 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.”

B. Face Sheet

Face Sheet Instructions	
Congressional district(s)	Select all congressional districts (www.census.gov/mycd) served by the proposed grant program.
Best practice	Was the program formally evaluated and determined to be a best practice? Is the organization utilizing an existing best-practice model? If yes, indicate YES. If no, indicate NO.
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 state fiscal year or calendar year.
Certified crime prevention community	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). The description will be shared with the committees making funding decisions.
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	<p>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. This must be the president of the board of directors of a non-profit 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.</p> <p>Someone other than the Project Administrator can sign all application certifications and authorize the submission of the grant application if they are delegated the authority.</p> <p>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.</p>

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

C. 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.

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 12 pages.

Project Narrative Instructions	
Demonstration of need (maximum of 5,000 characters)	Provide a description of the problem, need, or issue specific to the service population that this grant project will address. Describe the severity of violent crime or gun violence issues and their impact on the community. Describe the existing resources and services that are available to address the identified problems, including any other funding, and an explanation as to why the resources are inadequate. Explain why these grant funds are necessary to address the needs. Identify whether a strategic comprehensive assessment has been completed, and if so, what the assessment shows. Describe how the proposed project will address the identified problem, need, or issue. In order to receive priority consideration as a locality with disproportionate firearm-related homicides, provide data to support that contention.
Project description (maximum of 5,000 characters)	Provide a description of the proposed project or practice, planned implementation activities, and

	<p>how each activity is relevant to reducing violent crime in the community.</p> <p>Describe how the project will incorporate a collaborative and multi-disciplinary approach.</p> <p>Applicants are encouraged to draw upon components of programs that demonstrate success in reducing gun violence. Below is a resource that applicants may find helpful in finding information on promising and evidence-based practices.</p> <ul style="list-style-type: none"> National Institute of Justice Crime Solutions, https://crimesolutions.ojp.gov/ <p>Describe the organization’s capacity to successfully carry out the project.</p> <p>Provide a timeline of all activities related to project implementation, including any planning steps that will be taken prior to implementation.</p>
<p>Service area demographic/target population (maximum of 5,000 characters)</p>	<p>Describe the intended population served by the project. Be specific about the localities, neighborhoods, communities, or types of individuals that will be served by the program.</p> <p>Describe how project participants will be recruited.</p>
<p>Sustainment plan (maximum of 5,000 characters)</p>	<p>Provide a description of the agency’s sustainment plan, including, but not limited to, quality assurance, hiring/recruitment/retention, and succession planning.</p> <p>Describe, in detail, how the program will achieve financial sustainability to ensure continuation of services when the funding period ends.</p>

D. Goals and Objectives Form (in OGMS)

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

Project Specific Goals and Objectives Form Instructions (in OGMS)	
<p>Goal (maximum of 200 characters per goal)</p>	<p>Applicants must enter three to five goals in SMART format. Goals must reflect the work anticipated to occur in the grant period with awarded funds. Select</p>

	“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. qualifiable), attainable, relevant to items in the budget, and time-based. Goals and objectives must address the purpose of this funding opportunity.
Intended outcome/impact (maximum of 2,000 characters)	Describe the intended outcome anticipated should each goal be reached.
Data collection (maximum of 2,000 characters)	Describe the data that will be tracked to determine whether grant goals have been 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.

Example Goal

Goal: Support youth in developing job readiness and employment skills to promote long-term stability and reduce risk of firearm violence and self-harm.

- SMART Objective 1: 75% of enrolled employment-age youth (ages 16–24) will participate in individualized job readiness and employment coaching.
- SMART Objective 2: 50% of enrolled employment-age youth (ages 16–24) will participate in job shadowing field trips and hands-on learning activities with local businesses and schools to expose participants to multiple career pathways.
- SMART Objective 3: 50% of those completing job readiness/coaching will complete a job application, interview, or secure a job.

E. 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 state funds and special funds.

Budget Grid Instructions	
Report the amount of funds requested by category. Funding	<ul style="list-style-type: none"> • Personnel • Fringe Benefits

reported on the grid should represent the whole grant period. For any category for which funds are not requested, enter \$0.00 on the budget grid.	<ul style="list-style-type: none"> • Consultants • Travel • Subsistence (lodging and per diem) and Other Travel • Equipment • Supplies and Other Expenses • Indirect Costs
Match	Match is not required under this grant program. Do not add matching funds to the budget.
Source of funds	Funding for this grant program comes from “Special” funds. Place requests for funding under the “Special” 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 organization and project applying for funding.

- 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 the requested amount of funds for the item was determined.
- 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 “Special” funds as appropriate.
- For all items, 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. 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 <https://livingwage.mit.edu/states/51/locations>.

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	<p>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.</p> <p>All requested amounts must be reasonable given the complexity of work and consistent with the agency’s approved compensation plan. For funding requested for a position that provides services outside of these grant activities, prorate the request to only include time spent on this grant project.</p>

<p>Employee fringe benefits</p>	<p>Select the employee’s name. Enter the fringe benefit costs (FICA, retirement, group life, health insurance, workers’ compensation, unemployment, disability, and other).</p> <p>If fringe benefits for individual employees cannot be determined, create an employee named “Fringe Benefit” and enter the total amounts for each fringe benefit and enter zero for the salary. If this process is elected, leave the fringe amounts for each individual employee at zero.</p> <p>Fringe benefit amounts must be proportional to the requested salary.</p>
<p>Description (maximum of 500 characters)</p>	<p>Select the employee’s name.</p> <p>Under “Description of Position,” include:</p> <ul style="list-style-type: none"> • Grant-related duties performed (do not list job duties that are not under this grant), • Whether and how the position was prorated, and • The basis of computation for fringe benefits.
<p>Justification (maximum of 500 characters)</p>	<p>Select the employee’s name.</p> <p>Under “Justification for Position,” include:</p> <ul style="list-style-type: none"> • How the position is essential to the goals in the proposed project, • Whether 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, and • Assurance that the rate of compensation meets a living wage requirement.
<p>Application attachments</p>	<p>Attach a job description for each position for which funding is being requested in the Attachments section of the OGMS application.</p>

Example Job Description

Position: Program Coordinator

Reports To: Program Director/Executive Director

Position Summary

The Program Coordinator for the Fresh Start Re-entry Program is responsible for the development, oversight, and implementation of services that support individuals re-entering the community after incarceration and youth who are justice involved. The Coordinator ensures quality program delivery, supervises staff, provides direct support to participants, and maintains effective community partnerships. This role focuses on successful reintegration, job readiness, and mentoring support to reduce recidivism and enhance long-term outcomes for participants.

Duties and responsibilities include:

- Collaborating with the Director of Behavioral Health to assess, evaluate, and revise Fresh Start program services;
- Overseeing program evaluation through data tracking, coordination with external evaluators, and outcome reporting;
- Facilitating job readiness training, employment referrals, and post-release career support;
- Supporting re-entry planning with community agencies and employer networks;
- Representing the program in public presentations and outreach activities; and
- Staying updated on re-entry best practices through ongoing professional development.

Knowledge, skills, and abilities include:

- Strong administrative and leadership skills with the ability to make procedural decisions;
- Effective time management and ability to prioritize tasks in a fast-paced environment;
- Knowledge of re-entry services, local resources, and challenges facing justice-involved individuals;
- Excellent verbal and written communication skills with diverse audiences;
- Competency in Microsoft Office and recordkeeping systems;
- Strong interpersonal skills and ability to work collaboratively with multidisciplinary teams;
- Problem-solving skills and ability to apply trauma-informed, culturally competent approaches; and
- Experience with data tracking, reporting, and evaluation procedures.

Job Requirements

- High school diploma required; associate or bachelor's degree in human services or a related field preferred.
- Minimum of three years of experience working with justice-involved populations or re-entry programming.

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., private security, training facilitators, interpreters, property management, daycare providers, etc.)

Do not include membership fees under the consultants form. Membership fees must be placed in the supplies and other expenses form.

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 subsistence) 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 1,000 characters)	Select the name of the consultant. Under “Description of Consultant’s Role,” include: <ul style="list-style-type: none"> • A description of the consultant’s role, • Each service contracted for, • The total budgeted amount for each service, and • A basis of computation for the requested amount.
Justification (maximum of 1,000 characters)	Under “Justification for Use of Consultant,” include: <ul style="list-style-type: none"> • The number of clients benefiting from each type of service and • 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.

Example Consultant Description

Consultant A will provide structured mentoring and youth-empowerment services to the organization on a biweekly basis. The consultant will deliver ten hours of direct support every two weeks at a rate of \$30 per hour.

The consultant’s responsibilities will include individualized mentorship, small-group facilitation, crisis-responsive support as needed, and coordination with program staff to ensure that services complement ongoing organizational initiatives. Through consistent engagement, Consultant A will help participants build coping skills, improve emotional regulation, and strengthen connections to supportive resources within the community. Additionally, Consultant A will work collaboratively with staff to model trauma-informed practices, contribute to service-planning discussions, and provide insights based on their longstanding experience with similar populations.

All consultant contracts will be reviewed on a semi-annual basis to ensure the stated deliverables of the grant, specifically their area of expertise, is being met in a satisfactory manner.

Example Consultant Justification

This engagement is designed to offer consistent, trauma-informed guidance to approximately 20 clients per biweekly cycle. The consultant’s involvement will contribute directly to improved youth outcomes by ensuring access to high-quality, consistent, and developmentally appropriate mentoring support.

Consultant A brings extensive experience in trauma-informed youth leadership, with a proven background supporting adolescents who are exposed to community violence, instability, or other risk factors. Their training includes specialized approaches to building resilience, strengthening decision-making skills, and fostering prosocial behaviors. This expertise aligns directly with the needs of our target demographic, many of whom benefit from structured mentorship, positive adult relationships, and opportunities to develop confidence, communication skills, and long-term goal-setting.

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 with 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: <https://www.gsa.gov/travel/plan-a-trip/transportation-airfare-rates-pov-rates-etc/privately-owned-vehicle-pov-mileage-reimbursement?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 1,000 characters)	Select the mileage being requested. Under “Description of Mileage,” include: <ul style="list-style-type: none"> • A description of the requested mileage per each item, • A basis of computation for the requested amount, and • Whether the request is based on the federal rate or the applicant’s policy.
Justification (maximum of 1,000 characters)	Under “Justification for Mileage,” include: <ul style="list-style-type: none"> • A description of how the mileage is necessary to meet the goals and objectives of the grant, • Whether the applicant’s travel policy differs from the federal rate, and • An explanation of the applicant’s policy as it relates to the request. Please make this policy available upon request by DCJS staff.

Example Travel Description

Organization A is requesting funding for local mileage costs associated with carrying out grant goals. Organization A follows the established organizational travel policy, which aligns with the current federal mileage reimbursement rate and does not permit reimbursement above that rate. The amount requested reflects anticipated travel directly tied to the grant’s scope of work and is consistent with the organization’s policy governing mileage reimbursement.

Example Travel Justification

The mileage requested is necessary to support staff travel required to implement the goals and objectives of the grant, including onsite meetings with partners,

transportation of program participants to field trips and community activities, community engagement events, and travel to OSC in-person trainings and events. These trips ensure effective coordination, timely service delivery, and responsiveness to the needs of the project’s service areas.

Under Organization A’s policy, mileage is reimbursed only when travel is essential to carrying out grant-funded responsibilities and is documented through standard internal procedures.

d. Subsistence and Other Travel Costs Form (If subsistence 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: <ul style="list-style-type: none"> • The event title, • The number of people attending, • The number of trips with airfare, • The airfare rate, and • Other travel costs.
Description (maximum of 1,000 characters)	Select the requested event item. Under “Description of Costs,” include: <ul style="list-style-type: none"> • A description of the costs, • A basis of computation for each cost, and • Whether the request is based on the federal rate or the applicant’s policy.
Justification (maximum of 1,000 characters)	Under “Justification for Costs,” include: <ul style="list-style-type: none"> • A description of how the expense is necessary to meet the goals and objectives of the grant

	and <ul style="list-style-type: none"> • If the applicant’s travel policy differs from the federal rate, an explanation of the applicant’s policy as it relates to the request.
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Example Subsistence Description

The requested subsistence includes lodging for two grant-funded staff members to attend regional community engagement events hosted outside of a one-hour radius of Organization A’s location. Organization A follows the established organizational travel policy, which aligns with the current federal reimbursement rate and does not authorize reimbursement above that rate. If the federal rate changes during the grant period, Organization A will continue to adhere to its policy and request reimbursement only at the approved rate. The amount requested is therefore consistent with the agency’s policy and reflects the reasonable and necessary cost of travel required to fulfill grant-related responsibilities.

Example Subsistence Justification

The requested travel expense is necessary to support the successful implementation of the grant by ensuring staff can carry out essential activities, such as onsite coordination, monitoring, community engagement, and direct service delivery, which are critical to meeting the goals and objectives outlined in the project. This cost enables staff to effectively reach service locations, collaborate with community partners, and oversee program operations in a timely and consistent manner, which directly contributes to achieving the intended outcomes of the grant.

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 goals of the grant on a case-by-case basis. Grant-funded equipment must be tracked, managed, and disposed of in a manner consistent with the grantee’s policies.

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 \$5,000 or greater (or the organization’s capitalization policy, if it is less than \$5,000). If the organization does not have a capitalization policy in place, the amount of \$5,000 must be followed.

Grant funds cannot support the entire cost of an item that is not used exclusively for project-related activities. 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.

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 1,000 characters)	Select the equipment item being requested. Under “Description of Equipment,” include: <ul style="list-style-type: none"> • 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 1,000 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.

Example Equipment Description

Organization A requests funding for a Xerox copier machine (quote attached) to replace the current one. Three quotes from various vendors confirmed that the requested amount of funding is reasonable for this type of copier. This item was not prorated as it is used solely for grant-related purposes.

Example Equipment Justification

The equipment requested (example: Xerox copier machine) is essential to carrying out the goals and objectives of the proposed project, as it will directly support staff in delivering services. This item is necessary to sustain consistent operations and enable the project team to meet performance expectations outlined in the grant. The equipment will enhance current capabilities that would otherwise limit effective implementation.

Since this request is for replacement equipment, the existing item has become outdated and no longer functions reliably, resulting in reduced productivity and increased maintenance needs. The older equipment was originally acquired several years ago and has exceeded its useful lifespan, making replacement necessary to ensure continuity of services and avoid disruptions in project activities.

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 \$5,000 per unit (or the organization’s capitalization threshold, if that is less than \$5,000). 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
- Leasing for or purchasing copy machines (under \$5,000*)
- Leasing for or purchasing printers (under \$5,000*)
- Computers for grant-funded staff*
- Cell phones for grant-funded staff*

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

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

Membership fees should be requested under this category. Memberships must be in the name of the organization, not an individual.

Computers purchased with DCJS grant funds must be equipped with updated anti-virus protection software.

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.

<p>Description (maximum of 1,000 characters)</p>	<p>Select the supply or item being requested.</p> <p>Under “Description,” include:</p> <ul style="list-style-type: none"> • An explanation of the item, • A basis of computation that explains how the total cost of the item was determined, and • Whether and how the item is prorated. <p>For membership fees, include the above listed requirements and following:</p> <ul style="list-style-type: none"> • A description of the organization or association and • The membership rate.
<p>Justification (maximum of 1,000 characters)</p>	<p>Under “Justification,” include:</p> <ul style="list-style-type: none"> • Why the item is needed to meet the grant goals, • Whether the item is replacing an older item, • The age of the older item, and • An explanation as to why it must be replaced. <p>For membership fees, include the following:</p> <ul style="list-style-type: none"> • The benefits the applicant will receive from the membership and • Why the membership is needed to meet the grant goals.

Example Supplies and Other Expense Description

The annual membership fees to the Center for Nonprofit Excellence are essential to support the goals and objectives of the grant. The Center for Non-profit Excellence provides professional development and networking opportunities to professionals who work with non-profit organizations. The requested funding is for five annual memberships at \$100 per person. This item is not prorated because staff who receive a membership are dedicated to the proposed grant project.

Example Supplies and Other Expense Justification

Memberships to the Center for Nonprofit Excellence provides Organization A’s staff with access to high-quality professional development, organizational capacity-building resources, technical assistance, and best-practice guidance that directly strengthen the effectiveness and sustainability of the proposed project.

Through this membership, staff gain valuable training, consulting support, and tools that enhance program management, fiscal oversight, strategic planning, and community engagement—all of which contribute to stronger implementation and improved outcomes. These benefits help ensure that the organization can meet grant expectations, maintain compliance, and continuously improve service delivery throughout the project period.

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.
Job descriptions	Applicants seeking funding under “Personnel” must attach job descriptions for each staff for which they are requesting funding.	Position titles on the job descriptions must correspond to the Personnel form.
Letters of support	Attach letters from entities expected to be sources of referrals to the program, as	Additionally, submit a letter of support from the local unit of government(s) to be served.

	described in the “Population Served” section, above. All letters should be signed by the writer and should clearly reflect the project proposed in the application.	
990-series return (non-profit organizations only)	All non-profit organizations must attach the most recent 990-series return.	A 990-series return includes: <ul style="list-style-type: none"> • 990, • 99-EZ, • 990-PF, • 990-T, or • 990-N e-postcard.
List of Board of Directors (non-profit organizations only)	Attach a list of the current Board of Directors.	Include the member name, position held, and term of service.
Grants Readiness Assessment Checklist (non-profit organizations only)	DCJS requires all applicants who are non-profit organizations to review and complete a DCJS FVIP Readiness Checklist.	This document provides an overview of the minimum requirements organizations should have in place to directly apply for and receive grant funding.
IRS Tax-Exempt Determination Letter (non-profit organizations only)	Attach a PDF of the organization’s IRS tax-exempt determination letter.	

Note: If an attachment is required and not provided, reviewers will subtract 5 points per missing attachment.

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, if 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.

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.

Grant funds must be used to *supplement* existing state and local funds for program activities and must not *supplant (replace)* funds appropriated for the same purpose. Additionally, requests for “new” staff positions must be justified, must not supplant other funds, and must result in significant additional service delivery.

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.
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.

Grant Reporting Requirements

Grant recipients must submit quarterly financial and status reports via OGMS. 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 were incurred within the grant period and are reported on the detail of expenditures (financial report).
- Grant 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 fourth 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.

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 Quarterly Financial Report Due Dates for CY 2027–2028 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 CY 2027–2028 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

Submit Application

Submit the application with required attachments through OGMS by 5:00 p.m. on July 31, 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.dcls.virginia.gov/grants/ogms-training-resources.

DCJS staff are available to provide technical assistance and support during the application process via email at jennifer.quitiquit@dcls.virginia.gov or chad.felts@dcls.virginia.gov.

DCJS is committed to supporting community-based organizations and non-profits engaged in firearm violence intervention and prevention efforts. Throughout the duration of this grant opportunity, grantees will have access to training and technical assistance specifically designed for non-profits to strengthen organizational capacity, compliance, and governance. FVIP grantees are expected to attend at least 50% of all Office of Safer Communities training sessions and events.