



Virginia Department of Criminal Justice Services

**Byrne State Crisis Intervention Program (SCIP) Grants for Specialty
Courts and Dockets**

**Program Guidelines and Application Procedures
Award Period January 1, 2027 – September 30, 2028**

Federal Funds Competitive Solicitation

**Online Grant Management System Funding Opportunity Number
579014**

Application Deadline

October 13, 2026, at 12:00 p.m. (noon)

Late applications will not be accepted.

Guidelines Issued September 11, 2026

Virginia Department of Criminal Justice Services
1100 Bank Street, Richmond, VA 23219
www.dcjs.virginia.gov

Table of Contents

General Information	3
Application Assistance	4
Applicant Eligibility Requirements	5
Grant Project Requirements	5
Application Review Process	9
Before Applying.....	10
Application Instructions	11
Attachments.....	29
Certifications	30
Fund Request	31
Submit Application.....	32

General Information

The Virginia Department of Criminal Justice Services (DCJS) is accepting applications through the Online Grant Management System (OGMS) (<https://ogms.dcjs.virginia.gov/>) for CY2027, Byrne State Crisis Intervention Program (SCIP) Grant for Specialty Courts and Dockets. This funding is supported by federal Byrne State Crisis Intervention Program (SCIP) funding.

The purpose of this grant program is to help applicants enhance program capacity, improve acceptance rates, and increase graduation rates for recovery courts, behavioral health dockets, and veterans' treatment dockets (specialty dockets). Applicants should focus on planning, implementing, and/or enhancing specialty dockets by examining programmatic needs, such as evidence-based curricula, staff training and development, treatment resources, and supportive services. Hiring of full-time program staff is discouraged due to the limited grant period.

Planning and implementation grants allow localities time to develop interdisciplinary teams to best structure a specialty docket for their locality, receive specialty docket training from the Office of the Executive Secretary (OES) of the Supreme Court of Virginia, Specialty Dockets Division of the Department of Judicial Services, and submit a specialty docket application to OES. It further allows localities time to begin the docket implementation process.

Implementation and enhancement grants allow localities that have already gone through the planning phase of developing a specialty docket an opportunity to implement the program. For specialty dockets that are already approved by OES and operating, it is an opportunity to expand or enhance the program. This could be through increased capacity in participants and/or the treatment services provided.

Applicants will need a letter of support from the Office of the Executive Secretary (OES) of the Supreme Court of Virginia, Specialty Dockets Division of the Department of Judicial Services.

Funding Details	
Grant Award Period	CY2027, 01/01/2027 - 09/30/2028 (21 months) Grant period extensions will not be considered.
Funding Source	Funding for this grant program is made available through the federal Byrne State Crisis Intervention Program (SCIP) from the Department of Justice (DOJ), Office of Justice Programs (OJP), Bureau of Justice Assistance (BJA). The federal Byrne SCIP grant award for this grant period is 15PBJA-23-GG-00037-BSCI and/or 15PBJA-24-GG-02952-BSCI.
Expected Total Amount of Funding	DCJS anticipates \$2,841,489 in funding will be available for awards under this funding opportunity. Applications must request a minimum of \$50,000 for the grant award period.
Availability of Continuation Funding	Continuation may be available under this grant

	program, but is not guaranteed. If DCJS has funding for this grant program in subsequent years, the applicant may reapply in a new, competitive application process.
Match Requirement	Recipients of these funds are not required to provide matching funds under this funding opportunity; however, additional funds to support programs must be documented in the Funds From Other Sources section in the DCJS On-line Grants Management System (OGMS).
Disbursement of Funds	Disbursement of funds will occur on a cost-reimbursement basis for actual funds expended.
OGMS Funding Opportunity Number	579014
Application Deadline in OGMS	October 13, 2026, at 12:00 p.m. noon

Application Assistance

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

Application Assistance	
DCJS Contact	Kristin Hunter (804) 920-2380 Kristin.Hunter@dcjs.virginia.gov
Optional Webinar*	September 25, 2026 1:00 p.m. https://www.zoomgov.com/webinar/register/WN_Yo2vRiVWTumlrNCPz35wyw#/registration
OGMS Assistance	www.dcjs.virginia.gov/grants/ogms-training-resources
OGMS Contact	ogmssupport@dcjs.virginia.gov

*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

This funding opportunity is only open to local units of government.

Other Eligibility Requirements

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

- Must have a current and active federal System of Award Management (SAM) (www.sam.gov) registration and a Unique Entity Identifier (UEI) number. Applicants without a current, active SAM registration will not be considered.
- Must not be excluded or debarred from doing business with the federal government or the Commonwealth of Virginia.
- Must hold current professional and state licenses and certifications as needed for individual grant-funded projects.
- 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.
- Must provide a letter of support from the Office of the Executive Secretary (OES) of the Supreme Court of Virginia, Specialty Dockets Division of the Department of Judicial Services.
- Must provide evidence-based treatment services.
- Must provide budget information if receiving funding from OES for a specialty docket.
- Must maintain specialty docket data in the DIMS database maintained by OES.
- Must comply with applicable Virginia Best Practice Standards as issued by OES.
- Must allow eligible participants into the program who are prescribed Food and Drug Administration (FDA) approved medications for the treatment of substance use disorder, i.e. prescriptions used for medication-assisted treatment (MAT).
- Must allow eligible participants to remain in a program if they are prescribed FDA-approved medications for the treatment of substance use disorder.

Grant Project Requirements

Grant Conditions and Federal Requirements

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

- Code of Federal Regulations, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) www.ecfr.gov (Title 2, Federal Financial Assistance)
- Civil Rights and Nondiscrimination

<https://www.ojp.gov/program/civil-rights-office/statutes-regulations>

<https://www.ojp.gov/program/civil-rights-office/training-resources>

- U.S. Department of Justice Grants Financial Guide
www.ojp.gov/doi-financial-guide-2024
- Department of Justice Determination of Suitability to Interact with Participating Minors (for programs serving individuals under the age of 18)
<https://www.ojp.gov/funding/explore/interact-minors>
- Supporting documentation for all expenses must be maintained in accordance with the Code of Federal Regulations. This includes but is not limited to timesheets that accurately reflect staff, consultant and volunteer time on grant funded activities, purchase receipts, invoices, and equipment and supply logs.
- If awarded, any changes from your approved application must be approved by DCJS through a contract amendment. Please see your grant conditions for more information.
- Adult recovery courts must comply with the 10 key components for drug courts as outlined in Defining Drug Courts: The Key Components <https://allrise.org/wp-content/uploads/2022/07/Defining-Drug-Courts-The-Key-Components.pdf>
- Byrne State Crisis Intervention Program Grant Specific Conditions Specific Conditions
<https://www.dcjs.virginia.gov/filebrowser/download/4099?fid=4099#block-uswds-base-subtheme-page-title>

The above linked document is for Byrne State Crisis Intervention Program Grant State Fiscal Year 2027 conditions. Conditions for Calendar Year 2027 will be provided upon award but are not expected to differ significantly.

Non-Supplantation

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

Match

Recipients of these funds are not required to provide matching funds under this funding opportunity.

Failure to Abide by Terms and Conditions

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

- Failing to adhere to the standard terms and conditions or special conditions,
- Failing to implement the project within 90 days of the start of the award period,

- Implementing substantial program changes to the extent that the project is no longer aligned with the purpose of the funding,
- Failing to submit reports (programmatic, data, and/or financial) in a timely manner,
- Filing a false certification in this application or other report or document, or
- Other significant grant compliance or implementation concerns as identified by DCJS.

Non-allowable Expenses

Byrne SCIP grant recipients may not use these grant funds to pay for any of the following:

- Any portion of salary for time not dedicated to approved, grant-funded activities,
- Capital construction, renovation, remodeling, or land acquisition,
- The purchase or lease of any vehicles,
- Firearms, ammunition, or related equipment,
- Political contributions or lobbying,
- Honoraria,
- Personal entertainment, personal calls, or alcohol,
- Prizes, rewards, entertainment, trinkets (or any type of monetary incentive),
- Client stipends or incentives,
- Gift cards,
- Food and beverage, or
- Equipment unless it is a necessary part of, and incidental to, an approved project.

Bonuses and raises may be allowable if they are approved as part of a locality's compensation plan or approved by the Board of Directors of a non-profit organization.

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

Allowable Costs

This SCIP funding opportunity is to enhance program capacity, improve acceptance rates, and increase graduation rates for recovery courts, behavioral health dockets, and veterans treatment dockets (specialty dockets).

Allowable Costs	
Salary and fringe benefits for staff to expand the capacity, improve acceptance rates, and increase graduation rates for specialty docket participants.	For example: • Court Docket Manager to identify, triage, and connect court-involved people in crisis to services • Recovery Peer Support Specialist to provide one-on-one mentoring to program participants, develop

	and follow individualized recovery plans, and promote accountability through regular check-ins Funding full-time staff is discouraged under this funding opportunity due to the limited grant period.
Supplies or equipment for use by a SCIP funded staff person.	For example: • Laptops • Printers • Copiers • Cellphones • Internet or cell phone service • Conference registration These items must be used in the provision of the grant-funded project, and they must be prorated to the amount of time the SCIP funded staff person works on this grant project. Subgrantees must maintain and inventory property purchased with grant funds in accordance with the DOJ Grants Financial Guide: www.ojp.gov/funding/financialguidedojo/overview
Training for specialty court docket stakeholders.	• Conference travel and registration costs for those implementing or expanding specialty courts
Payments for goods or services needed by specialty court program participants to increase graduation rates.	For example: • Bus tokens for specialty court participants to ensure appearance for program treatment and court appearances • Recovery housing for specialty court participants • Monthly planners • Recovery workbooks All payments must be made directly to the vendor. Agencies should have a written policy with internal controls to track all program participants assistance.

Data Reporting Requirements

- **Financial Reports** (referred to as “Claims and Detail of Expenditures” in OGMS)
Grant recipients must submit quarterly financial reports in OGMS. A [Claim Certification Form](#) must be signed by the finance officer (after validating expenses) and submitted with each new claim.

The Claim Certification Form includes a place to report program income. Program income is defined as any income earned as a result of grant funded activities. Subrecipients must use program income to offset total allowable costs of the grant project; thus, reducing the federal award and non-federal entity contributions. Please, see the DOJ Financial Guide for more information on program income:

<https://www.justice.gov/ovw/media/1375646/dl?inline>.

- **Progress reports** (referred to as “Status Reports” in OGMS)
Grant recipients must submit quarterly status reports through OGMS. Through quarterly status reports, grant recipients will provide a narrative describing the work done each quarter using these grant funds.

Quarterly, grant recipients will report the number of participants served, grant activities, program changes, progress with grant goals and objectives, any challenges implementing the grant project, any community outreach/educational activities, and successes of the project.

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

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.

DCJS will base its review on the quality and thoroughness of the application. DCJS will consider each application based on content, clarity, and strength of the request made for funding. Reviewers will 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
Project Narrative	40

Goals and Objectives	25
Budget Grid and Itemized Budget Forms	25
Technical Compliance	10

Bonus points are not available for this funding opportunity.

Current DCJS grant recipients will not be considered for funding if, as of the application due date, any of the required claims, financial reports (detail of expenditure reports in OGMS), or progress reports (status reports in OGMS) for the current grant are more than 30 days overdue without an approved extension. DCJS may waive this provision for good cause, which may be submitted via a contract amendment reporting extension in OGMS through the applicant's current award.

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

The Criminal Justice Services Board (CJSB) is expected to make award determinations at its December 2026 meeting. Award determinations are final and may not be appealed. Following CJSB approval, recommendations must be approved by the U.S. Department of Justice, Bureau of Justice Assistance (BJA).

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

Before Applying

- OGMS Registration**
 Grant applications must be entered in OGMS (<https://ogms.dcjs.virginia.gov/>). OGMS instructions for **registering for a new account** and OGMS instructions for **applying for funding** are found at www.dcjs.virginia.gov/grants/ogms-training-resources. Register or confirm existing registration at least two weeks prior to the application due date to ensure the individual who will be submitting the application has access to OGMS.
- SAM Registration**
 To be eligible for funding under this grant program, organizations must have a current and active federal System of Award Management (SAM) (www.sam.gov) registration and a Unique Entity Identifier (UEI) number. This can take up to ten days or longer to complete. Applicants without a UEI or SAM registration should begin this process as soon as possible. Applicants without a UEI or SAM registration will not be considered.
- Preapplication Webinar**
 An optional webinar for potential applicants is available on September 25, 2026, 1:00 p.m. To

attend, register in advance here:

https://www.zoomgov.com/webinar/register/WN_Yo2vRiVWTumlrNCPz35wyw#/registration

Application Instructions

To apply for this grant, select Funding Opportunity 579014, Byrne State Crisis Intervention Program (SCIP) Grants in OGMS.

Read the description of the grant program to ensure you have selected the correct funding opportunity.

Your application will consist of the following components:

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

A. General Information

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

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

B. Face Sheet (in OGMS)

Face Sheet Instructions (in OGMS)	
Congressional district(s)	Select all congressional districts (www.census.gov/mycd) served by the agency.
Best practice	Not applicable to this grant program.

Jurisdiction(s) served	Select all jurisdictions proposed to be served by this grant program.
Program Title	Program titles must include the organization's name, name of the grant program, and the state fiscal year or calendar year. Example, "DCJS, Byrne SCIP CY2027"
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). <i>For example, "Byrne SCIP grant funds will be used to pay for two staff members to attend the All Rise 2027 Conference, and salary, laptop and phone for a peer support specialist. Additionally, grant funds will be used to pay for recovery housing for program participants. We anticipate serving 50 program participants with these funds during this grant period."</i>
Project Director	Provide the name and contact information for the person who will have day-to-day responsibility for managing the project and who will be the contact if DCJS needs project-related information.
Project Administrator	The Project Administrator is the person who has authority to formally commit the organization, locality, or state agency to comply with all the terms of the grant application, including the provision of the required match. This must be the president of the board of directors of a nonprofit organization; the county administrator; the city, county or town manager; the chief elected officer of the locality, such as the mayor or chairman of the board of supervisors; or, in the case of a state agency, the agency head.

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

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

C. Project Narrative Form (in OGMS)

The project narrative describes the need for the project, the project itself, the goals of the project, and how the applicant will measure the project's performance. This section is worth 40% of the applicant's score.

Project Narrative Instructions (in OGMS), 40% of Applicant's Score	
Demonstration of need (maximum of 8,000 characters)	Provide a description of the problem, need, or issue specific to the service population that this grant project will address. Describe the existing resources and services that are available to address the identified problems. Explain why these grant funds are necessary to address the needs. Describe how the proposed project will address the identified problem, need, or issue.
Project Description (maximum of 8,000 characters)	Provide a clear and concise summary of the program, including any relevant performance data or agency evaluation procedures used to demonstrate that the program's activities, policies, and practices contribute to the successful outcome measures. Planning and implementation applicants should describe the planning activities that will take place in the initial period of funding to include the

	creation of a planning committee, description of committee member roles, participating and collaborating agencies, and timeline of planning activities. Applicants should include any information they have regarding moving forward with implementation. Implementation and enhancement applicants should demonstrate program readiness to assess and accept participants into a specialty docket. Applicants should fully describe program structure, team members, program services, and partnerships.
Service area Demographic/Target Population (Maximum of 8,000 characters)	Using recent data, describe the target population and the demographics of the service area. Provide a description of the service area demographics and target population to be served by the specialty docket. For implementation and enhancement applicants, this section should also include participant eligibility, the way(s) individuals are accepted into the program, and the number of individuals the program anticipates serving per year.
Sustainment plan (maximum of 8,000 characters)	Planning and implementation grant applicants should include how they will keep partners engaged in the planning process and move forward with implementation. Implementation and enhancement grant applicants should include the way the organization will fund programs post-Byrne SCIP funding, community resources that will enhance program outcomes, and process for data collection. All applicants should provide a list of proposed or finalized cooperative agreements and/or memorandums of understanding related to the collaborative efforts of the specialty dockets. Include the date the agreement was signed or proposed start date. It is preferred that all listed agreements be dated within the last three years. If funded, the agency may be asked to supply copies of these agreements.

D. Goals and Objectives Form (in OGMS)

All applicants must complete project-specific goals and objectives. The goals and objectives section is worth 25% of the applicant's score. Awarded applicants will report on the status of

their goals and objectives quarterly.

Project Specific Goals and Objectives Form Instructions (in OGMS) 25% of Applicant's Score	
Goal (maximum of 500 characters per goal)	Applicants must enter three goals. Goals must reflect the work anticipated to occur in the grant period with awarded funds. Select "Add Entry" to enter each goal.
Objectives (maximum of 500 characters per objective)	Under each goal, enter two to three objectives. Each objective must be "SMART," meaning they must be specific, measurable (i.e. qualifiable), attainable, related to items in the budget, and time-based. Goals and objectives must address the purpose of this funding opportunity.
Intended Outcome/Impact (maximum of 2000 characters)	Describe the intended outcome anticipated should each goal be reached.
Data collection (maximum of 2000 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 1:

Goal 1: Develop and implement a veterans treatment docket offering specialized rehabilitation-focused legal proceedings for veterans with mental health or substance use disorder needs.

Objective 1: By May 2027, identify key stakeholders for the interdisciplinary team to develop a veterans treatment docket and begin hosting planning meetings.

Objective 2: By July 2027, send key stakeholders to the All Rise Conference in National Harbor, Maryland, to gain valuable knowledge on the implementation of veterans treatment dockets.

Objective 2: By December 2027, receive training from the Office of the Executive Secretary (OES) of the Supreme Court of Virginia, Specialty Dockets Division of the Department of Judicial Services, and submit a specialty docket application to OES.

Example 2:

Goal 2: Increase program capacity from 25 active participants to 40 active participants at any given time, serving up to 80 unduplicated participants annually.

Objective 1: By April 2027, expand the program's case management capacity by hiring one additional Veterans Treatment Docket Case Manager. Advertise for Veterans Treatment Docket Case Manager, hiring selected candidate within 60 days of posting the position.

Objective 2: By June 2027, complete onboarding and training for the new case manager.

Objective 3: By January 2028, case manager will screen and admit additional program participants and increase caseload to full capacity (40 active participants).

E. Budget and Related Narratives

The project budget, composed of all budget forms, is worth 25% of the applicant's score. A complete budget includes, 1) A budget grid form, and 2) itemized budget forms for each budget category.

1. The budget grid is a form located on OGMS. The budget grid summarizes the total amount of federal funding requested in each budget category.

Budget Grid Instructions	
Report the amount of funds requested by category. Funding reported on the grid should represent the whole grant period. For any category for which you are not requesting funds, enter \$0.00 on the budget grid.	• Personnel • Fringe Benefits • Consultants • Travel • Subsistence (lodging and per diem) and Other Travel • Equipment • Supplies and Other Expenses • Indirect Costs
Match	Match is not required under this grant program. Do not add matching funds to the budget.
Place requests for funding under the "Federal" column.	Funding for this grant program comes from federal funds. Place requests for funding under the "Federal" column only.
Ensure that each itemized budget form aligns with the total amount requested on the budget grid.	Each budget line must correspond to the itemized budget forms. Round all amounts to the nearest dollar.
Funds from other sources	Enter all funds from other sources that support the project applying for funding.

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

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

Requirements for itemized budget forms:

- All items requested in each budget form must be allowable per grant guidelines, reasonable, and justified as clearly necessary for the project to succeed.
- In general, a cost will be considered reasonable if, in its nature and amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost.
- On the budget itemization forms, under “Description,” provide a description of each item including a basis of computation that explains how you came up with the requested amount of funds for the item.
- Under “Justification,” describe how the item or funds will be used in the project.
- At the bottom of each itemized budget form, the applicant must identify the funding source for the budgetary items. Allocate all expenses under federal funds.
- 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 supported by any funds associated with this project. Staff time supported by grant funds may only be spent on approved grant activities.

Funding full-time staff is discouraged under this funding opportunity due to the limited grant period.

Each item should reflect expenditures for a 21-month grant period.

Personnel and Employee Fringe Benefits Itemized Budget Form Instructions	
Indicate if personnel costs are included in the budget – “Yes” or “No.”	If “Yes,” complete remainder of the form.

Personnel	Enter the employee's name, position title, whether the position is full time or part time, the total hours per week worked, the total hours per year, the total annual salary (regardless of funding source), and the amount requested under the grant. Indicate if this is a new position. If the position is vacant, enter "Vacant" instead of an employee name. 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.
Employee fringe benefits	Select the employee's name. Enter the fringe benefit costs (FICA, retirement, group life, health insurance, workers' compensation, unemployment, disability, and other). If fringe benefits 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. Fringe benefit amounts must be proportional to the requested salary.
Description (maximum of 750 characters)	Select the employee's name. Under "Description of Position," include: • Grant-related duties performed (do not list job duties that are not under this grant) • Whether and how the position was prorated • The basis of computation for fringe benefits
Justification (maximum of 750 characters)	Select the employee's name. Under "Justification for Position," include: • How the position is essential to the goals in the proposed project • State that the rate of compensation is approved by the Board of Directors or aligned with the organization's

	compensation plan for similar positions that perform similar work.
Application attachments	Attach a job description for each position for which funding is being requested in the Attachments section of the OGMS application.

Example:**Description**

Applicant requests funding for a full-time Veterans Treatment Docket Manager. The grant-funded staff will be responsible for data collection, case management, and participant monitoring for the Veterans Treatment Docket. Applicant is requesting an annual salary of \$55,000/year plus the cost of fringe benefits. $\$55,000/12 \text{ months} = \$4,583 \text{ per month} \times 21 \text{ months} = \$96,250$. Fringe benefits are calculated at \$54,412 for the 21-month grant period. This position is not prorated as this position will work exclusively on the grant project.

Justification

The annual salary of the Veterans Treatment Docket Manager is consistent with similar positions in our part of the state and our locality's compensation plan. The salary and fringe benefits are approved by our human resource staff responsible for compensation plans. The services provided will support the goals of the grant by increasing the number of program participants, allowing the Veterans Treatment Docket to increase the caseload to full capacity. A job description is included under the Attachment section.

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

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

Supporting documentation (i.e., time sheets, invoices, evidence of completed deliverables) for consultants must be maintained onsite and made available upon request.

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, if the rate exceeds \$650.00 per day (\$81.25 per hour, exclusive of travel and/or lodging and per diem), additional approval is required. For additional approval, complete the form linked here and attach it to your application under the Attachment section. https://www.dcjs.virginia.gov/content/consultant-rate-justification-form The rate 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 750 characters)	Select the name of the consultant. Under "Description of Consultant's Role," include: • A description of the consultant's role • Each service contracted for • The total budgeted amount for each service • A basis of computation for the requested amount
Justification (maximum of 750 characters)	Under "Justification for Use of Consultant," include: • The number of clients benefiting from each type of service • How use of the consultant is necessary to meet the goals and objectives of the grant. Applicants are encouraged to attach supporting documentation to justify the request.

Example:**Description**

Applicant requests funding for a certified Recovery Peer Support Specialist. The consultant will provide one-on-one mentoring to program participants, develop and follow individualized recovery plans, and promote accountability through regular check-ins. Specialists connect participants to essential resources like treatment and employment, while also fostering engagement in sober social activities and community events. Applicant requests \$25 per hour for a total of 40 hours per month, during the 21-month grant period. \$25/per hour x 40 hours per month x 21 months =

\$21,000. This cost is not prorated as this position will work exclusively on the grant project.

Justification

Peer recovery specialists are essential to helping participants achieve their recovery goals. Through mentorship, lived-experience guidance, and connection to sober support networks, they foster trust and accountability while promoting community engagement and long-term success. The rate of \$25 per hour is consistent with our part of the state and similar positions. The consultant will maintain programmatic data for reporting requirements.

- 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 750 characters)	Select the mileage being requested. Under “Description of Mileage,” include: • A description of the requested mileage per each item • A basis of computation for the requested amount • Whether the request is based on the federal rate or the applicant’s policy.
Justification (maximum of 750 characters)	Under “Justification for Mileage,” include: • A description of how the mileage is necessary to meet the goals and objectives

	of the grant • If the applicant's travel policy differs from the federal rate, provide an explanation of the applicant's policy as it relates to the request. Please make this policy available upon request by DCJS staff.
--	--

Example:**Description**

Applicant requests mileage for the 21-month grant period for the Veterans Treatment Docket Manager to travel to conduct supervision visits and provide transportation for program participants to treatment or court sessions. We anticipate 40 trips with an average of 20-miles round trip. 40 trips x 20 miles = 800 miles. 800 miles x .76 = \$608. This cost is not prorated because all mileage is based on services provided under this grant program alone.

Justification

Mileage is needed so that the Veterans Treatment Docket Manager can meet with program participants to conduct supervision visits and assist with transportation needs to treatment or court sessions. Supervision visits and court and treatment accompaniment ensure the program participants will successfully complete the program. Our locality follows the federal mileage rate which is 76 cents per mile.

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

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

Subsistence and Other Travel Costs Form Instructions	
Indicate if subsistence (lodging and per diem) and other travel costs are included in the budget – "Yes" or "No."	If "Yes," complete the remainder of the form.
Subsistence and Other Travel Costs	Under "Other Travel Costs," enter: • The event title and date • The number of people attending • The number of trips with airfare • The airfare rate • Other travel costs

Description (maximum of 750 characters)	Select the event item being requested. Under “Description of Costs,” include: • A description of the costs • A basis of computation for each cost • Whether the request is based on the federal rate or the applicant’s policy.
Justification (maximum of 750 characters)	Under “Justification for Costs,” include: • A description of how the expense is necessary to meet the goals and objectives of the grant • If the applicant’s travel policy differs from the federal rate, provide an explanation of the applicant’s policy as it relates to the request.

Example:**Description**

Applicant requests lodging and per diem for three Veterans Treatment Docket stakeholders to attend the RISE27 Conference in National Harbor (Prince George’s County), Maryland (July 18-22, 2027). According to the GSA, the lodging rate is \$183 plus an 18% tax per night for a rate of \$216 per night. \$216 per night x 4 nights x 3 staff members = \$2,592 for lodging. According to the GSA, each complete day of per diem is \$92. \$92 per day x 5 days x 3 staff = \$1,380. The requested total is \$2,592 + \$1,380 = \$3,972. This request is not prorated as the conference is exclusively to benefit the creation of the Veterans Treatment Docket.

Justification

The RISE27 conference will provide essential training on All Rise standards and Recovery Court modalities, enhancing the ability to engage participants and ensure public safety. The conference offers treatment court professionals an unparalleled, world-class education. It provides an in-depth curriculum developed and delivered by the field’s most recognized experts. Professional development training is critical to prepare staff to implement a veterans treatment docket.

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

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

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

Equipment is considered tangible personal property, including information technology systems, having a useful life of more than one year and a per-unit acquisition cost of \$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.

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 750 characters)	Select the equipment item being requested. Under “Description of Equipment,” include: • The basis of computation for the requested amount, • Whether and how the item is prorated, • An explanation of how the amount being requested is reasonable, and • An explanation for how the cost of an item was determined (e.g., a quote from a vendor). Attach applicable documentation of estimated costs.
Justification (maximum of 750 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:

Description

Applicant is seeking funding to purchase a scanner/copier. The total cost for the item is \$5,000. The scanner/copier will be used by all nine staff and will not be exclusive to the three staff working on this grant. As grant funded staff make up 33% of our total staffing, the applicant is seeking SCIP funding for 33% of the scanner/copier. \$5,000

(total cost) x 33% = \$1650.

Justification

The scanner/copier will replace the current one, which is approximately 15 years old. The current one is unreliable and often breaks down. This new scanner/copier will be used to copy materials provided to program participants and documents needed for case management. Similar products cost \$4,500-7,500. The selected item is at the lower end of this range.

- 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
- Leases for or purchasing copy machines, under \$5,000*
- Leases for or purchasing printers, under \$5,000*
- Computers for grant funded staff*
- Cell phones for grant funded staff*

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

Membership fees should be requested under this category.

Grant funds may support a maximum of three memberships per year. Memberships must be in the name of the organization, not an individual.

If details on trainings/conferences are not available at the time of application, awarded programs will need to provide details after award, through a contract amendment.

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

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

Supplies and Other Expenses Form Instructions	
Indicate if supplies and other expenses are included in the budget – “Yes” or “No.”	If “Yes,” complete the remainder of the form.
Description (maximum of 750 characters)	Select the supply or item being requested. Under “Description,” include: • An explanation of what the item is • A basis of computation that explains how the total cost of the item was determined • Whether and how the item is prorated For membership fees, include the above listed requirements and following: • A description of the organization or association • The membership rate
Justification (maximum of 750 characters)	Under “Justification,” include: • Why the item is needed to meet the grant goals • Whether the item is replacing an older item • The age of the older item • An explanation as to why it must be replaced • For membership fees, include the following: ○ The benefits the applicant will receive from the membership ○ Why the membership is needed to meet the grant goals

Examples:**Description**

The applicant is requesting \$38,250 in grant funds to cover the cost of recovery house placement for program participants. Recovery housing will be accredited through the Virginia Association of Recovery Residences (VARR) ensuring the highest level of service for program participants. The cost per week is \$170 and we anticipate an average stay of 15 weeks per program participant. \$170 per week × 15 weeks × 15 people = \$38,250.

Justification

Stable housing is foundational to recovery and is critical for participants to engage in treatment, maintain sobriety, and meet program goals. Recovery residences provide essential structure, accountability, and support, including peer mentorship, life skills development, transportation, and job assistance. These services not only promote

daily stability but also help participants build recovery capital and self-sufficiency. Program participants will be evaluated based on needs, program phase, and housing availability. Payments will be made directly to the recovery house, and the agency will track all assistance provided to program participants. This cost is not prorated as it is only available to this grant program participants.

- g. Indirect Costs Form** (If indirect costs are not funded by this project, use \$0.00 on the budget grid.)

Indirect costs are allowable under this grant program but not required.

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

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

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

Allowable indirect costs are based on direct expenditures in the grant budget.

The salaries of administrative and clerical staff should generally be treated as indirect costs. Administrative and clerical staff salaries may be appropriate to include as direct costs only if all the following conditions are met:

1. Administrative or clerical services are integral to the grant project or activity.
2. Individuals involved can be specifically identified with the grant project or activity.
3. Such costs are explicitly included in the budget or have the prior written approval of the awarding agency.
4. The costs are not also recovered as indirect costs on the proposed project or other grant programs.

Requesting Indirect Costs	
Indicate if indirect costs are included in the budget – “Yes” or “No.”	If “Yes,” complete the remainder of this form.
Determine indirect cost rate	Determine the indirect cost rate that will be used for this grant program. Applicants have two rate options: 1. Federally Negotiated Indirect Cost Rate Agreement (NICRA). Applicants using a NICRA must attach a copy of their current,

	signed, final, or provisional agreement to this OGMS form. Applicants may apply with a provisional rate; however, if their final rate is lower, they will need to pay back the difference in any funds paid out with the higher rate. If the rate changes, a copy of the new rate must be attached to a contract amendment request in OGMS for an inline budget adjustment or amendment. 2. De minimis rate ○ Applicants without a current NICRA may elect to use the de minimis rate of 15% or less. ○ Complete the OGMS de minimis rate certification. ○ This certification must be signed by the Project Administrator. If the applicant will use the de minimis rate, answer "Yes." If the applicant will use a NICRA, answer "No."
Direct expenditures	Enter the amount of funds in the budget grid per each category. Do not include anticipated indirect costs in this grid. Save the form before continuing.
Expenditure totals	Enter the indirect costs rate.
DCJS funds	Enter the total allowable amount of indirect costs (or less if needed to fit into the budget) under federal funds.

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

For assistance determining the appropriate amount of indirect costs that may be

claimed, subrecipients can use the MTDC Worksheet (www.dcls.virginia.gov/sites/dcls.virginia.gov/files/MTDC%20Worksheet.xlsx) each quarter.

Attachments in OGMS

Upload the following attachments in OGMS, if required.		
	When is it required?	Details
Letter authorizing signing, grant certification and grant application submission	If someone other than the Project Administrator completes the OGMS certifications and application submission, a document granting permission to enter the Project Administrator's name is required.	Provide documentation from the Project Administrator authorizing a specific individual to enter the Project Administrator's name as the electronic signature in OGMS. This documentation must clearly state that the designated individual is permitted to submit the grant application and complete all required electronic certifications on the Project Administrator's behalf. It must include an effective date, specific grant application to which the authorization applies, and include the name and contact information of the person being granted signatory authority.
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.
Consultant Rate Justification Form	Applicants seeking to exceed the consultant rate of \$650.00 per day (\$81.25 per hour, exclusive of travel and/or subsistence (lodging and per diem)).	Applicants must complete the Consultant Rate Justification Form and upload the attachment.

***Note:** If an attachment is required and not provided, reviewers will subtract five 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, as long as that person has been granted permission by the Project Administrator to submit the application and to enter the Project Administrator’s name as the electronic signature.

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

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

Certifications		
	Who	Action Needed
General Conditions and Assurances	All applicants must complete this form.	It must be signed by the Project Administrator or their designee.
Lobbying and Debarment Certification	All applicants must complete this form.	It must be signed by the Project Administrator or their designee.
SAM Registration	All applicants must complete this form.	Upload proof of SAM registration with the Unique Entity Identifier number (UEI) and a non-expired expiration date.
Non-Supplantation	All applicants must complete this form.	It must be signed by the Project Administrator or their designee.
Civil Rights Certification of Compliance	All applicants must complete this form.	The Project Administrator must certify that that upon award, they will ensure all grant funded staff and authorized grant officials are made aware of their civil rights responsibilities as detailed on the

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

Fund Request

Disbursement of Funds

- Disbursement of funds will occur on a cost-reimbursement basis for actual funds expended through a “claim” process.
- Actual expenditures must be reported quarterly and invoiced pursuant to approved line-item budget categories in the approved grant application.
- Subgrantees will only be reimbursed for costs that have been incurred within the grant period, and which are reported on the detail of expenditures (financial report).

- Reimbursement will only occur through an electronic system.
- 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 4th quarter claim is marked final by the subgrantee.
- Claims and financial reports must be submitted through OGMS.
- Status reports must be submitted prior to financial claims or the claim will be held until the status report is submitted.

Submit Application

Submit your application with required attachments through OGMS by **12:00pm on October 13, 2026**. After such time, OGMS will no longer permit applications to be submitted.

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

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