



Virginia Department of Criminal Justice Services

Comprehensive Community Corrections Act (CCCA) and Pretrial
Services Act (PSA)

Guidelines and Application Procedures
Award Period State Fiscal Year 2027

State Funds Solicitation

Online Grants Management Funding Opportunity Number
568093

Application Deadline
April 20, 2026, at 12:00pm (noon)
Late applications will not be accepted.

Guidelines Issued March 20, 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 Online Grants Management System (OGMS) (www.ogms.dcls.virginia.gov/index.do) for state fiscal year (SFY) 2027 for Comprehensive Community Corrections Act (CCCA) and Pretrial Services Act (PSA) programs.

The purpose of these grant programs is to support local community-based probation and pretrial services programs operating under the authority of the Comprehensive Community Corrections Act for Local-Responsible Offenders, as specified in §§ [9.1-173](#) et seq. of the *Code of Virginia*, and/or the Pretrial Services Act, as specified in §§ [19.2-152.2](#) et seq. of the *Code of Virginia*.

Local community-based probation programs were created in 1995 by the Comprehensive Community Corrections Act (§ 9.1-173, *Code of Virginia*) to provide sentencing alternatives for persons convicted of certain misdemeanors or non-violent felonies with sentences of 12 months or less in institutional custody. These programs provide services or referrals, including community service; substance abuse screening, assessment, testing, and treatment; risk/need assessments; success planning; and treatment interventions.

Pretrial Services were first created in Virginia in 1989 by the Appropriation Act. In 1995, pretrial services programs were authorized by statute with the passage of the Pretrial Services Act (§ 19.2-152.2, *Code of Virginia*). Pretrial services programs provide information and investigative services to judicial officers to help them determine whether individuals charged with certain offenses and awaiting trial should be held in jail or released to the community. They also provide supervision to eligible individuals awaiting trial.

Funding Details	
Grant Award Period	SFY 2027, July 1, 2026, through June 30, 2027. Grant period extensions will not be considered.
Funding Source	Funding for this grant program is made available from general state funds.
Expected Total Amount of Funding	CCCA/PSA funding is made through discretionary grants to the extent supported in the Appropriation Act. Applicants may request the same amount for SFY2027 as awarded in SFY2026, minus the 1.5% one-time salary bonus. Please see Attachment A for individual agency amounts. DCJS may award greater or lesser amounts and may negotiate scope and budgets before awards are issued.
Availability of Continuation Funding	Award of a CCCA/PSA grant does not guarantee future year funding. Continued funding depends on available funds, program performance, implementation, reporting compliance, and

	adherence to grant conditions.
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.
OGMS Funding Opportunity Number	568093
Application Deadline in OGMS	April 20, 2026, at 12:00pm (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	Stacy Davis stacy.davis@dcjs.virginia.gov or Chrissy Smith chrissy.smith@dcjs.virginia.gov .
OGMS Assistance	www.dcjs.virginia.gov/grants/ogms-training-resources
OGMS Contact	ogmssupport@dcjs.virginia.gov

Applicant Eligibility Requirements

Types of Organizations

Current CCCA and PSA programs are eligible to apply for funds under this grant. For a list of predetermined, anticipated award amounts for SFY2027, see Attachment A.

Applicants must ensure that the budget they enter into the DCJS On-line Grant Management System (OGMS) as part of this grant application equals, or is less than, their predetermined award amount. Adjustments will be made at a later date for the 2% bonus and possible salary increases.

Other Eligibility Requirements

This funding opportunity is open to county or city governments currently receiving DCJS grants for CCCA/PSA programs. For multi-jurisdictional efforts, one of the participating localities must submit

the grant application on behalf of all participating jurisdictions and must assume responsibility for the operation and evaluation of programs and services established under the CCCA/PSA and for the grant administrative and financial matters by serving as the Administrative and Fiscal Agent. Private organizations may not provide local probation or pretrial services unless they were doing so on or before July 1, 1995.

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

- Must not be excluded or debarred from doing business with the Commonwealth of Virginia.
- Must hold current professional and state licenses and certifications as needed for individual grant-funded projects.

Grant Project Requirements

Grant Conditions and Requirements

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

CCCA/PSA Grant Specific Conditions

<https://www.dcjs.virginia.gov/filebrowser/download/2697?fid=2697#block-uswds-base-subtheme-page-title>

The above linked document is for CCCA/PSA SFY 2026 conditions. Conditions for SFY 2027 will be provided upon award but are not expected to differ significantly.

DCJS Minimum Standards for Local Community-Based Probation

<https://www.dcjs.virginia.gov/sites/dcjs.virginia.gov/files/correctional-services/forms/dcjs-minimum-standards-local-community-based-probation.pdf>

DCJS Minimum Standards for Pretrial Services

<https://www.dcjs.virginia.gov/sites/dcjs.virginia.gov/files/publications/corrections/dcjs-minimum-standards-pretrial-services.pdf>

Guideline 1: Supervision and Intervention Fees

<https://www.dcjs.virginia.gov/sites/dcjs.virginia.gov/files/correctional-services/forms/ccca-psa-guideline-1-supervision-and-intervention-fees.pdf>

Non-Supplantation

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

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 grantee 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

CCCA/PSA 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,
- Overtime or honoraria,
- Personal entertainment, personal calls, or alcohol, or
- Clothing and/or uniforms.

Bonuses and raises may be allowable if they are approved as part of a locality's compensation plan.

Other Considerations

- Collecting fees from individuals under pretrial supervision is prohibited, including fees for drug testing and confirmation.
- Indirect costs are fees charged against the grant for the local government's administration of the funds. Included in this are any administrative personnel and operational costs incurred by the local government that cannot be attributed directly to a given project. If charging indirect costs against the grant is necessary, the following conditions apply:
 - Indirect costs cannot exceed 1% of the total state-funded grant award.
 - Charging the grant for indirect costs cannot violate non-supplanting requirements.
 - Charging the grant for indirect costs will reduce the total amount available for supervision, treatment, personnel, and other program operating expenses.
- It is the responsibility of local community-based probation officers, established under the CCCA, to monitor the collection of restitution for individuals placed on local supervised probation but not to collect restitution. The responsibility for the collection of costs, fines,

and restitution is with the clerks of circuit and district courts and Commonwealth's Attorneys pursuant to § 19.2-305.1 of the *Code of Virginia*.

- Programs may not use state CCCA/PSA funds to supervise placements specifically for:
 - Cases deferred prior to a trial/preliminary hearing or deferred dispositions that have not had a disposition hearing in court so there is no finding of facts (sometimes referred to as taken under advisement).
 - Individuals sentenced to community service in lieu of fines/costs.
 - Extended supervision solely to collect restitution, fines, costs, or fees beyond what is allowable by law, unless ordered by the court as a condition of probation supervision.
 - Individuals that reside out of state.
- Probation supervision fees for CCCA programs are governed by § 9.1-182 of the *Code of Virginia* and the statewide policy for supervision and intervention fees established by DCJS: <https://www.dcms.virginia.gov/sites/dcms.virginia.gov/files/correctional-services/forms/ccca-psa-guideline-1-supervision-and-intervention-fees.pdf>.
- The same terms, conditions, and assurances that apply to state funds also apply to supervision fees collected by CCCA agencies with the following exceptions:
 - Supervision/intervention fees collected may replace local funds contributing to the grant.
 - Unspent or unexpended fees collected in one fiscal year must be rolled over from year to year into the CCCA budget and be used solely for the cost of supervision and intervention services.
 - The maximum allowable carryover amount is 25% of the total grant award. If the carryover amount exceeds the 25% maximum at any time, the agency is required to inform their DCJS Grant Monitor and develop a plan to appropriately spend the fees.

Data Reporting Requirements

Quarterly, grant recipients will report the following in OGMS:

- The status of Pretrial Services Goals and Objectives
- The status of Probation Services Goals and Objectives
- The status of additional Goals and Objectives, if applicable
- FY2027 Project Income from probation fees including:
 - beginning balance
 - quarterly income
 - quarterly expenditures
 - End of quarter balance
 - If the expenditure was made for criminal justice purposes
- Barriers to complying with DCJS minimum standards, policies, grant guidelines, and/or the grant program special conditions
- Status of the planning or implementation of the Public Safety Assessment
- Status of the use of evidence-based practices
- Training and development
- Community Criminal Justice Board meetings
- Funding from the locality

- Staffing concerns or issues

Application Review Process

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.

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 June 2026 meeting. 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). 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 registration should begin this process as soon as possible. Applicants without a UEI registration will not be considered.

Application Instructions

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.

To apply for this grant, select Funding Opportunity 568093, Comprehensive Community Corrections Act (CCCA) and Pretrial Services Act (PSA) SFY2027 in OGMS.

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

Your application will consist of the following components:

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

A. General Information

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

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

B. Face Sheet (in OGMS)

Face Sheet Instructions (in OGMS)	
Congressional District(s)	Select all congressional districts (www.census.gov/mycd) served by the agency.
Best Practice	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. Example, “DCJS, CCCA/PSA SFY2027”

Certified Crime Prevention Community	Not applicable to this grant program.
Type of Application	Enter "Continuation of Grant."
Grant Number	Enter the SFY2026 grant number
Performance Statement	Enter performance statement for current SFY2026 grant
Community Setting	Check all that apply.
Brief Project Overview	<p>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).</p> <p>For example, "CCCA/PSA grant funds will be used for the following: salary and benefits for three pretrial officers, two probation offices and the CCCA director; portion of the office rent, general office supplies and drug testing supplies. For FY2027, we anticipate conducting 300 pretrial investigations, providing supervision to 200 individuals ordered to pretrial services and 400 individuals ordered to probation services."</p>
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, 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.</p> <p>Someone other than the Project Administrator can certify and authorize the submission of the grant</p>

	<p>application if they have been 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> <p>(See page 28 for authority designation instructions.)</p>
Finance Officer	<p>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.</p>

***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.

Project Narrative Instructions (in OGMS)	
Demonstration of Need (maximum of 5,000 characters)	<p>Provide a description of the problem, need, or issue specific to the service population that this grant project will address.</p> <p>Summarize local and multi-jurisdictional criminal justice and jail population data which describes the current situation.</p> <p>Explain why these grant funds are necessary to address the needs.</p>
Project Description (maximum of 5,000 characters)	<p>Provide a clear and concise summary of the program, including any relevant performance data and agency evaluation procedures that demonstrate how the program’s activities, policies, and practices contribute to reducing recidivism and improving other successful outcomes for individuals placed on local probation supervision. Also describe how the program reduces pretrial misconduct—specifically failures to appear and new arrests—for individuals placed on pretrial services supervision.</p> <p>Include the number and types of courts served, as well as the number and types of jails served.</p>

<p>Service Area Demographic/Target Population (maximum of 5,000 characters)</p>	<p>Provide a description of how the program and its services will be used, as well as the intended target population served. In addition, describe the expected outcomes and the anticipated impact on the local system.</p> <p>Your response should include demographic information, including but not limited to race and gender, as well as details about program and service types, at-risk or vulnerable population targets, and any other relevant characteristics.</p>
<p>Operational Plan (maximum of 5,000 characters)</p>	<p>Provide a description of the agency’s operational plan for addressing quality assurance, hiring, recruitment, retention, and succession planning. Include any adaptations to operations and practices implemented over the past three years that the agency intends to sustain in the future.</p>

D. Goals and Objectives Form (in OGMS)

CCCA/PSA programs are expected to strive to meet the minimum pretrial and probation compliance performance measures. The performance goals are automated, and applicants must enter both the current rate and the SFY 2027 target rate for each of the Pretrial and Probation Services Goals and Objectives listed below. Awarded applicants will report quarterly on the status of their goals and objectives.

The current rate can be found by accessing a Power BI Data Report. See Attachment B for step-by-step instructions on generating pretrial and probation dashboards reports.

1. Pretrial Services Goals and Objectives

Applicants must complete the Pretrial Services Goals and Objectives form in OGMS.

<p>Pretrial Services Goals and Objectives (in OGMS)</p>		
<p>Pretrial Investigation Rate - Goal: Our pretrial services agency will have a minimum pretrial investigation rate of 85%.</p>	<p>Enter the rate for the date range 7/1/25–2/28/26.</p>	<p>Enter SFY27 target rate.</p>
<p>Pretrial Supervision Level Concurrence Rate - Goal: Our pretrial services agency will assign supervision levels by using the Praxis or Release Conditions Matrix without staff overrides a minimum of</p>	<p>Enter the rate for the date range 7/1/25–2/28/26.</p>	<p>Enter SFY27 target rate.</p>

85% of the time.		
Pretrial Appearance Rate - Goal: Our pretrial services agency will have a minimum appearance rate of 95%.	Enter the rate for the date range 7/1/25–2/28/26.	Enter SFY27 target rate.
Pretrial Public Safety Rate - Goal: Our pretrial services agency will have a minimum public safety rate of 95%.	Enter the rate for the date range 7/1/25–2/28/26.	Enter SFY27 target rate.
Pretrial Compliance Rate - Goal: Our pretrial services agency will have a minimum compliance rate of 90%.	Enter the rate for the date range 7/1/25–2/28/26.	Enter SFY27 target rate.

2. Probation Services Goals and Objectives

Applicants must complete the Probation Services Goals and Objectives form in OGMS.

Probation Services Goals and Objectives (in OGMS)		
Probation Risk/Need Assessment Completion Rate - Goal: Our local probation agency will have a minimum risk assessment completion rate of 95%.	Enter the rate for the date range 7/1/25–2/28/26.	Enter SFY27 target rate.
Probation Success Plan Development Rate (Case Plans) - Goal: Our local probation agency will develop success plans for a minimum of 90% of the individuals that score medium or high on the Offender Screening Tool (OST).	Enter the rate for the date range 7/1/25–2/28/26.	Enter SFY27 target rate.
Probation Success Rate - Goal: Our local probation agency will have a minimum success rate of 85%.	Enter the rate for the date range 7/1/25–2/28/26.	Enter SFY27 target rate.
Probation Public Safety Rate - Goal: Our local probation agency will have a minimum public safety rate of 95%.	Enter the rate for the date range 7/1/25–2/28/26.	Enter SFY27 target rate.
Probation Minimum Compliance Rate - Goal: Our local agency will have a	Enter the rate for the date range 7/1/25–	Enter SFY27 target rate.

minimum compliance rate of 90%.	2/28/26.	
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3. Project Specific Goals and Objectives

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

Project Specific Goals and Objectives Form Instructions (in OGMS)	
Goal (Maximum of 100 characters per goal)	Applicants may enter three to four 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. quantifiable), attainable, related to items in the budget, and time-based. Goals and objectives must address the purpose of this funding opportunity.
Intended Outcome/Impact (Maximum 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.

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 for pretrial and probation. Applicants must also summarize the amount of local funds supporting the project, the current balance and projected income from supervision and intervention fees, and any funds received from other sources.

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

represent the whole grant period.	<ul style="list-style-type: none"> • 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 “Pretrial and Probation” columns.	Funding for this grant program comes from state general funds. Place requests for funding under the “Pretrial/State and Probation/State” columns.
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.
Local Funds	Enter all funds from the locality that support the project. Funds should be broken out by Pretrial and Probation and by Personnel and Administrative/Operational Expenditures.
Supervision and Intervention Fee	<p>Enter the current balance for supervision and intervention fees</p> <p>Enter supervision and intervention fee projected income for SFY2027</p>
Funds from Other Sources	Enter all funds from other sources that support the project (for example, federal grants). Do not include local funds or grant funds.

- 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.
- At the bottom of each itemized budget form, the applicant must identify the funding source for the budgetary items. Allocate all expenses under state funds.
- 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.

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.
Grant Funded Employee Information	<p>New position, select yes or no.</p> <p>Is the position vacant, select yes or no.</p> <p>Enter the employee’s name, position title, and the position’s primary role (pretrial officer, probation officer, dual role, supervisor, administrative/office staff, or other)</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

	<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 • Confirmation 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 • Dual-role probation and pretrial officers do not align with best practices and must distinguish between the presumption of innocence (pretrial) and supervision of adjudicated individuals (probation), additional justification is required in the Justification of Position section. <p>All salaries for grant funded staff must be the salary as of April 20, 2026. Do not include any potential salary increases or bonuses from the 2025-2026 biennial Virginia State Budget or from the locality. Any state or local bonuses or state or local salary increases that occur between April 20, 2026, and July 1, 2026, will require a revised budget to adjust salaries. The DCJS Grant Program Specialist will work with localities to adjust the personnel budgets in OGMS accordingly.</p>
<p>Grant Funded Employee Salary and Fringe Benefits</p>	<p>Select the employee’s name.</p> <p>Enter the total hours per year, total annual salary and total salary amount requested from the grant.</p> <p>Enter the fringe benefit costs (FICA, retirement, group life, health insurance, workers’ compensation, unemployment, disability, and other) being requested from the grant.</p> <p>Fringe benefit amounts must be proportional to the requested salary.</p> <p>Under Salary and Fringe Benefits Breakdown, enter the salary and fringe benefits requested from Pretrial State and Probation State funds.</p>
<p>Non-Grant Funded Staff</p>	<p>Enter the employee’s name, position title, the position’s primary role (pretrial officer, probation officer, dual role, supervisor, administrative/office</p>

	staff, or other), and salary for all non-grant funded CCCA/PSA employees.
Application Attachments	Attach a job description for each new position for which funding is being requested in the Attachments section of the OGMS application.

Example:

Description

Applicant is requesting CCCA/PSA funding to cover 50% of the salary and benefits for a pretrial officer. The pretrial officer is a full-time position (40 hours per week) that provides pretrial services to individuals as ordered by the court. The position salary is \$60,000, and we are requesting 50%, which is \$30,000. We also request 50% of the fringe benefits (\$9,050 total fringe benefits × .50 = \$4,525).

Justification

The salary and benefits are consistent with similar positions in the surrounding area and within the organization's compensation plan. This position will provide evidence-based case management; conduct drug tests; assist CCCA/PSA program participants in obtaining identification documentation, basic needs, employment, and housing; and make referrals to other community partners, as allowable with CCCA/PSA funding.

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

	<p>the marketplace; however, if the rate exceeds \$650.00 per day (\$81.25 per hour, exclusive of travel and/or subsistence (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.</p> <p>https://www.dcj.virginia.gov/content/consultant-rate-justification-form The rate may not exceed the consultant’s usual and customary fee.</p>
<p>Consultant Subsistence (lodging and per diem) and Travel</p>	<p>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.</p>
<p>Description (maximum of 500 characters)</p>	<p>Select the name of the consultant.</p> <p>Under “Description of Consultant’s Role,” include:</p> <ul style="list-style-type: none"> • 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
<p>Justification (maximum of 500 characters)</p>	<p>Under “Justification for Use of Consultant,” include:</p> <ul style="list-style-type: none"> • 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 <p>Applicants are encouraged to attach supporting documentation to justify the request.</p>

Example:

Description

Applicant requests funding for 30 hours of interpreter services from ABC Interpreters. ABC Interpreters offers a variety of court certified interpreters, and we have contracted with them using the localities procurement process. The cost per hour is \$50. All interpreter services will be for CCCA/PSA program participants and are exclusive to this project, so this request is not prorated. \$50 per hour x 30 hours = \$1,500.

Justification

Over the last two years, our program has seen an increased need for interpreter services. ABC Interpreters will assist our clients by providing interpreter services when needed for their court-ordered obligations. We anticipate the service will benefit 25 program participants during the grant period.

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 500 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 • Whether the request is based on the federal rate or the applicant’s policy
Justification (maximum of 500 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 • 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

Agency requests mileage for our CCCA/PSA funded pretrial officers to travel to the jail to meet with clients. We anticipate the pretrial officers will make 40 trips based on 2025 statistics. A round-trip to our jail is 20 miles. 40 trips x 20 miles each= 800 miles. We reimburse mileage at the federal rate of 72.5 cents per mile. 800 miles x .725 = \$580. Mileage used by the CCCA/PSA funded pretrial officers is used exclusively for this CCCA/PSA project, so this request is not prorated.

Justification

Mileage is needed so that our CCCA/PSA funded staff can meet with individuals in jail to conduct the pretrial investigation report.

- d. **Subsistence and Other Travel Costs Form** (If subsistence (lodging and 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 (lodging and per diem) 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 Other travel costs
Description (maximum of 500 characters)	Select the event item being requested. Under “Description of Costs,” include: <ul style="list-style-type: none"> A description of the costs A basis of computation for each cost Whether the request is based on the federal rate or the applicant’s policy
Justification (maximum of 500 characters)	Under “Justification for Costs,” include: <ul style="list-style-type: none"> A description of how the expense is necessary to meet the goals and objectives

	<p>of the grant</p> <ul style="list-style-type: none"> • 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
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Example:

Description

Agency requests 2 nights of lodging and 3 days of per diem for two CCCA/PSA funded staff to attend the Virginia Justice Conference in Richmond, VA, September 14-16, 2026. According to the GSA, the daily lodging rate in Richmond for the month of September is \$157 (2 nights x \$157 x 2 staff = \$628), and each complete day of per diem is \$80 (\$80 x 3 days x 2 staff = \$480). The total subsistence (lodging and per diem) request is \$628 + \$480 = \$1,108. This request is not prorated because each staff attending the conference will provide services under this grant program.

Justification

Attendance at this conference will give the CCCA/PSA funded staff the tools and knowledge to work with program participants served under the CCCA/PSA program. It is our agency policy to provide subsistence (lodging and per diem) in accordance with the U.S. General Services Administration (GSA).

- 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.

Equipment Form Instructions	
Indicate if equipment is included in the budget – “Yes” or “No.”	If “Yes,” complete the remainder of the form.
Description (maximum of 500 characters)	<p>Select the equipment item being requested.</p> <p>Under “Description of Equipment,” include:</p> <ul style="list-style-type: none"> • The basis of computation for the requested amount

	<ul style="list-style-type: none"> • Whether and how the item is prorated • An explanation of how the amount being requested is reasonable • An explanation for how the cost of an item was determined (e.g., a quote from a vendor) <p>Attach applicable documentation of estimated costs.</p>
<p>Justification (maximum of 500 characters)</p>	<p>Under “Justification for Equipment,” include how the item is essential to the goals in the proposed project.</p> <p>If equipment is requested to replace outdated or “old” equipment, briefly describe why replacement is necessary and when the “old” equipment was acquired.</p>

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 twenty staff and will not be exclusive to the CCCA/PSA funded staff. As CCCA/PSA funding makes up 15% of the agency’s budget, the applicant is seeking CCCA/PSA funding for 15% of the scanner/copier. \$5,000 (total cost) x 15% = \$750.

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 CCCA/PSA program participants and documents needed for CCCA/PSA programming. 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*
- Cell phones for grant funded staff*
- Leases for or purchasing printers, under \$5,000*
- Computers 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.

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

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

Supplies and Other Expenses Form Instructions	
Indicate if supplies and other expenses are included in the budget – “Yes” or “No.”	If “Yes,” complete the remainder of the form.
Description (maximum of 500 characters)	Select the supply or item being requested. Under “Description,” include: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • A description of the organization or association • The membership rate
Justification (maximum of 500 characters)	Under “Justification,” include: <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 • An explanation as to why it must be replaced

	<ul style="list-style-type: none"> • For membership fees, include the following: <ul style="list-style-type: none"> ○ The benefits the applicant will receive from the membership ○ Why the membership is needed to meet the grant goals
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Example 1:

Description

Applicant is seeking funding to purchase a laptop computer for CCCA/PSA funded Probation Officer, John Doe. The laptop identified for purchase costs \$900. The laptop includes the programming and security features needed, including anti-virus protection software. John is funded by the CCCA/PSA grant at 80% to serve probation clients. Therefore, we have prorated this request to 80%. $\$900 \text{ (total cost)} \times 80\% = \720 .

Justification

The laptop computer will give John the ability to provide individualized support services and care coordination, provide referrals, and assist CCCA/PSA program participants. John’s current laptop is five years old and no longer able to function appropriately. Similar items cost \$700-1200. This is at the mid/lower end of that range and is approved by our IT department.

Example 2:

Description

Applicant is seeking funding for consumable office supplies to support the CCCA/PSA program. Based on prior year expenditures, we anticipate a consistent monthly need for essential items such as printer paper, pens, folders, toner, notepads, and mailing materials. The average monthly cost for the agency is \$450 per month. The CCCA/PSA program makes up 80% of our total operating budget, as the supplies are not used exclusively for the CCCA/PSA project, we are requesting a prorated amount. $\$450/\text{month} \times 12 \text{ months} = \$5,400 \times 80\% = \$4,320$ or \$360 per month.

Justification

Office supplies are necessary to support the administrative and operational functions of the CCCA/PSA program. These supplies are critical for maintaining accurate documentation, preparing required reports, and facilitating communication with stakeholders and program partners.

- 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 may not exceed 1% of the total grant award.

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

performance.

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

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

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.
Item Description	Provide a brief justification.
Determine Indirect Cost Amount	Indirect costs may not exceed 1% of the total grant award.
DCJS Funds	Enter the total allowable amount of indirect costs (or less if needed elsewhere in the budget) under state funds.

Attachments in OGMS

Upload the following attachments in OGMS, if required.		
	When is it required?	Details
Letter authorizing grant certification and grant application submission	If someone other than the Project Administrator completes the OGMS	Provide documentation from the Project Administrator authorizing a specific individual

	<p>certifications and application submission, a document granting permission to enter the Project Administrator’s name is required.</p>	<p>to enter the Project Administrator’s name as the electronic signature in OGMS.</p> <p>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.</p> <p>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.</p>
Job Descriptions	<p>Applicants seeking funding under “Personnel” must attach job descriptions for each new staff for which they are requesting funding.</p>	<p>Position titles on the job descriptions must correspond to the Personnel form.</p>
Community Criminal Justice Board (CCJB)	<p>All applicants must provide the following documentation to ensure compliance with the community criminal justice boards statues § 9.1-178 and § 9.1-180.</p>	<p>Official name of the CCJB</p> <p>CCJB member list including</p> <ul style="list-style-type: none"> • Member name • Title and agency • Agency contact information • Statutory role • Board role • Date appointed <p>CCJB by-laws.</p>
Consultant Rate Justification Form	<p>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)).</p>	<p>Applicants must complete the Consultant Rate Justification Form and upload the attachment.</p>

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.

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
Non-Supplantation	All applicants must complete this form.	It must be signed by the Project Administrator or their designee.
Authority Certification	All applicants must complete this form.	It must be signed by the Project Administrator or their designee.

Fund Request and Grant Reporting Requirements

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.
- Grantees will only be reimbursed for costs that have been incurred within the grant period, and which are reported on the Detail of Expenditures (financial report).
- Grant funds, including matching funds, may only be expended and or obligated during the grant period.

- A final claim for all obligations must be submitted within 45 days after the end of the grant period unless the 4th quarter claim is marked final by the grantee.
- 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.

All grant recipients are required to complete financial reports by the 30th of the month after the close of each quarter. If that date falls on a weekend or state-recognized holiday, the reports are due the next business day.

Projected Financial Report Due Dates for State Fiscal Year 2027

Reporting Period	Report Due Date
1 st Quarter, July – Sept.	October 30
2 nd Quarter, Oct. – Dec.	January 30
3 rd Quarter, Jan. – March	April 30
4 th Quarter, April – June	July 30

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 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 Status Report Due Dates for State Fiscal Year 2027

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

Submit Application

Submit application with required attachments through OGMS by **April 20, 2026, at 12:00pm**. 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 stacy.davis@dcjs.virginia.gov or chrissy.smith@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.

Attachment A

SFY2027 Allowable Budget Request Maximum Amounts

Locality	State General Funds
Accomack, County	\$343,438
Albemarle, County	\$1,191,697
Alexandria, City	\$558,672
Arlington, County	\$496,087
Chesapeake, City	\$680,061
Chesterfield, County	\$1,535,339
Culpeper, County	\$551,941
Fairfax, County	\$885,367
Fauquier, County	\$622,712
Frederick, County	\$1,104,022
Fredericksburg, City	\$1,295,021
Gloucester, County	\$466,750
Greensville, County	\$454,687
Halifax, County	\$1,238,293
Hampton, City	\$2,300,001
Hanover, County	\$506,449
Henrico, County	\$1,579,463
James City, County	\$887,737
Loudoun, County	\$801,121
Lynchburg, City	\$869,961
Mecklenburg, County	\$493,318
Norfolk, City	\$1,350,493
Petersburg, City	\$576,728
Portsmouth, City	\$670,498
Prince Edward, County	\$825,517
Prince George, County	\$817,025
Prince William, County	\$1,281,494
Pulaski, County	\$1,067,192
Richmond, City	\$1,292,763
Rockingham, County	\$540,307
Salem, City	\$1,092,203
Staunton, City	\$1,074,982
Suffolk, City	\$278,563
Tazewell, County	\$177,610
Virginia Beach, City	\$1,397,775
Westmoreland, County	\$357,798
Wise, County	\$993,911
TOTAL	\$32,633,146

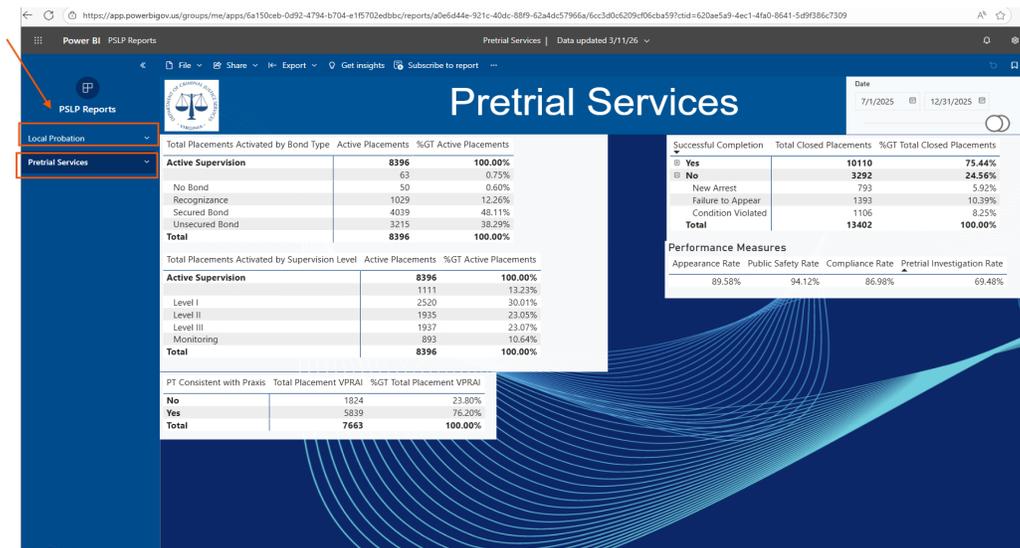
*These amounts do not include the 2% bonus or possible salary increases. Adjustments to the grant awards will be made once a final state budget is approved.

Attachment B

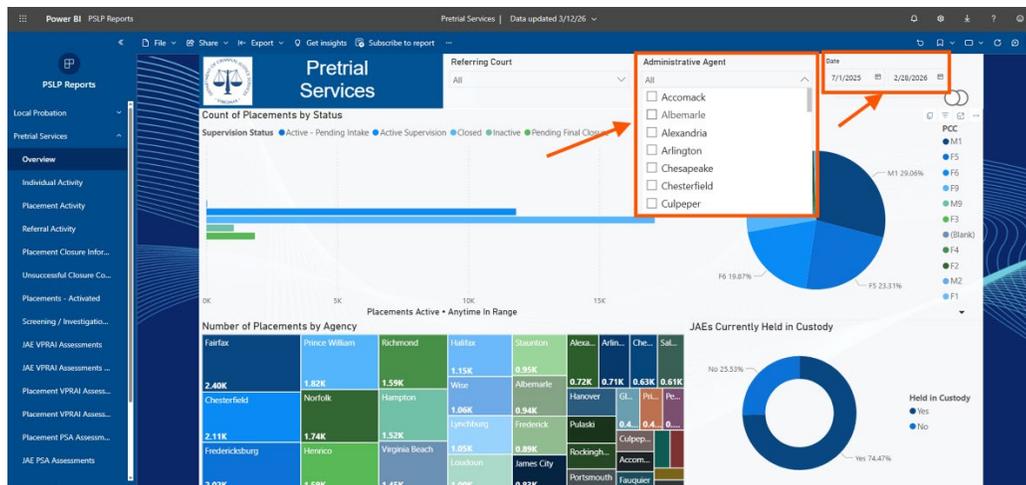
Pretrial Services and Probation Services Report Instructions

Pretrial Services Report

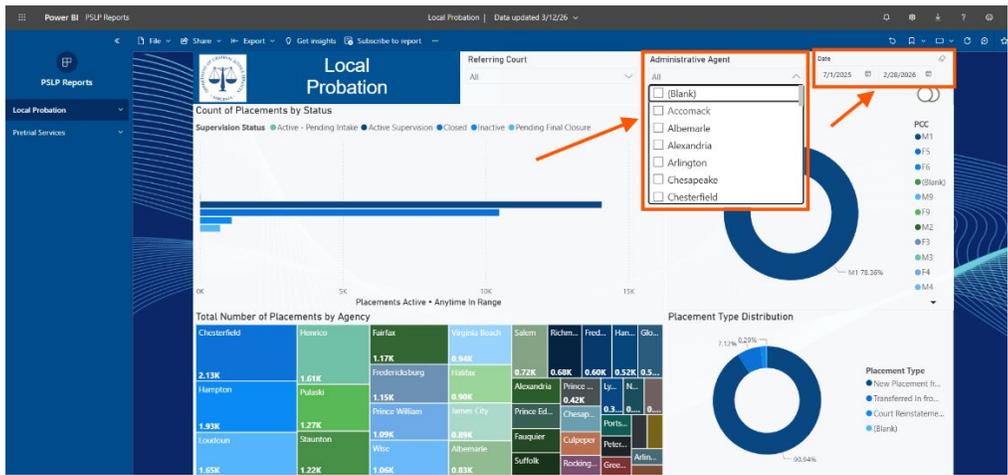
- To locate the pretrial target rates, access the Power BI platform (<https://app.powerbigov.us/groups/me/apps/6a150ceb-0d92-4794-b704-e1f5702edbbc/reports/7e621424-2aa4-40ef-9d9e-1651dac75b95/8f5228ef5badc0975edb?ctid=620ae5a9-4ec1-4fa0-8641-5d9f386c7309>).
- From the home screen, select the Pretrial Services tab.



- Select the Administrative Agent and enter the date range of 7/1/2025 – 2/28/2026.



- Select Administrative Agent and enter the date range 7/1/2025 – 2/28/2026.



- Select the Performance Measures tab

