



DCJS 2026 Unmanned Aircraft Trade and Replace Program

Guidelines and Application Procedures
January 1, 2026–December 31, 2026

**Application Due Date
October 24, 2025, 5:00 p.m.**

Late applications will not be accepted

Virginia Department of Criminal Justice Services
1100 Bank Street, Richmond, Virginia 23219
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I. Introduction

The Virginia Department of Criminal Justice Services (DCJS) has received a general fund appropriation to make available one-time grant funding to replace certain unmanned aircraft through the Unmanned Aircraft Trade and Replace Grant Program. Only local first responder agencies in Virginia are eligible for this grant program.

Consistent with Appropriation Act language, the unmanned aircraft being replaced through this program are those manufactured by countries designated as a foreign adversary in the *Code of Virginia § 55.1-507*, with unmanned aircraft manufactured or assembled by a country not covered by section 1822 of the National Defense Authorization Act (NDAA) of 2024. The countries listed in the NDAA as foreign adversaries are the People's Republic of China (including Hong Kong), Cuba, Iran, North Korea, the Russian Federation, and Venezuela. The unmanned aircraft eligible to be replaced by this grant program are only those used by Virginia first responder agencies, including local law enforcement agencies, local fire or ambulance service providers, and other local first responders. The terms "unmanned aircraft" and "drone" as used in the Unmanned Aircraft Trade and Replace Program are interchangeable.

II. Eligibility

Local law enforcement agencies, local fire or ambulance service providers, or other local first responders are eligible to apply for this grant. This grant program is available to replace only unmanned aircraft currently in use by eligible local Virginia first responder agencies, and purchase accessories or spare parts that support the functional capacity and the longevity of the drone.

As required by the Appropriations Act, grant funding is to be distributed geographically throughout Virginia. How funds are geographically distributed will depend on the applications received. Grant funding will be used to replace the unmanned drone aircraft only and cannot be used for training, software, maintenance agreements, local personnel, or other expenses not related to the unmanned aircraft itself.

Effective August 15, 2025, DCJS requires each applicant to have a Unique Entity Identifier (UEI) number. A Unique Entity Identifier (UEI) number is a 12-character alphanumeric identifier issued by the federal government through the System for Award Management ([SAM.gov](https://sam.gov)) that identifies businesses and other entities. DCJS requires a UEI for all grant applicants, regardless of whether they are applying for federal or state funds.

III. Grant Application Deadline

Applications must be submitted in the [DCJS Online Grants Management System \(OGMS\)](#) no later than 5:00 p.m. on October 24, 2025. The system will not allow you to apply after the application deadline. Allow time for any possible technical difficulties you may experience, since the application will not be accepted after the deadline. Instructions on how to register in OGMS are available online at the DCJS website. If grant funds remain after this funding opportunity, there will be additional funding rounds until all funds are obligated.

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IV. Amount Available

The amount appropriated for this one-time program is \$1,000,000. The maximum grant amount available per award is \$25,000. Applicants may request funding to replace multiple unmanned drone aircraft, provided the total replacement cost does not exceed \$25,000. The replacement cost for any single unmanned drone aircraft must not exceed \$25,000. Grant applications will be reviewed by DCJS staff and approved through the agency's normal grant approval process by the Criminal Justice Services Board (CJSB).

Requests from multiple first responder agencies in the same locality will be accepted. Based on the available funding and the maximum grant amount, no more than 40 grants will likely be awarded. In the event that multiple grant application rounds are required to fulfill this objective, priority shall be accorded to agencies that have not previously received funding under this program.

DCJS reserves the right to change program budgets based on allowable costs, justification of items, and available funding.

V. Grant Period

Grants will be awarded on a competitive basis for a one (1) year period from January 1, 2026, through December 31, 2026.

VI. Match Requirement

There is no local match required for this grant program.

VII. Program Requirements

- Funds are available to replace only unmanned aircraft (drones) that meet the replacement criteria and are currently in use by local first responder agencies in Virginia.
- Grant funds may only be used to purchase an equal number of drones that are in compliance with the replacement criteria.
- These funds **cannot be used to** fund training, software, local personnel, maintenance agreements, additional warranties, or other expenses beyond the unmanned aircraft itself. Accessories and spare parts that support the functional capacity and the longevity of the drone will be considered.
- The unmanned aircraft being replaced are those manufactured by countries designated as foreign adversaries, which include the People's Republic of China (including Hong Kong), Cuba, Iran, North Korea, the Russian Federation, and Venezuela.
- Disbursement of funds will occur on a cost-reimbursement basis for actual funds expended through a "claim" process. Actual expenditures must be incurred during the grant period and expensed in one lump sum. The documentation required to receive reimbursement is a paid invoice for the acquired unmanned aircraft, a Certificate of Acquisition, and a Certificate of Destruction. A claim for all obligations must be submitted within 45 days after the closing of the grant period. Claims and financial reports must be submitted through OGMS. **Advance payments are not allowed.**

VIII. Availability of Continuation Funding

This grant cannot be extended and will not be eligible for continuation funding.

IX. Disbursement of Funds Requirements

Requests for the disbursement of funds under this program must include documentation of a paid invoice, a signed Certificate of Acquisition, and a signed Certificate of Destruction. The certifications are required to ensure that the unmanned aircraft being purchased meets all requirements of the replacement program and that the out-of-compliance unmanned aircraft being replaced can no longer be used for its intended purpose.

- **Certificate of Acquisition:** This must be submitted with the claim request to certify that the unmanned aircraft being purchased with grant funds is in compliance with all requirements of this grant program. The form must be signed by the manufacturer or seller of the unmanned aircraft certifying that the unmanned aircraft being purchased meets both state and federal law related to the country where the unmanned aircraft was manufactured.
- **Certificate of Destruction:** This must be submitted with the claim request to certify that the unmanned aircraft being replaced has been rendered unusable for its intended purpose. The Certificate of Destruction must be signed by the chief executive of the first responder agency being awarded the grant, certifying the destruction of the unmanned aircraft being replaced.

X. Application Forms and Instructions

Each application **must be submitted using the [DCJS Online Grant Management System \(OGMS\)](#) using only the forms provided**. Emailed files or paper applications will not be accepted. All required fields must be completed to submit an application. Do not include any items not requested (e.g., letters of support, annual reports, publicity articles, etc.).

General Information: The OGMS Application Creation Wizard will assist you in completing the application's General Information form.

- **Step 1:** The Wizard requires an application title and a primary contact. The application title should include the first responder agency name and fiscal year.

The primary contact is the person who has the day-to-day responsibility for managing the grant. It is recommended that the Project Director (definition under Face Sheet on page 6) be listed as the primary contact. You will be able to add other persons to edit the application in step 3 or associate them later if the grant is awarded.

Once the information has been entered, click "Save Form" to enter Step 2.

- **Step 2:** Under this step, an Application ID will be assigned, and Program Area, Funding Opportunity, Application Stage, and Application Status will be auto-populated. Select the organization for which you will be submitting this application. Click "Save Form Information" to start Step 3.
- **Step 3:** Under "**Additional Applicants**," select any additional contacts within your organization that will also manage the grant and work on the application, to include the Project Administrator and Finance Officer (definitions under Face Sheet). Only individuals listed as applicants will have access to the application. Once you click "Save Form Information" on Step 3, you will have completed the General Information component of the application.

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After General Information has been finished, you can complete the application in any order or save it to return at another time.

Face Sheet: Required

- *Congressional District*: Select the Congressional District(s) that will benefit from the program. To select more than one, hold down the Ctrl key.
- *Best Practice*: This does not apply to this grant program.
- *Jurisdiction(s) Served*: Select all jurisdiction(s) served.
- *Program Title*: Include the name of the first responder agency.
- *Certified Crime Prevention Community*: Click the hyperlink on the form to see if your locality is certified.
- *Type of Application*: Choose "New."
- *Grant Number*: This does not apply to this grant program.
- *Performance Statement*: This does not apply to this grant program.
- *Community Setting*: Check the box(es) that best describe the applicant service area.
- *Brief Project Overview*: Provide a short description of the local first responder agency and include a description of the unmanned aircraft requested, including the manufacturer's name and model name/number. The description is provided to the Criminal Justice Services Board for review when making final award decisions.
- *Project Director*: List the person who will have the day-to-day responsibility for managing the project and provide all required contact information.
- *Project Administrator*: List the person who has the authority to formally commit the locality to complying with all the terms of the grant applications. This must be the county administrator; the city, county, or town manager; or the chief elected officer of the locality, such as the Mayor or Chairman of the Board of Supervisors.
 - Please note: If someone other than one of these officials has been delegated the authority to sign and provides their signature on the grant application, your organization must: (1) provide a letter, memorandum, or other document by which the signing authority was delegated on an official organization letterhead, (2) provide an effective date, (3) list of applicable grant numbers, (4) provide the contact information of the person being granted signatory authority, and (5) submit under "Attachments."
 - The received letter, memorandum, or other documents shall be in force throughout the project period as defined in the grant award terms and conditions.
 - A new letter is required for any newly issued DCJS grant and/or change in delegation of authority.
- *Finance Officer*: List the name of the person who will be responsible for the fiscal management of the funds and provide all required contact information.

Note: Appropriate internal controls necessitate that the Project Director, Project Administrator, and Finance Officer are different people. All three grant officials must be registered in OGMS and added to the application using the application's General Information form and selecting "Additional Contacts."

Eligibility Form: Required

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- Drone Replacement Eligibility: Please complete this section to confirm whether your agency qualifies for a drone replacement. Follow the prompts carefully:
 - Indicate if your agency currently owns any drones.
 - Specify the number of drones your agency currently owns.
 - Enter the number of drones you are requesting to replace.
 - Certify your agreement to destroy the currently owned drones, as required, by selecting "Yes" or "No."
 - "No."
 - Next, complete the Current Drone Identification List. Use the grid provided to enter the following details for each drone currently in operation within your agency:
 - Make
 - Model
 - Serial Number
 - Country of Manufacture
- Please ensure all information is accurate and complete for each drone.
- Finally, attach and upload proof of ownership for each drone listed. Acceptable documents include a purchase invoice or a photo of the drone clearly showing the serial number. Please ensure all uploaded files are clear and legible to verify ownership.

Budget: Required

- *Budget:* Click "Edit Grid" and enter your requested DCJS amount under the "State" column. Only equipment purchases are allowed under this grant program.

Equipment: To request funding for Equipment, you should answer "Yes" when asked, "Is Equipment being requested?"

- The equipment requested must be an unmanned aircraft intended to replace an existing one that no longer meets current state or federal requirements.
- **Equipment:** Click "Add Row."
- *Equipment Item:* List the item to be purchased.
- *Cost Per Item:* Enter the unit cost for the item to be purchased.
- *Total Number of Items/Monthly Rate:* Enter one for the one unmanned aircraft to be purchased.
- *Total Cost:* This figure will auto-calculate when you save the row.
- *Equipment Funding:* Break down the "Total Cost" under "State." The "Equipment Total" will auto-calculate when you save the row.

Equipment Description and Justification: Required

- *Equipment Item:* Choose the equipment item from the drop-down box.
- *Description of Costs:* Provide details of the unmanned aircraft being requested, including the make, model, manufacturer, and the drone's functionality.

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- **Justification for Costs:** Justify how replacing these unmanned aircraft will enhance your agency's operational capabilities and support public safety and homeland security objectives.
- **Comparability:** **Is the requested unmanned aircraft similar in function and abilities to the unmanned aircraft currently owned by the agency? Select "Yes" or "No."**

General Conditions and Assurances: All applicants must complete this form. It must be signed by the Project Administrator.

Lobbying and Debarment Form: All applicants must complete this form. It must be signed by the Project Administrator.

Authority Certification: This section is required under this grant program. If the person completing the application is not the Project Administrator, as defined above, information regarding the signing authority or the delegation of such authority should be submitted under *Attachments*.

XI. Reporting Requirements

All grants made under this program will be required to provide and retain documentation of purchase, payment, and destruction as advised by DCJS. Additional reporting requirements may be provided to document equipment compliance.

XII. Submitting the Application

Applications must be submitted in the DCJS Online Grants Management System (OGMS) no later than 5:00 p.m. on October 24, 2025. The system will not allow you to submit an application after the deadline, and, therefore, it will not be considered. Plan time for any possible technical difficulties you may experience, since the application will not be accepted after the deadline. Each application form in OGMS must be marked as complete before you can submit the application. If you receive an alert, you will need to review the form for any missing required information.

XIII. Technical Assistance

Please contact the following DCJS staff regarding your grant application:

- Carolyn Dellorso: email carolyn.dellorso@dcjs.virginia.gov or telephone (804) 845-1200
- Tracy Matthews: email tracy.matthews@dcjs.virginia.gov or telephone (804) 371-0635

For assistance with the OGMS system, email ogmssupport@dcjs.virginia.gov and include the grant program in the subject line. This should be used for general system questions and not grant application-specific inquiries.

A copy of this solicitation is available on OGMS and the DCJS website.

For additional resources, refer to the Attachments and Website Links under the Funding Opportunity.

XIV. Grant Application Review Process

This is a competitive grant application process. Applications will be reviewed and evaluated based on their adherence to these grant guidelines and the clarity, substance, and strength of the funding request.

Based on applications we receive for this program we will recommend grant awards be distributed geographically throughout Virginia as required by the Appropriations Act for this grant program.

The Grants Committee of the Criminal Justice Services Board (CJSB) will review brief project overviews and summaries of staff evaluations of applications. The Grants Committee will then make funding recommendations to the full CJSB, who will make final grant award decisions at its meeting in December 2025. Funding decisions made by the CJSB are final and may not be appealed.

XV. Grant Submission Advisory

Please read all grant guidance carefully. Due to limited funding, the following technical errors in grant preparation and/or submission will likely result in your grant application not being considered for funding:

- Failure to provide all requested grant components.
- Failure to designate the correct official as the Program Administrator.
- Exceeding the budget limits established under this funding opportunity (see IV. Amount Available).
- Requesting state funding for unallowable items.
- Failure to submit your grant application in OGMS and by the deadline (5:00 pm on October 24, 2025).