

GRANT SPECIAL CONDITIONS  
REPORTING REQUIREMENTS AND  
PROJECTED DUE DATES



**FY 2027 Court Appointed Special Advocate (CASA)  
Grant Program**  
**Funding Opportunity #569285**

Virginia Department of Criminal Justice Services (DCJS)  
1100 Bank Street, 12<sup>th</sup> Floor  
Richmond, Virginia 23219

## Grant Special Conditions, Reporting Requirements and Project Due Date

Acceptance of this grant award by the subrecipient constitutes its agreement that it assumes full responsibility for the management of all aspects of the grant and the activities funded by the grant, including assuring proper fiscal management of and accounting for grant funds; assuring that personnel paid with grant funds are hired, supervised and evaluated in accordance with established employment and personnel policies; and assuring that all terms, conditions and assurances submitted with the grant application, and those issued with this award are complied with. Please note grant awards are contingent on the availability of funding.

By signing the Statement of Grant Award/Acceptance, the subrecipient agrees to:

- use the grant funds to carry out the activities described in the grant application, as modified by the terms and conditions attached to this award or by subsequent amendments approved by DCJS;
- comply with all relevant sections of the *Code of Virginia*
- adhere to the approved budget contained in this award and amendments made to it in accord with these terms and conditions; and,
- comply with all terms, conditions and assurances either attached to this award or submitted with the grant application.

### 1. National Environmental Act Compliance

This grant award provides funds from the Crime Victims Fund to enhance State Victim Assistance payments to eligible crime victims. Victims of Crime Act (VOCA) Assistance funds provide financial assistance to Federal and State victims of crime.

All recipients of funding under this award must assist the Office of Justice Programs (OJP) in complying with NEPA and other related federal environmental impact analyses requirements in the use of grant funds, whether the funds are used directly by the recipient or by a subrecipient or third party. Accordingly, prior to obligating funds for any of the activities specified below, the grantee must first ensure compliance with OJP NEPA procedures.

The specified activities requiring environmental analysis are:

- (1) New construction.
- (2) Any renovation or remodeling of a property located in an environmentally or historically sensitive area, including property (a) listed on or eligible for listing on the National Register of Historic Places, or (b) located within a 100-year flood plain, a wetland, or habitat for an endangered species.
- (3) A renovation that will change the basic prior use of a facility or significantly change its size
- (4) Research and technology whose anticipated and future application could be expected to have an effect on the environment.

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(5) Implementation of a program involving the use of chemicals (including the identification, seizure, or closure of clandestine methamphetamine laboratories).

Complying with NEPA may require the preparation of an Environmental Assessment and/or an Environmental Impact Statement, as directed by OJP. Further, for programs relating to methamphetamine laboratory operations, the preparation of a detailed Mitigation Plan will be required. Please be sure to carefully review the grant conditions on your award document, as it may contain more specific information about environmental compliance.

For more information about NEPA requirements, including which projects may qualify for categorical exclusions, and the preparation of an environmental review documents, please see <https://ceq.doe.gov/docs/get-involved/citizens-guide-to-nepa-2021.pdf>.

Questions about this determination may be directed to your grant monitor at DCJS.

### **2. Compliance with general appropriations-law restrictions on the use of federal funds (FFY 2024)**

The subrecipient at any tier, must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions that may be set out in applicable appropriations acts are indicated at <https://ojp.gov/funding/Explore/FY24AppropriationsRestrictions.htm>, and are incorporated by reference here.

Should a question arise as to whether a particular use of federal funds by a subrecipient would or might fall within the scope of an appropriations-law restriction, the subrecipient is to contact DCJS for guidance, and may not proceed without the express prior written approval of DCJS and OJP.

### **3. Applicability of Part 200 Uniform Requirements**

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by DOJ in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements") apply to this award.

For more information and resources on the Part 200 Uniform Requirements as they relate to OJP awards and subawards ("subgrants"), see the OJP website at: <https://ojp.gov/funding/Part200UniformRequirements.htm>.

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### 4. Record retention

Records pertinent to the award that the subrecipient at any tier must retain -- typically for a period of 3 years from the date of submission of the final expenditure report, unless a different retention period applies -- and to which the subrecipient at any tier must provide access, include performance measurement information, in addition to the financial records, supporting documents, statistical records, and other pertinent records indicated at 2 C.F.R. 200.334.

Subrecipients are required to maintain a file for each subaward (in hard copy or electronic format), outside of any DCJS owned grant management system. In addition to supporting financial and programmatic documentation required elsewhere in these conditions, the subaward file should include: approved grant application; signed statement of grant award (SOGA); approved encumbrances (if applicable); approved budget amendments (if applicable); approved status reports & claims inventory log of grant funded equipment and major supplies; grant related correspondence with DCJS; evidence of compliance with award conditions.

In the event that an award-related question arises from documents or other materials prepared or distributed by OJP that may appear to conflict with, or differ in some way from, the provisions of the Part 200 Uniform Requirements, the subrecipient is to contact DCJS promptly for clarification.

### 5. Management of grant funded equipment and major supplies

Subrecipients must use procedures for managing equipment and major supplies acquired in whole or in part under the subaward, until disposition takes place, that includes the following requirements: Property records, Inventory, Maintenance procedures, and a Control System. "Major Supplies" are defined as tangible property with per item cost of less than \$5,000, to include electronic devices, computers, and furniture. Consumable office supplies (pens, pencils, etc.) are not included in this definition. Detailed requirements for equipment management are listed in the [DOJ Financial Guide](#).

### 6. Access to grant records

The subrecipient at any tier, must authorize DCJS, Office for Victims of Crime (OVC) and/or the Office of the Chief Financial Officer (OCFO), and its representatives, access to and the right to examine all records, books, paper, or documents related to this VOCA grant, including state and local, or subrecipient provided match funds.

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### 7. Requirement to report actual or imminent breach of personally identifiable information (PII)

The subrecipient at any tier, must have written procedures in place to respond in the event of an actual or imminent "breach" (OMB M-17-12) if it -- 1) creates, collects, uses, processes, stores, maintains, disseminates, discloses, or disposes of "personally identifiable information (PII)" (2 CFR 200.79) within the scope of an OJP grant-funded program or activity, or 2) uses or operates a "Federal information system" (OMB Circular A-130). A breach results in the loss of control, compromise, unauthorized disclosure, unauthorized acquisition, or a similar occurrence where a person other than an authorized user accesses or potentially accesses personally identifiable information or an authorized user accesses or potentially accesses such information for other than authorized purposes. Personally Identifiable Information (PII) means information that can be used to distinguish or trace an individual's identity, either alone or when combined with other personal or identifying information that is linked or linkable to a specific individual, regardless of the information source. ([2 CFR 200.1](#) )

The subrecipient's breach procedures must include a requirement to report actual or imminent breach of PII to the DCJS Information Security Officer and grant monitor no later than 24 hours after an occurrence of an actual breach, or the detection of an imminent breach.

### 8. OJP Training Guiding Principles

Any training or training materials that the subrecipient at any tier -- develops or delivers with OJP award funds must adhere to the OJP Training Guiding Principles for Grantees and Subrecipients, available at <https://www.ojp.gov/funding/implement/training-guiding-principles-grantees-and-subgrantees>.

### 9. Effect of failure to address audit issues

The subrecipient understands and agrees that DCJS or the DOJ awarding agency may withhold award funds, or may impose other related requirements, if (as determined by DCJS or the DOJ awarding agency) the subrecipient does not satisfactorily and promptly address outstanding issues from audits required by the Part 200 Uniform Requirements (or by the terms of this award), or other outstanding issues that arise in connection with audits, investigations, or reviews of DOJ awards.

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### 10. Requirements of the award; remedies for non-compliance or for materially false statements

The conditions of this award are material requirements of the award. Compliance with any certifications or assurances submitted by or on behalf of the subrecipient that relate to conduct during the period of performance also is a material requirement of this award.

Limited Exceptions: In certain special circumstances, the U.S. Department of Justice ("DOJ") may determine that it will not enforce, or enforce only in part, one or more requirements otherwise applicable to the award. Any such exceptions regarding enforcement, including any such exceptions made during the period of performance, are (or will be during the period of performance) set out through the Office of Justice Programs ("OJP") webpage entitled "Legal Notices: Special circumstances as to particular award conditions" ([www.ojp.gov/funding/Explore/LegalNotices-AwardReqts.htm](http://www.ojp.gov/funding/Explore/LegalNotices-AwardReqts.htm)), and incorporated by reference into the award.

By signing and accepting this award on behalf of the subrecipient, the authorized subrecipient official accepts all material requirements of the award, and specifically adopts, as if personally executed by the authorized subrecipient official, all assurances or certifications submitted by or on behalf of the subrecipient that relate to conduct during the period of performance.

Failure to comply with any one or more of these award requirements -- whether a condition set out in full below, a condition incorporated by reference below, or a certification or assurance related to conduct during the award period -- may result in the Office of Justice Programs (OJP) or the Department of Criminal Justice Services (DCJS) taking appropriate action with respect to the subrecipient and the award. Among other things, the OJP and DCJS may withhold award funds, disallow costs, or suspend or terminate the award. The Department of Justice ("DOJ"), including OJP, also may take other legal action as appropriate.

Any materially false, fictitious, or fraudulent statement to the federal government related to this award (or concealment or omission of a material fact) may be the subject of criminal prosecution (including under 18 U.S.C. 1001 and/or 1621, and/or 34 U.S.C. 10271-10273), and also may lead to imposition of civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. 3729-3730 and 3801-3812).

Should any provision of a requirement of this award be held to be invalid or unenforceable by its terms, that provision shall first be applied with a limited construction so as to give it the maximum effect permitted by law. Should it be held, instead, that the provision is utterly invalid or -unenforceable, such provision shall be deemed severable from this award.

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### **11. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 38**

The subrecipient at any tier must comply with all applicable requirements of 28C.F.R. Part 38, specifically including any applicable requirements regarding written notice to program beneficiaries and prospective program beneficiaries.

Among other things, 28 C.F.R. Part 38 includes rules that prohibit specific forms of discrimination on the basis of religion, a religious belief, a refusal to hold a religious belief, or refusal to attend or participate in a religious practice. Part 38 also sets out rules and requirements that pertain to recipient and subrecipient ("subgrantee") organizations that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to recipients and subrecipients that are faith-based or religious organizations.

Subrecipients at any tier that provide social services under this award must give written notice to beneficiaries and prospective beneficiaries prior to the provision of services (if practicable) which shall include language substantially similar to the language in 28 CFR Part 38, Appendix C, sections (1) through (4). A sample written notice may be found at <https://www.ojp.gov/program/civil-rights-office/partnerships-faith-based-and-other-neighborhood-organizations>.

In certain instances, a faith-based or religious organization may be able to take religion into account when making hiring decisions, provided it satisfies certain requirements. For more information, please see <https://www.ojp.gov/funding/explore/legaloverview2024/civilrightsrequirements>.

### **12. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 42**

The subrecipient at any tier, must comply with all applicable requirements of 28 C.F.R. Part 42, specifically including 28 C.F.R. § 42.106(d), 28 C.F.R. § 42.405(c), and 28 C.F.R. § 42.505(f), which contain notice requirements that covered recipients must follow regarding the dissemination of information regarding federal nondiscrimination requirements.

More details on this requirement can be obtained on the Office of Civil Rights website: <https://www.ojp.gov/program/civil-rights-office/home>.

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### **13. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 54**

The subrecipient at any tier must comply with all applicable requirements of [28 C.F.R. Part 54](#), which relates to nondiscrimination on the basis of sex in certain "education programs."

Among other items, 28 C.F.R. § 54.140 contains notice requirements that covered recipients must follow regarding the dissemination of information regarding federal nondiscrimination requirements.

More details on this requirement can be obtained on the Code of Federal Regulations website: [eCFR :: 28 CFR Part 54 -- Nondiscrimination on the Basis of Sex in Education Programs or Activities Receiving Federal Financial Assistance](#).

### **14. Compliance with 41 U.S.C. 4712 (including prohibitions on reprisal; notice to employees)**

The subrecipient at any tier, must comply with, and is subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable provisions that prohibit, under specified circumstances, discrimination against an employee as reprisal for the employee's disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant.

The subrecipient also must inform its employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712.

Should a question arise as to the applicability of the provisions of 41 U.S.C. 4712 to this award, the subrecipient is to contact DCJS for guidance.

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### **15. Compliance with applicable rules regarding approval, planning, and reporting of conferences, meetings, trainings, and other events**

The subrecipient at any tier must comply with all applicable laws, regulations, policies, and official DOJ guidance (including specific cost limits, prior approval, and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (as that term is defined by DOJ), including the provision of food and/or beverages at such conferences, and costs of attendance at such conferences.

Information on the pertinent DOJ definition of conferences and the rules applicable to this award appears in the DOJ Grants Financial Guide (currently, as section 3.10 of "Postaward Requirements" in the "DOJ Grants Financial Guide").

### **16. Requirement for data on performance and effectiveness under the award**

The subrecipient must collect and maintain data that measures the performance and effectiveness of work under this award. The data must be provided to DCJS as specified by DCJS in the program solicitation or other applicable written guidance. Data collection supports compliance with the Government Performance and Results Act (GPRA) and the GPRA Modernization Act of 2010, and other applicable laws.

### **17. Requirements related to "de minimis" indirect cost rate**

A subrecipient that is eligible under the Part 200 Uniform Requirements and other applicable law to use the "de minimis" indirect cost rate described in 2 C.F.R. 200.414(f), and that elects to use the "de minimis" indirect cost rate, must advise DCJS in writing of both its eligibility and its election, and must comply with all associated requirements in the Part 200 Uniform Requirements. The "de minimis" rate may be applied only to modified total direct costs (MTDC) as defined by the Part 200 Uniform Requirements.

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### 18. Determination of suitability to interact with participating minors

SCOPE. This condition applies to this award if it is indicated -- in the application for the award (as approved by DOJ)(or in the application for any subaward, at any tier), the DOJ funding announcement (solicitation), or an associated federal statute -- that a purpose of some or all of the activities to be carried out under the award (whether by the subrecipient at any tier) is to benefit a set of individuals under 18 years of age.

The subrecipient at any tier, must make determinations of suitability before certain individuals may interact with participating minors. This requirement applies regardless of an individual's employment status. Written determinations must be maintained onsite and made available to DCJS upon request. Results of criminal history searches are to be maintained onsite and not sent to the awarding agency.

The details of this requirement are posted on the OJP web site at: <https://ojp.gov/funding/Explore/Interact-Minors.htm> (Award condition: Determination of suitability required, in advance, for certain individuals who may interact with participating minors), and are incorporated by reference here.

### 19. Compliance with DOJ Grants Financial Guide

References to the DOJ Grants Financial Guide are to the DOJ Grants Financial Guide as posted on the OJP website (currently, the "DOJ Grants Financial Guide" available at <https://www.ojp.gov/funding/financialguidedojo/overview> ) including any updated version that may be posted during the period of performance. The subrecipient at any tier agrees to comply with the DOJ Grants Financial Guide.

### 20. Encouragement of policies to ban text messaging while driving

Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), DOJ encourages subrecipients to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this award, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

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### 21. Potential imposition of additional requirements

The subrecipient agrees to comply with any additional requirements that may be imposed by the DOJ and DCJS during the period of performance for this award if the subrecipient is designated as "high-risk".

The subrecipient understands that it may be subject to additional financial and programmatic on-site monitoring, which may be on short notice, and agrees that it will cooperate with any such monitoring.

### 22. Employment eligibility verification for hiring under the award

1. The subrecipient at any tier must--

A. Ensure that, as part of the hiring process for any position within the United States that is or will be funded (in whole or in part) with award funds, the subrecipient properly verifies the employment eligibility of the individual who is being hired, consistent with the provisions of 8 U.S.C. 1324a(a)(1) and (2).

B. Notify all persons associated with the subrecipient who are or will be involved in activities under this award of both—

(1) this award requirement for verification of employment eligibility, and

(2) the associated provisions in 8 U.S.C. 1324a(a)(1) and (2) that, generally speaking, make it unlawful, in the United States, to hire (or recruit for employment) certain aliens.

C. Provide training (to the extent necessary) to those persons required by this condition to be notified of the award requirement for employment eligibility verification and of the associated provisions of 8 U.S.C. 1324a(a)(1) and (2).

D. As part of the recordkeeping for the award (including pursuant to the Part 200 Uniform Requirements), maintain records of all employment eligibility verifications pertinent to compliance with this award condition in accordance with Form I-9 record retention requirements, as well as records of all pertinent notifications and trainings.

2. Monitoring

The subrecipient's monitoring responsibilities include monitoring at any tier and compliance with this condition.

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### 3. Allowable costs

To the extent that such costs are not reimbursed under any other federal program, award funds may be obligated for the reasonable, necessary, and allocable costs (if any) of actions designed to ensure compliance with this condition.

### 4. Rules of construction

#### A. Staff involved in the hiring process

For purposes of this condition, persons "who are or will be involved in activities under this award" specifically includes (without limitation) any and all subrecipients officials or other staff who are or will be involved in the hiring process with respect to a position that is or will be funded (in whole or in part) with award funds.

#### B. Employment eligibility confirmation with E-Verify

For purposes of satisfying the requirement of this condition regarding verification of employment eligibility, the subrecipient at any tier may choose to participate in, and use, E-Verify ([www.e-verify.gov](http://www.e-verify.gov)), provided an appropriate person authorized to act on behalf of the subrecipient uses E-Verify (and follows the proper E-Verify procedures, including in the event of a "Tentative Nonconfirmation" or a "Final Nonconfirmation") to confirm employment eligibility for each hiring for a position in the United States that is or will be funded (in whole or in part) with award funds.

C. "United States" specifically includes the District of Columbia, Puerto Rico, Guam, the Virgin Islands of the United States, and the Commonwealth of the Northern Mariana Islands.

D. Nothing in this condition shall be understood to authorize or require any subrecipient at any tier, or any person or other entity, to violate any federal law, including any applicable civil rights or nondiscrimination law.

E. Nothing in this condition, including in paragraph 4.B., shall be understood to relieve any subrecipient at any tier, or any person or other entity, of any obligation otherwise imposed by law, including 8 U.S.C. 1324a(a)(1) and (2).

Questions about E-Verify should be directed to DHS. For more information about E-Verify visit the E-Verify website (<https://www.e-verify.gov/>) or email E-Verify at [E-Verify@dhs.gov](mailto:E-Verify@dhs.gov). E-Verify employer agents can email EVerify at: [E-VerifyEmployerAgent@dhs.gov](mailto:E-VerifyEmployerAgent@dhs.gov).

Questions about the meaning or scope of this condition should be directed to DCJS and OJP, before award acceptance.

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### 23. Restrictions and certifications regarding non-disclosure agreements and related matters

No subrecipient under this award, or entity that receives a procurement contract or subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

The foregoing is not intended and shall not be understood by the agency making this award, to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.

1. In accepting this award, the subrecipient--

a. represents that it neither requires nor has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

b. certifies that, if it learns or is notified that it is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

2. If the subrecipient does or is authorized under this award to make subawards ("subgrants"), procurement contracts, or both--

a. it represents that--

(1) it has determined that no other entity that the subrecipient's application proposes may or will receive award funds (whether through a subaward ("subgrant"), procurement contract, or subcontract under a procurement contract) either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

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(2) it has made appropriate inquiry, or otherwise has an adequate factual basis, to support this representation; and

b. it certifies that, if it learns or is notified that any subrecipient, contractor, or subcontractor entity that receives funds under this award is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds to or by that entity, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

### **24. Reclassification of various statutory provisions to a new Title 34 of the United States Code**

On September 1, 2017, various statutory provisions previously codified elsewhere in the U.S. Code were editorially reclassified to a new Title 34, entitled "Crime Control and Law Enforcement." The reclassification encompassed a number of statutory provisions pertinent to OJP awards (that is, OJP grants and cooperative agreements), including many provisions previously codified in Title 42 of the U.S. Code.

Effective as of September 1, 2017, any reference in this award document to a statutory provision that has been reclassified to the new Title 34 of the U.S. Code is to be read as a reference to that statutory provision as reclassified to Title 34. This rule of construction specifically includes references set out in award conditions, references set out in material incorporated by reference through award conditions, and references set out in other award requirements.

### **25. All subawards ("subgrants") must have specific federal authorization**

The subrecipient at any tier, must comply with all applicable requirements for authorization of any subaward. This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a "subaward" (and therefore does not consider a procurement "contract").

The details of the requirement for authorization of any subaward are posted on the OJP web site at <https://ojp.gov/funding/Explore/SubawardAuthorization.htm> (Award condition: All subawards ("subgrants") must have specific federal authorization), and are incorporated by reference here.

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### **26. Requirements related to System for Award Management and Universal Identifier Requirements**

The subrecipient must comply with applicable requirements regarding the System for Award Management (SAM), currently accessible at <https://www.sam.gov/SAM/>. This includes applicable requirements regarding registration with SAM, as well as maintaining the currency of information in SAM.

The subrecipient must maintain a valid UEI number (a unique twelve alphanumeric characters used for identifying and keeping track of entities receiving federal funds). Subrecipients must be registered in SAM to receive an award and must maintain an active registration for the entire period of the award. A person or entity debarred or suspended is excluded from federal financial assistance and benefits under federal programs and activities.

If the search returns that any organization has an active exclusion record, DCJS will not award or permit any award at any level to any party which is debarred or suspended from participation in Federal assistance programs.

If the subrecipient is found to have exclusion after the grant has been awarded, encumbrances will be placed on all active awards. Stop payment will begin on any pending payment claims. Audits will begin to verify compliance of all awards. DCJS will pursue repayment of funds that were expended during the exclusion period. If the subrecipient fails to remit funds owed to DCJS, the funds will then be deemed uncollectible debt by DCJS. Uncollectible debt will be reported to the Virginia Department of Taxation Debt Set Off program, Office of the Attorney General and third-party collections. DCJS may add fees, fines and penalties to the original amount of the debt owed.

### **27. Restrictions on "lobbying"**

In general, as a matter of federal law, federal funds awarded by OJP may not be used by the subrecipient at any tier, either directly or indirectly, to support or oppose the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government. See 18 U.S.C. 1913. (There may be exceptions if an applicable federal statute specifically authorizes certain activities that otherwise would be barred by law.)

Another federal law generally prohibits federal funds awarded by OJP from being used by the subrecipient, to pay any person to influence (or attempt to influence) a federal agency, a Member of Congress, or Congress (or an official or employee of any of them) with respect to the awarding of a federal grant or cooperative agreement, subgrant, contract, subcontract, or loan, or with respect to actions such as renewing, extending, or modifying any such award. See 31 U.S.C. 1352.

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Certain exceptions to this law apply, including an exception that applies to Indian tribes and tribal organizations.

Should any question arise as to whether a particular use of federal funds by a subrecipient would or might fall within the scope of these prohibitions, the subrecipient is to contact DCJS for guidance, and may not proceed without the express prior written approval of DCJS and OJP.

### **28. Specific post-award approval required to use a noncompetitive approach in any procurement contract that would exceed \$350,000**

The subrecipient at any tier, must comply with all applicable requirements to obtain specific advance approval to use a noncompetitive approach in any procurement contract that would exceed the Simplified Acquisition Threshold (increased from \$250k to \$350k October 2025). This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a procurement "contract" (and therefore does not consider a subaward).

The details of the requirement for advance approval to use a noncompetitive approach in a procurement contract under an OJP award are posted on the OJP web site at <https://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm> (Award condition: Specific post-award approval required to use a noncompetitive approach in a procurement contract (if contract would exceed \$350,000)), and are incorporated by reference here.

For any real property project using an amount of award funds that is equal to or over four times the simplified acquisition threshold, the subrecipient is required to file a Notice of Federal Interest in the official real property records for the jurisdiction in which the improved or purchased property is located.

### **29. Requirements pertaining to prohibited conduct related to trafficking in persons (including reporting requirements and OJP authority to terminate award)**

The subrecipient at any tier must comply with all applicable requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of subrecipients, or individuals defined (for purposes of this condition) as "employees" of any subrecipient.

The details of the subrecipient's obligations related to prohibited conduct related to trafficking in persons are posted on the OJP web site at <https://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm> (Award condition: Prohibited conduct by subrecipients related to trafficking in persons (including reporting requirements and OJP authority to terminate award)), and are incorporated by reference here.

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### 30. Requirement to report potentially duplicative funding

If the subrecipient currently has other active awards of federal or state funds, or if the grantee receives any other award of federal or state funds during the period of performance for this award, or uses matching funds from other sources as part of the project budget, the subrecipient promptly must determine whether funds from any of those other federal or state awards or matching funds from other sources have been, are being, or are to be used (in whole or in part) for one or more of the identical cost items for which funds are provided under this award. If so, the subrecipient must promptly notify DCJS in writing of the potential duplication, and, if so, requested by DCJS, must seek a budget-modification or change-of-project-scope to eliminate any inappropriate duplication of funding.

### 31. Reporting Potential Fraud, Waste, and Abuse, and Similar Misconduct

The subrecipient must notify the DCJS Grant Monitor of any suspected fraud, waste, abuse, or misconduct involving or relating to funds under this award. Then the subrecipient at any tier, must promptly refer to the DOJ Office of the Inspector General (OIG) any credible evidence that a principal, employee, agent, subrecipient, contractor, subcontractor, or other person has, in connection with funds under this award -- (1) submitted a claim that violates the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct.

Potential fraud, waste, abuse, or misconduct involving or relating to funds under this award should be reported to the OIG by--

(1) online submission accessible via the OIG webpage at <https://oig.justice.gov/hotline/contact-grants.htm> (select "Submit Report Online");

(2) mail directed to: U.S. Department of Justice, Office of the Inspector General, Investigations Division, ATTN: Grantee Reporting, 950 Pennsylvania Ave., NW, Washington, DC 20530; and/or

(3) by facsimile directed to the DOJ OIG Investigations Division (Attn: Grantee Reporting) at (202) 616-9881 (fax).

Additional information is available from the DOJ OIG website at <https://oig.justice.gov/hotline>.

## Grant Special Conditions, Reporting Requirements and Project Due Date

### 32. VOCA Requirements

DCJS assures that the State and its subrecipients at any tier will comply with the conditions of the Victims of Crime Act (VOCA) of 1984, sections 1404(a)(2), and 1404(b)(1) and (2), 34 U.S.C. 20103(a)(2) and (b)(1) and (2) (and the applicable program guidelines and regulations), as required. Specifically, the State certifies that funds under this award will:

- a) be awarded only to eligible victim assistance organizations, 34 U.S.C. 20103(a)(2);
- b) not be used to supplant State and local public funds that would otherwise be available for crime victim assistance, 34 U.S.C. 20103(a)(2); or for administering the state victim assistance program, 34 U.S.C. 20110(h); and
- c) be allocated in accordance with program guidelines or regulations implementing 34 U.S.C. 20103(a)(2)(A) and 34 U.S.C. 20103(a)(2)(B) to, at a minimum, assist victims in the following categories: sexual assault, child abuse, domestic violence, and underserved victims of violent crimes as identified by the State.

### 33. Confidentiality and information sharing

The subrecipients at any tier agree to comply with the confidentiality provisions of 34 U.S.C. § 12291(b)(2) and the [VOCA Rule](#), regarding nondisclosure of confidential or private information. This includes creating and maintaining documentation of compliance, such as policies and procedures for release of victim information.

### 34. Discrimination Findings

The subrecipient at any tier, assures that in the event that a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the ground of race, religion, national origin, sex, or disability against a recipient of victim assistance formula funds under this award, the subrecipient will forward a copy of the findings to the Office for Civil Rights of OJP and DCJS Civil Rights contact person.

## Grant Special Conditions, Reporting Requirements and Project Due Date

### **35. Subrecipient's integrity and performance matters: Requirement to report information on certain civil, criminal, and administrative proceedings to SAM and FAPIIS**

The subrecipient must comply with any and all applicable requirements regarding reporting of information on civil, criminal, and administrative proceedings connected with (or connected to the performance of) either this OJP award or any other grant, cooperative agreement, or procurement contract from the federal government. Under certain circumstances, subrecipients of OJP awards are required to report information about such proceedings, through the federal System for Award Management (known as "SAM"), to the designated federal integrity and performance system (currently, "FAPIIS").

The details of subrecipient obligations regarding the required reporting (and updating) of information on certain civil, criminal, and administrative proceedings to the federal designated integrity and performance system (currently, "FAPIIS") within SAM are posted on the OJP web site at <https://ojp.gov/funding/FAPIIS.htm> (Award condition: Recipient Integrity and Performance Matters, including Recipient Reporting to FAPIIS), and are incorporated by reference here.

### **36. Financial Management Systems**

All subrecipients are required to establish and maintain adequate accounting systems and financial records and to accurately account for funds awarded to them. They must have a financial management system in place that is able to record and report on the receipt, obligation, and expenditure of grant funds. When subawards are supported by more than one funding stream or source, the financial management system must track each funding source separately. Subrecipients must maintain adequate supporting documentation for all grant funded expenditures, including matching contributions and volunteer time. If the approved subaward budget includes salary and fringe benefit costs, payroll and timesheet records must be maintained by supporting funding source. Further information is available in the [DOJ Financial Guide](#)

### **37. Performance and Obligation Periods**

Grant funds, including state and local, or subrecipient provided match, may be expended and/or obligated during the grant award period of performance. The subrecipient may only charge to the award allowable costs incurred during this grant award period. All properly incurred obligations must be liquidated no later than 45 days after the end of the award period. No new obligations may be made during the liquidation period. The subrecipient agrees to mark the last financial report as final and return all received and unexpended grant funds to DCJS within 45 days of the end of the grant award period.

## Grant Special Conditions, Reporting Requirements and Project Due Date

### 38. Travel Policy

Subrecipients may follow their own established travel rates if they have an established travel policy. DCJS reserves the right to determine the reasonableness of an organization's travel policy. If the subrecipient does not have an established policy, then they must adhere to federal travel policy. DCJS allows reimbursement for actual reasonable expenses and meals according to per diem. Please refer to the following IRS website for the most current mileage rate: <https://www.irs.gov/tax-professionals/standard-mileage-rates>. Transportation costs for air and rail must be at coach rates.

### 39. Project Initiation

Within 60 days of the starting date of the grant, the subrecipient must initiate the project funded. If not, the subrecipient must report to DCJS, in writing, the steps taken to initiate the project, the reasons for the delay, and the expected starting date. If the project is not operational within 90 days of the start date, the subrecipient must obtain approval in writing from DCJS for a new implementation date or DCJS may cancel and terminate the project and redistribute the funds.

### 40. Contract Amendments

Contract/budget amendments must be submitted for review in the On-line Grants Management System (OGMS). These contract amendments include, but are not limited to, the following:

- Budget Amendment – Revision
- Budget Amendment – In Line Adjustment
- Change in Primary Contact/Additional Grantee Contacts
- Change in Grant Funded Staff
- Change in Authorized Official (Program Administrator, Finance Officer, Project Director)
- Change in Award Sponsorship
- Project Scope of Work Revision
- Reporting Extension
- Liquidation Period Extension
- Other

Check the OGMS Training Resources page, OGMS Training & Resources | Virginia Department of Criminal Justice Services, for instructions and/or contact your grant monitor for details regarding submitting contract amendments via OGMS.

## Grant Special Conditions, Reporting Requirements and Project Due Date

All grant funded activities and expenditures, including grant funded personnel time must align with the approved application and budget. No amendment to the approved budget may be made without the prior approval of DCJS. No more than two (2) budget amendments will be permitted during the grant period.

Budget Revision – Amendment requests, along with accompanying narrative, are to be submitted using the On-line Grants Management System (OGMS). The submission deadline for budget amendments is 45 days prior to the end of the grant period. The submission deadline for in-line adjustments is no more than two weeks prior to the end of the award period. Amendments that would result in a change to the purpose of the subaward also require a Project Scope of Work Revision.

Changes in grant funded staff and authorized officials must be submitted on the Change in Authorized Officials Form, signed by the project administrator or designee and attached to the contract amendment request in OGMS within 30 days of the change occurring. The Change in Authorized Official Form can be accessed here: <https://www.dcjs.virginia.gov/grants/forms>

### 41. Financial Audits

If the subrecipient is a local government or non-profit organization and expends \$1,000,000 or more in federal awards (from all sources) during its fiscal year, the grantee is required to submit the appropriate single or program specific audit in accordance with the provisions outlined in 2CFR Part 200 Subpart F. *Title 2 U.S. CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (“Uniform Guidance”)* requires DCJS to monitor subrecipients to which we pass-through Federal grant funding. This responsibility includes verifying that all subrecipients that meet the threshold for a Single-Audit, are audited in accordance with the Uniform Guidance requirements. At the end of the fiscal year, the grantee will receive the DCJS Subrecipient Single Audit Certification Form, by email. The subrecipient agrees to complete the form and return it to the Grant Compliance Monitor. Failure to remit this form to DCJS may result in encumbrances being placed on current awarded grants and may also impact future awarding decisions.

The subrecipient agrees to forward, to DCJS or to the Auditor of Public Accounts, a copy of the grantee’s scheduled financial statement audit for the fiscal year that covers the grant award period. Subrecipients must communicate in writing any known or suspected violations of law encountered during audits, including fraud, theft, embezzlement, forgery, or other serious irregularities.

## Grant Special Conditions, Reporting Requirements and Project Due Date

### 42. Procurement

The subrecipient agrees to provide for fair and open competition when procuring goods and services with award funds and to maintain documented procurement policies and procedures. Permission to make a sole source procurement requires the prior approval of DCJS. Any request for exemption to this regulation must be filed in writing.

### 43. Conflict of Interest

All subrecipients must have a written conflict of interest policy. The subrecipient certifies that it will disclose in writing any potential conflict of interest to DCJS in accordance with applicable federal awarding agency policy as required in [2 C.F.R. Part 200, Subpart E § 200.112](#).

### 44. Project Income

Any funds generated as a direct result of DCJS grant-funded projects are deemed project income. Project income must be reported to DCJS. Examples of project income might include service fees; client fees; usage or rental fees; sales of materials; and income received from sale of seized and forfeited assets (cash, personal or real property included). Project income may only be used for allowable program costs and must be spent prior to draw downs. See 2 C.F.R. § 200.305(b)(5). Project income should be reported quarterly by completing the Financial Report in OGMS.

### 45. Required Reports

The subrecipient agrees to submit, on or before scheduled due dates, such reports as required by DCJS. This includes filing required reports on grant funded activities using the On-line Grant Management Information System (OGMS). Failure to submit reports by the deadline dates may result in delay for reimbursement requests and/or cancellation of the subaward. Prior to submission, personally identifiable information (PII) must be redacted from all financial and programmatic reporting.

## Grant Special Conditions, Reporting Requirements and Project Due Date

### 46. Delegation of Responsibility

Any delegation of responsibility for carrying out grant-funded activities to any entity must be pursuant to a written memorandum of understanding by which the implementing organization agrees to comply with all applicable grant terms, conditions, and assurances. Further, any delegation of responsibility must be approved by DCJS. Any such delegation notwithstanding, the applicant acknowledges by its acceptance of the award its ultimate responsibility for compliance with all terms, conditions, and assurances of the grant award.

### 47. Demographic Data

The subrecipient will collect and maintain information on race, sex, national origin, age, and disability of victims receiving grant funded assistance, where such information is voluntarily furnished by the victim.

### 48. Publication Disclosure

The subrecipient at any tier agrees that all materials and publications (written, web-based, audio-visual, or any other format) resulting from subaward activities shall contain the following statement: "This project was supported by Subgrant No. \_\_\_\_\_ awarded by the Virginia Department of Criminal Justice Services for the Office for Victims of Crime, U.S. Department of Justice's. The opinions, findings, conclusions, and recommendations ex-pressed in this publication/program/exhibition are those of the author(s) and do not necessarily reflect the views of the state or the U.S. Department of Justice."

### 49. Performance Measurement Reporting

The subrecipient agrees to submit quarterly performance reports on the performance metrics identified by DCJS and OVC and in a manner required by DCJS and OVC. Subrecipients must have supporting documentation for all submitted performance data. This information on the activities supported by the award funding will assist in assessing the effects that VOCA Victim Assistance funds have had on services to crime victims within the jurisdiction. Supporting documentation must be maintained onsite and made available to DCJS upon request. For more information on the required performance metrics, refer to the applicable grant program guidelines.

## Grant Special Conditions, Reporting Requirements and Project Due Date

### 50. Program Guidelines

The subrecipient agrees to comply with the applicable Grant Program Guidelines and Attachments, available here and in OGMS, if any:

<https://www.dcjs.virginia.gov/grants>

Costs, including staff time, associated with the preparation of subpoenas cannot be supported with grant funds.

### 51. Compliance with restrictions on the use of federal funds--prohibited and controlled equipment under OJP awards

Consistent with Executive Order 14074, "Advancing Effective, Accountable Policing and Criminal Justice Practices to Enhance Public Trust and Public Safety," OJP has prohibited the use of federal funds under this award for purchases or transfers of specified equipment by law enforcement agencies. In addition, OJP and DCJS require the subrecipient, to put in place specified controls prior to using federal funds under this award to acquire or transfer any property identified on the "controlled equipment" list.

The details of the requirement are posted on the OJP web site at

<https://www.ojp.gov/funding/explore/prohibited-and-controlled-equipment> (Award condition: Compliance with restrictions on the use of federal funds--prohibited and controlled equipment under OJP awards) and are incorporated by reference here.

### 52. FFATA reporting: Subawards and executive compensation

DCJS must comply with applicable requirements to report first-tier subawards ("subgrants") of \$30,000 or more and, in certain circumstances, to report the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients (first-tier "subrecipients") of award funds. The details of recipient obligations, which derive from the Federal Funding Accountability and Transparency Act of 2006 (FFATA), are posted on the OJP web site at

<https://ojp.gov/funding/Explore/FFATA.htm> (Award condition: Reporting Subawards and Executive Compensation), and are incorporated by reference here.

This condition, including its reporting requirement, does not apply to-- (1) an award of less than \$30,000, or (2) an award made to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).

## Grant Special Conditions, Reporting Requirements and Project Due Date

### 53. Limited English Proficiency (LEP)

Subrecipients must ensure that Limited English Proficiency persons have meaningful access to the services under this program(s). National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI and the Safe Streets Act, subrecipients are required to take reasonable steps to ensure that LEP persons have meaningful access to their programs. Meaningful access may entail providing language assistance services, including oral and written translation when necessary. The U.S. Department of Justice has issued guidance for grantees to help them comply with Title VI requirements. The guidance document can be accessed on the Internet at [www.lep.gov](http://www.lep.gov) and "Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons" (67 Fed. Reg. 41455-41472) (<https://www.federalregister.gov/d/02-15207>) and is incorporated by reference here.

### 54. Equal Employment Opportunity Plan (EEOP)

As a recipient of Department of Justice funding, the subrecipient agrees to comply with the requirements regarding Equal Employment Opportunity Plans (EEOP). In certain cases, subgrant recipients must develop an EEOP and maintain it on site for DCJS review. Further guidance can be found at <https://www.ojp.gov/program/civil-rights-office/home>.

"An Equal Employment Opportunity (EEO) plan is a comprehensive document that analyzes a recipient's relevant labor market data, as well as the recipient's employment practices, to identify possible barriers to the participation of women and minorities in all levels of a recipient's workforce. Its purpose is to ensure the opportunity for full and equal participation of men and women in the workplace, regardless of race, color, or national origin. If you have questions please visit the EEOP FAQ page to determine what constitutes an EEO program or other related reporting requirements. If you still require assistance, please call the Office for Civil Rights at 202-616-1771 and leave a detailed message, or email [EEOPForms@usdoj.gov](mailto:EEOPForms@usdoj.gov).

### 55. Civil Rights Training Requirement

The subrecipient agrees to meet the civil rights training requirements through viewing the online training modules offered through the Office on Civil Rights at <https://ojp.gov/program/civil-rights/video-training-grantees/overview> or at another DCJS identified resource. All grant funded staff and authorized grant officials must review these training modules at least once per grant cycle and must view the civil rights overview, standard assurances modules, and the module on the obligations to provide services to limited English proficient (LEP) individuals. Further, the subrecipient must document completion of the training.

## Grant Special Conditions, Reporting Requirements and Project Due Date

### **56. Non-supplanting Requirement**

Funds made available through this award will not be used to replace federal, state or local funds that would, in the absence of this grant, be made available for the same purposes. Supplanting occurs when a non-federal entity reduces state or local funds for an activity, specifically because federal funds are available (or expected to be available) to fund that same activity. Please contact the Grant Monitor for questions or concerns regarding this condition.

### **57. Requirement to disclose whether recipient is designated "high risk" by a federal grant-making agency outside of DOJ**

If the subrecipient is designated "high risk" by a federal grant-making agency outside of DOJ, currently or at any time during the course of the period of performance under this award, the recipient must disclose that fact and certain related information to DCJS by email. For purposes of this disclosure, high risk includes any status under which a federal awarding agency provides additional oversight due to the recipient's past performance, or other programmatic or financial concerns with the recipient. The subrecipient's disclosure must include the following: 1. The federal awarding agency that currently designates the recipient high risk, 2. The date the recipient was designated high risk, 3. The high-risk point of contact at that federal awarding agency (name, phone number, and email address), and 4. The reasons for the high-risk status, as set out by the federal awarding agency.

### **58. Personnel Cost**

Grant funds may only be used for personnel costs and related benefits for individuals employed on the grant project. Payroll records must specify the grant program and funding sources, with clear identification by cost center or code. Charges for salaries, wages, and fringe benefits must accurately reflect the actual work performed by grant-funded staff during the project period and be supported by timesheets indicating actual hours worked. If a pay period extends beyond the project end date, you do not need to split the costs as long as the subrecipient is receiving a continuation grant. However, costs for salaries, benefits, or other related expenses cannot be charged to the grant after an individual leaves the grant program or outside the grant period.

## Grant Special Conditions, Reporting Requirements and Project Due Date

### 59. Legal Services for Aliens

Except as indicated in the following sentence, costs of providing legal services (that is, professional services of the kind lawfully provided only by individuals licensed to practice law) to any removable alien (see 8 U.S.C. § 1229a(e)(2)) or any alien otherwise unlawfully present in the United States are disallowed and may not be charged against the award.

Costs for legal services disallowed under the preceding sentence do not include costs for legal services—(1) to obtain protection orders for victims of crime (including associated or related orders (e.g., custody orders), arising from the victimization); (2) that are associated with or relate to actions under 18 U.S.C. ch. 77 (peonage, slavery, and trafficking in persons); (3) to obtain T-visas, U-visas, or “continued presence” immigration status (see, e.g., 8 U.S.C. § 1101(a)(15)(T) & (U); 22 U.S.C. § 7105(c)(3)); or (4) as to which such disallowance would contravene any express requirement of any law, or of any judicial ruling, governing or applicable to the award.

### 60. Idle Vacancies

As noted in the Grant Guidelines, the rental cost of space in privately or publicly owned buildings used for the benefit of the project is potentially allowable under this program, subject to the conditions stated in the DOJ Financial Guide.

A period of non-occupancy or inactivity at a grant funded site is considered an idle vacancy. The costs of idle vacancies are allowable provided that the capacity is reasonably anticipated to be necessary to carry out the purpose of the Federal award. See 2 C.F.R. 200.446 Idle facilities and idle capacity. However, it is unallowable for rental costs to be charged to the subaward for periods of non-occupancy, without authorization of DCJS.

In cases of idle vacancies that last less than 60 days, the rental costs in the approved subrecipient budget serve as the required DCJS authorization. For idle vacancies that exceed 60 days, subrecipients must seek written DCJS authorization, before charging such costs to the subaward. The request should include a justification for the vacancy and a timeline for occupancy or activity to resume.

## Grant Special Conditions, Reporting Requirements and Project Due Date

### 61. Payment Offset Notification

This is the reduction or withholding of a subrecipient payment to satisfy a delinquent debt owed to the Commonwealth of Virginia or the United States federal government. Grantees are advised if delinquent debts are owed to the Commonwealth of Virginia or the United States Government, The Virginia Department of Taxation or United States Department of Treasury could withhold or reduce (offset) your claim reimbursement to satisfy the debt.

The Virginia Department of Taxation (TAX) is responsible for administering the Set-Off Debt Collection Program. The Set-Off Debt Collection Program is a legal remedy for collecting delinquent debts owed to the Commonwealth of Virginia by withholding reimbursement claim payments. If your reimbursement is reduced to satisfy a Virginia unpaid debt, and you have any questions or disagree, please contact The Virginia Department of Taxation Collections at [804.367.8045](tel:804.367.8045).

The United States Department of Treasury (USDT) is responsible for administering the Treasury Offset Program (TOP). The Treasury Offset Program is a federal government-wide debt collection program that recovers delinquent debts owed to the United States federal government by withholding reimbursement claim payments. If a TOP offset is applied, the subrecipient will receive a letter via USPS mail, that identifies the TOP offset amount and the federal agency(ies) to which the debt was applied. The federal agency contact(s) information will be included in the letter.

Before the Virginia Department of Criminal Justice Services issues a reimbursement claim payment, the Commonwealth's Financial Accounting System checks to see if there are any overdue debt claims owed to state or federal agencies. If there is a pending claim, or multiple claims, The Virginia Department of Taxation or The United States Department of Treasury may withhold or reduce your reimbursement claim payment by the amount of the debt owed. There is the possibility that subrecipient payment can have both TAX and USDT offsets applied.

DCJS does not maintain records of debts that may be owed to other state or federal agencies. If you have already paid your debt in full, or you don't owe the debt for other reasons, the agency collecting the debt is responsible for returning any part of your payment that should not have been reduced.

To avoid disruption in funding, we strongly encourage all grantees to regularly verify their organization's status with respect to any outstanding debts owed to the Commonwealth of Virginia or the United States federal government.

## Grant Special Conditions, Reporting Requirements and Project Due Date

### 62. Suspension or Termination of Funding

DCJS may suspend (in whole or in part) or terminate funding, or impose another sanction on a grantee, for any of the following:

1. Failure to adhere to the standard terms and conditions or special conditions.
2. Failure to implement the project within 90 days of the start of the award period.
3. Implementing substantial program changes to the extent that the project is no longer aligned with the purpose of the funding.
4. Failure to submit reports (programmatic and/or financial) in a timely manner.
5. Failure to meet service objectives in the previous award period of performance.
6. Filing a false certification in this application or other report or document.

Failure to comply with any one or more of these award requirements -- whether a condition set out in full above, a condition incorporated by reference below, or a certification or assurance related to conduct during the award period -- may result in the DCJS taking appropriate action with respect to the grantee and the award. Among other things, DCJS may withhold award funds, disallow costs, or suspend or terminate the award. DCJS reserves the right to request the return of any funds disbursed to the grantee, including funds later determined to be unallowable, inadequately documented, unsupported, or otherwise inconsistent with federal, state or grant regulations.

### 63. State-General Funds Yearly Re-appropriation process

Please be advised that the State Fiscal Year closes on June 30. All State-General funds awarded through this program are subject to the re-appropriation process at fiscal year-end, which includes review and approval by the appropriate state agencies. Access to State-General funds for drawdown and reimbursement is restricted during this review period, which typically lasts several months. To avoid delays associated with re-appropriation, grantees may be asked to estimate projected costs and request any remaining State-General funds prior to June 30.

### 64. VOCA Rule Compliance

The subgrantee agrees to comply with the “Victims of Crime Act Victim Assistance Program Final Rule, 28 CFR 94, effective August 8, 2016”, available here:

<https://ecfr.io/Title-28/pt28.2.94#sp28.2.94.b>

### 65. Memberships

In accordance with VOCA guidelines, grant funds may support membership in no more than three appropriate organizations. Memberships must be in the name of the organization, not the individual.

## **Grant Special Conditions, Reporting Requirements and Project Due Date**

### **66. CASA Annual Reports**

The subgrantee must submit all CASA annual reports by August 15th.

### **67. Site Visit and Desk Audit Reports**

The subgrantee agrees to submit a response, if applicable, to completed site visit or desk audit reports within two weeks of receipt.

### **68. CASA Manager Database**

The subgrantee agrees to maintain CASA Manager Database subscription and to submit requested statistical reports using the CASA Manager Database.

### **69. VOCA funds for direct services to eligible victims of abuse and neglect**

The subgrantee shall use VOCA funds for direct services to eligible victims of abuse and neglect. Examples of eligible victim groups are:

- Children who have been identified by local departments of social services as victims of child abuse and neglect.
- Children who have been referred to local departments of social services as possible victims of child abuse and neglect are also eligible if the referral results in an investigation or family assessment (must be determined a valid complaint).
- Children identified by the court as a victim of abuse or neglect.

### **70. Additional “Action Item” encumbrances**

Any additional “action item” encumbrances related to your award will be listed online on the DCJS On-Line Grant Management System (OGMS) website under the menu item Grants > Encumbrances. The grantee must address these items before DCJS staff can approve a claim marked as “Submitted” and disburse funds. If an encumbrance is placed on a grant while claims are in “Awaiting Payment, Correcting, Editing or Submitted” status, the claims will be voided or withdrawn by DCJS staff. The subrecipient may resubmit claims that were withdrawn or voided once the encumbrance is resolved.

Unless otherwise stated, encumbrances must be met by the stated deadline in OGMS. If they remain unmet after this date, the grantee must report to DCJS, by letter, detailing the steps taken to achieve compliance, the reasons for non-compliance, and the expected date of compliance. DCJS may terminate grant funding based upon unexplained or unreasonable failure to substantially comply with encumbrances within reasonably specified time frames.

**REPORTING REQUIREMENTS AND PROJECTED DUE DATES**

Virginia Department of Criminal Justice Services  
1100 Bank Street, 12<sup>th</sup> Floor  
Richmond, Virginia 23219

**FY 2027 Court Appointed Special Advocate (CASA) Grant Program  
Funding Opportunity #569285**

**REPORTING REQUIREMENTS**

By accepting the accompanying grant award, you are agreeing to submit online quarterly financial reports and programmatic progress reports for this grant throughout the grant period, as well as final reports to close the grant. No eligible current subrecipient of funding will be considered for continuation funding if, as of the continuation application due date, any of the required financial and progress reports for the current grant are more than 30 days overdue. For good cause, submitted in writing by the grant subrecipient, DCJS may waive this provision.

To submit reports, requests, and to view your grant award, refer to the On-line Grants Management System (OGMS) at our website: [ogms.dcjs.virginia.gov](http://ogms.dcjs.virginia.gov). In order to use this web-based system, if you have not previously done so, you must register in OGMS.

- **FINANCIAL REPORTS & REIMBURSEMENTS (Claims)** – OGMS Detail of Expenditure/ Reimbursement forms are due within 15 days after the end of each calendar quarter. For all federal grant programs, a claim certification form must be signed by the finance officer and attached to each quarterly claim. Forms are due even if no expenditures occurred during the quarter. If the due date falls on a weekend or non-business day, the report is due on the next business day. For financial questions, contact Joseph Thompson at (804) 225-2782 or via email at [Joseph.thompson@dcjs.virginia.gov](mailto:Joseph.thompson@dcjs.virginia.gov)
- **PROGRESS (Status) REPORTS** for most grant programs are due within 15 days after the end of each calendar quarter and must be approved by your DCJS Grant Monitor. The subgrantee must submit all CASA annual reports by August 15th.
- **BUDGET (Contract) AMENDMENTS** may be submitted for consideration through OGMS. Please refer to “#40. Contract amendments”, above. Please review your Special Conditions carefully to determine the requirements and procedures for amending budgets. For contract amendment questions, contact your assigned Grant Monitor.

## Grant Special Conditions, Reporting Requirements and Project Due Date

- **REPORTING EXTENSION** - If there is any delay anticipated with the submission of status reports, financial reports, or contract amendments, a reporting extension must be submitted in OGMS on or before the due date.
- **GRANT CLOSEOUT:** The subrecipient has up to 45 days from the end of the award period to liquidate any unpaid obligations and submit a final financial report. The liquidation period exists to allow projects time to receive final invoices and make final payments -- no new obligations may be incurred during this period. Unclaimed funds will have the potential to be reappropriated by DCJS, 60 days from the end of the award period. The closeout financial reconciliations process can begin after the last claim is marked as 'Final Request – YES', even if the project end date has not arrived. Once the claims have been reconciled, any unexpended funds will be de-obligated from the award amount and subrecipient access to funds may not be available. Closeout questions should be directed to Joseph Thompson at (804) 225-2782 or via email at [Joseph.thompson@dcjs.virginia.gov](mailto:Joseph.thompson@dcjs.virginia.gov).

## Grant Special Conditions, Reporting Requirements and Project Due Date

### FINANCIAL REPORTING SCHEDULE

<b>Calendar Quarter Ending Dates</b>	<b>Report Due Dates</b>
<b>9/30/2026</b>	10/15/2026
<b>12/31/2026</b>	1/15/2027
<b>3/31/2027</b>	4/15/2027
<b>6/30/2027</b>	7/15/2027
<b>Final Claim (if necessary)</b>	8/15/2027

### PROJECT PROGRESS REPORTING SCHEDULE

<b>Calendar Quarter Ending Dates</b>	<b>Report Due Dates</b>
<b>9/30/2026</b>	10/15/2026
<b>12/31/2026</b>	1/15/2027
<b>3/31/2027</b>	4/15/2027
<b>6/30/2027</b>	7/15/2027

For technical assistance regarding OGMS, please e-mail:  
[ogmssupport@dcjs.virginia.gov](mailto:ogmssupport@dcjs.virginia.gov).

For grant related questions or requests, please contact your assigned DCJS Grant Monitor.