

GRANT SPECIAL CONDITIONS  
REPORTING REQUIREMENTS AND  
PROJECTED DUE DATES



**FY 2027 Virginia Sexual and Domestic Violence Victim Fund  
(VSDVVF) Grant Program Prosecution and Discretionary  
Applicants**

**Funding Opportunity # 564853**

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

Acceptance of this grant award by the grantee 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--those 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 grantee 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 § 9.1-116.1*
- 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. Performance and obligation periods**

Grant funds, may be expended and/or obligated during the grant award period of performance. Grantees 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 grantee agrees to submit a final financial report and return all received and unexpended grant funds to DCJS within 45 days of the end of the grant award period.

### **2. Financial management systems**

All grantees 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. Grantees must properly track the use of award funds and maintain adequate supporting documentation including maintaining proper documentation for all paid grant and match staff and volunteer time reported.

### **3. Access to grant records**

The grantee must authorize DCJS and the Virginia Auditor of Public Accounts (APA) access to, and the right to examine, all records, books, papers, or documents related to this grant.

#### **4. Documentation requirements**

The grantee agrees to, upon request, promptly provide financial or programmatic-related documentation related to this award, including documentation of expenditures and achievements.

#### **5. Additional monitoring requirements**

The grantee 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.

#### **6. Record retention and access**

Records pertinent to the award must be retained for a period of three (3) years from the date of submission of the final expenditure report. Grantees must provide access, including performance measurement information, in addition to the financial records, supporting documents, statistical records, and other pertinent records.

#### **7. Non-Supplanting requirement**

State appropriations are typically allocated for specific purposes. Therefore, funds made available through this award should 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. Please contact the Grant Monitor for questions or concerns regarding this condition.

#### **8. Travel policy**

Grantees 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 grantee does not have an established policy, then they must adhere to State 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.

## 9. Project initiation

Within 60 days of the starting date of the grant, the grantee must initiate the project funded. If not, the grantee 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 grantee must obtain approval in writing from DCJS for a new implementation date or DCJS may cancel and terminate the project and redistribute the funds.

## 10. Contract amendments

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

- Budget Amendment – Revision
- Budget Amendment – In Line Adjustment
- Change in Grant Funded Staff
- Change in Authorized Official
- Change in Award Sponsorship
- Project Scope of Work Revision
- Reporting Extension
- Liquidation Period Extension
- Other

Check with your grant monitor for details regarding submitting contract amendments via OGMS. Guidelines are available at [OGMS Contract Amendment.pdf](#).

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. Changes in grant funded staff and authorized officials must be made in a contract amendment within 30 days of the change occurring.

## 11. Financial audits

If the subgrantee 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 subgrantees to which we pass-through Federal grant funding. This responsibility includes verifying that all subgrantees 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 subgrantee 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 subgrantee agrees to forward, to DCJS or to the Auditor of Public Accounts, a copy of the subgrantee’s scheduled financial statement audit for the fiscal year that covers the grant award period. Subgrantees must communicate in writing any known or suspected violations of law encountered during audits, including fraud, theft, embezzlement, forgery, or other serious irregularities.

## 12. Project income

Any funds generated as a direct result of DCJS grant-funded projects are deemed project income. Program income earnings and expenditures both must be reported quarterly 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).

## 13. Required reports

The grantee agrees to submit, on or before scheduled due dates, such reports as required by DCJS. This includes filing required reports using the On-line Grants Management Information System (OGMS). Failure to submit reports by the deadline dates may result in delay for reimbursement requests and/or cancellation of the award.

#### **14. Delegation of responsibility**

Any delegation of responsibility for carrying out grant-funded activities to an office or department not a part of the local government must be pursuant to a written memorandum of understanding by which the implementing office or department agrees to comply with all applicable grant terms, conditions and assurances. 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.

#### **15. Procurement**

All purchases for goods and services must comply with local established written procurement policies. If a grantee does not have an established written policy, then they must adhere to the Virginia Public Procurement Act:

<https://dgs.virginia.gov/procurement/policy-consulting--review/policy/>.

Procurement transactions, whether negotiated or advertised and without regard to dollar value, shall be conducted in a manner to provide maximum open and free competition.

Any exemption to this regulation requires the prior approval of DCJS and is only given in unusual circumstances. Any request for exemption must be submitted in writing to DCJS.

#### **16. Nondiscrimination under state grants and programs**

No person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination on the basis of race, color, religion, national origin, sex, pregnancy, childbirth or related medical conditions, age, marital status, sexual orientation, gender identity, disability, or status as a veteran under any program or activity receiving state financial assistance or under any program or activity conducted by or on behalf of any state agency.

The formal grant awards that DCJS enters into with all recipients require compliance with all applicable federal, state, and local laws, regulations, executive orders and ordinances related to expenditure of the grant money and the activities financed with the grant money.

## **17. Program Guidelines**

The grantee agrees to comply with the applicable Grant Program Guidelines and Attachments.

These guidelines include the restrictions that 1) Grant funds may not be used to support programs for perpetrators. 2) Indirect costs are not allowed under this grant program. 3) Funds may not be used for the purchase of equipment for discretionary and prosecution grantees 4) Funds may not be used to support the cost of supplies and other operating expenses unless otherwise noted.

## **18. 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. If a pay period extends beyond the project end date, you do not need to split the costs as long as the subgrantee 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.

## **19. Consultants**

The subgrantee acknowledges that consultants paid with award funds generally may not be paid at a rate in excess of \$81.25 per hour, not to exceed \$650 per day. To exceed this specified maximum rate, subgrantees must submit to DCJS a detailed justification and have such justification approved by DCJS, prior to obligation or expenditure of such funds. Issuance of this award or approval of the award budget alone does not indicate approval of any consultant rate in excess of \$81.25 per hour, not to exceed \$650 per day. Although prior approval is not required for consultant rates below this specified maximum rate, subgrantees are required to maintain documentation to support all daily or hourly consultant rates.

## **20. 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.

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.

## **21. Duplicative Funding**

If the subgrantee 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 subgrantee 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 subgrantee 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.

## **22. Remedies for non-compliance of award requirements**

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 Department of Criminal Justice Services (DCJS) taking appropriate action with respect to the subgrantee and the award. Among other things, DCJS may withhold award funds, disallow costs, or suspend or terminate the award.

### **23. Employment Eligibility Verification**

The subgrantee is required to properly verify the identity and employment eligibility of all individuals that will be funded (in whole or in part) with these award funds. For the purpose of satisfying the requirement of this condition a subgrantee must use Form I-9 Employment Eligibility Verification process, more information can be found at <https://www.uscis.gov/i-9> . As part of the recordkeeping for the award, the subgrantee must maintain records of all employment eligibility verifications pertinent to compliance with this award condition in accordance with Form I-9 record retention requirements. For any questions about this condition please contact your grant monitor.

### **24. Reporting potential fraud, waste abuse and similar misconduct**

The subgrantee must notify the DCJS Grant Monitor of any suspected fraud, waste, abuse, or misconduct involving or relating to funds under this award.

### **25. 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. Project income should be reported quarterly by completing the Financial Report in OGMS.

### **26. Payment Offset Notification**

This is the reduction or withholding of a subgrantee 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.

The United States Department of Treasury (USDT) is responsible for administering the Treasury Offset Program (TOP). The Treasury Offset Program is a federal

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

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 subgrantee 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 subgrantee 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.

### **27. 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.

## **28. 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 subgrantee 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

**FY27 Virginia Sexual and Domestic Violence Victim Fund  
(VSDVVF) Grant Program Prosecution and Discretionary  
Funding Opportunity# 564853**

### **REPORTING REQUIREMENTS**

By accepting the accompanying grant award, you are agreeing to submit online quarterly financial reports and related required programmatic narrative reports for this grant throughout the grant period, as well as any required final reports to close the grant. No eligible current recipient 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 recipient, 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: <https://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)** – On-line Grants Management System (OGMS) Detail of Expenditure/ Reimbursement forms are due within 15 days after the end of each calendar quarter. Claim reports 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. Guidelines are available at: [OGMS Instructions for Submitting a Claim](#)

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. For status report questions, contact your assigned Grant Monitor. Guidelines are available at: [Submitting a Status Report in OGMS](#)
- **BUDGET (Contract) AMENDMENTS** may be submitted for consideration through OGMS. Please refer to “#10. 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

- **GRANT CLOSEOUT:** The subgrantee 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 subgrantee 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).

### FY27 Virginia Sexual and Domestic Violence Victim Fund (VSDVVF) Grant Program Reporting Schedule

<b>Calendar Quarter Ending Dates</b>	<b>Financial &amp; Reimbursement Claims Reporting Due Dates</b>	<b>Status Reporting Due Dates</b>
<b>9/30/2026</b>	10/15/2026	10/15/2026
<b>12/31/2026</b>	1/15/2027	1/15/2027
<b>3/31/2027</b>	4/15/2027	4/15/2027
<b>6/30/2027</b>	7/15/2027	7/15/2027
<b>Final Claim &amp; Status Report</b>	8/15/2027	

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.