GRANT SPECIAL CONDITIONS

REPORTING REQUIREMENTS AND PROJECTED DUE DATES

CY 2027 Sexual Assault Service Program (SASP) Grant

Funding Opportunity # 570691

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

Grant Special Conditions, Reporting Requirements and Project Due Dates

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*;
- 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. 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 subgrantee that relate to conduct during the period of performance also is a material requirement of this award.

By signing and accepting this award on behalf of the subgrantee, the authorized subgrantee official accepts all material requirements of the award, and specifically adopts, as if personally executed by the authorized subgrantee official, all assurances or certifications submitted by or on behalf of the subgrantee 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 Violence Against Women (OVW) or the Department of Criminal Justice Services (DCJS) taking appropriate action with respect to the subgrantee and the award. Among other things, the OVW and DCJS may withhold award funds, disallow costs, or suspend or terminate the award. The OVW or DCJS 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.

2. Applicability of Part 200 Uniform Requirements and DOJ Financial Guide

The subgrantee agrees to comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by the Department of Justice (DOJ) in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements"), and the current edition of the DOJ Grants Financial Guide as posted on the OVW website, including any updated version that may be posted during the period of performance. The subgrantee also agrees that all financial records pertinent to this award, including the general accounting ledger and all supporting documents, are subject to agency review throughout the life of the award, during the close-out process, and for three years after submission of the final Federal Financial Report (SF-425) or as long as the records are retained, whichever is longer, pursuant to 2 C.F.R. 200.334, 200.337.

3. Requirement to report potentially duplicative funding

If the grantee 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 grantee 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 grantee 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.

4. Requirements related to System for Award Management and unique Entity 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 grantee is found to have exclusion after the grant has been award, 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.

The details of the subgrantee's obligations related to SAM and to Unique Entity Identifiers (UEI) are posted on the OVW website at https://www.justice.gov/ovw/award-conditions (Award Condition: Requirements related to System for Award Management (SAM) and unique entity identifiers) and are incorporated by reference here.

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

The subgrantee 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)" within the scope of an OVW grant-funded program or activity, or 2) uses or operates a "Federal information system" (OMB Circular A-130).

PII is define 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. Some information that is considered to be PII is available in public sources such as telephone books, public websites, and university listings. This type of information is considered to be Public PII and includes, for example, first and last name, address, work telephone number, email address, home telephone number, and general educational credentials. The definition of PII is not anchored to any single category of information or technology. Rather, it requires a case-by-case assessment of the specific risk that an individual can be identified. Non-PII can become PII whenever additional information is made publicly available, in any medium and from any source, that, when combined with other available information, could be used to identify an individual. (2 CFR 200.1)

The subgrantee's breach procedures must include a requirement to report actual or imminent breach of PII to the subgrantee's DCJS grant monitor no later than 24 hours after an occurrence of an actual breach, or the detection of an imminent breach. Breeches concerning data systems must also be reported to DCJS's Information Security Officer.

6. Requirements pertaining to prohibited conduct related to trafficking in persons (including reporting requirements and OVW authority to terminate award)

The subgrantee 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 subgrantees, or individuals defined (for purposes of this condition) as "employees" of the subgrantee.

The details of the sub subgrantee's obligations related to prohibited conduct related to trafficking in persons are posted on the OVW web site at https://www.justice.gov/ovw/award-conditions (Award Condition: Prohibited conduct by subgrantees related to trafficking in persons (including reporting requirements and OVW authority to terminate award)) and are incorporated by reference here.

7. Determinations of suitability to interact with participating minors

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 by the subgrantee at any tier is to benefit a set of individuals under 18 years of age.

The subgrantee 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. The details of this requirement are posted on the OVW web site at https://www.justice.gov/ovw/award-conditions (Award condition: Determination of suitability required, in advance, for certain individuals who may interact with participating minors) and are incorporated by reference here.

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

The subgrantee 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 on the OVW website at https://www.justice.gov/ovw/conference-planning.

9. OVW Training Guiding Principles

The subgrantee understands and agrees that any training or training materials developed or delivered with funding provided under this award must adhere to the OVW Training Guiding Principles for Grantees and Subgrantees, available at https://www.justice.gov/ovw/resources-and-faqs-grantees#Discretionary.

10. Effect of failure to address audit issues

The subgrantee understands and agrees that DCJS or OVW may withhold award funds, or may impose other related requirements, if (as determined by DCJS or OVW) the subgrantee 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.

11. Potential imposition of additional requirements

The subgrantee agrees to comply with any additional requirements that may be imposed by DCJS and/or OVW during the period of performance for this award, if the subgrantee is designated as "high-risk" for purposes of the DCJS/DOJ high-risk grantee list.

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

The subgrantee at any tier, must comply with all applicable requirements of 28 C.F.R. Part 42, specifically including any applicable requirements in Subpart E of 28 C.F.R. Part 42 that relate to an equal employment opportunity program.

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

The subgrantee at any tier, must comply with all applicable requirements of 28 C.F.R. Part 38.

Among other things, 28 C.F.R. Part 38 states that a faith-based organization that participates in this program retains its independence from the Government and may continue to carry out its mission consistent with religious freedom and conscience protections in federal law. Part 38 further states that an organization may not use direct federal financial assistance from the Department of Justice to support or engage in explicitly religious activities except when consistent with the Establishment Clause of the First Amendment and any other applicable requirements. An organization receiving federal financial assistance also may not, in providing services funded by the Department

of Justice, or in their outreach activities related to such services, discriminate against a program beneficiary 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 relate to engaging in or conducting explicitly religious activities.

Recipients and subrecipients 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/sites/g/files/xyckuh241/files/media/document/Written_Notice_of_Beneficiary_Protections.pdf.

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 on the requirements referenced in this condition, see https://www.ojp.gov/program/civil-rightsoffice/partnerships-faith-based-and-other-neighborhood-organizations.

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

The subgrantee 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."

15. Restrictions on "lobbying" and policy development

In general, as a matter of federal law, federal funds may not be used by the subgrantee at any tier, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, in order to avoid violation of 18 U.S.C. § 1913. The subgrantee may, however, use federal funds to collaborate with and provide information to federal, state, local, tribal and territorial public officials and agencies to develop and implement policies and develop and promote state, local, or tribal legislation or model codes designed to reduce or eliminate domestic violence, dating violence, sexual assault, and stalking (as those terms are defined in 34 U.S.C. § 12291(a)) when such collaboration and provision of information is consistent with the activities otherwise authorized under this grant program.

Another federal law generally prohibits federal funds awarded by OVW from being used by the subgrantee at any tier, 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. 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 subgrantee would or might fall within the scope of these prohibitions, the subgrantee is to contact OVW for guidance, and may not proceed without the express prior written approval of OVW.

16. Compliance with general appropriations-law restrictions on the use of federal funds for the fiscal year

The subgrantee at any tier, must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions, for each fiscal year, are set out at https://www.justice.gov/ovw/award-conditions (Award Condition: General appropriations-law restrictions on use of federal funds) and are incorporated by reference here.

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

17. Reporting potential fraud, waste, and abuse, and similar misconduct

The subgrantee at any tier, must promptly refer to the DOJ Office of the Inspector General (OIG) any credible evidence that a principal, employee, agent, subgrantee, 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; (3) by facsimile directed to the DOJ OIG Fraud Detection Office (Attn: Grantee Reporting) at (202) 616-9881 (fax).

Additional information is available from the DOJ OIG website at https://oig.justice.gov/. The subrecipient must notify the DCJS Grant Monitor of any suspected fraud, waste, abuse, or misconduct involving or relating to funds under this award.

18. Restrictions and certifications regarding non-disclosure agreements and related matters

No subgrantee 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 subgrantee --

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 subgrantee 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 subgrantee 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

(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 subgrantee, 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.

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

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

The subgrantee 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 subgrantee at any tier 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 subgrantee is to contact DCJS for guidance.

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 subgrantees 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.

21. Requirement to disclose whether subgrantee is designated "high risk" by a federal grant-making agency outside of DOJ

If the subgrantee 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 subgrantee must disclose that fact and certain related information to OVW by email to OVW.GFMD@usdoj.gov and to their DCJS Grant Monitor. For purposes of this disclosure, high risk includes any status under which a federal awarding agency provides additional oversight due to the subgrantee's past performance, or other programmatic or financial concerns with the subgrantee.

The subgrantee's disclosure must include the following:

1. The federal awarding agency that currently designates the subgrantee high risk,
2. The date the subgrantee 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.

22. Availability of general terms and conditions on OVW website

The subgrantee agrees to follow the applicable set of general terms and conditions that are available at https://www.justice.gov/ovw/award-conditions. These do not supersede any specific conditions in this award document.

23. Compliance with statutory and regulatory requirements

The subgrantee at any tier agrees to comply with all relevant statutory and regulatory requirements, which may include, among other relevant authorities, the Violence Against Women Act of 1994, P.L. 103-322, the Violence Against Women Act of 2000, P.L. 106-386, the Violence Against Women and Department of Justice Reauthorization Act of 2005, P.L. 109-162, the Violence Against Women Reauthorization Act of 2013, P.L. 113-4, the Violence Against Women Act reauthorization Act of 2022, the Omnibus Crime Control and Safe Streets Act of 1968, 34 U.S.C. §§ 10101 et seq., and OVW's implementing regulations at 28 C.F.R. Part 90.

24. VAWA 2013 nondiscrimination condition

The subgrantee at any tier acknowledges that 34 U.S.C. § 12291(b)(13) prohibits subgrantees of OVW awards from excluding, denying benefits to, or discriminating against any person on the basis of actual or perceived race, color, religion, national origin, sex, gender identity, sexual orientation, or disability in any program or activity funded in whole or in part by OVW. The subgrantee agrees that it will comply with this provision. The subgrantee also agrees to ensure that any subgrantee at any tier will comply with this provision.

25. Misuse of award funds

The subgrantee at any tier understands and agrees that misuse of award funds may result in a range of penalties, including suspension of current and future funds, suspension or debarment from federal grants, recoupment of monies provided under an award, and civil and/or criminal penalties.

26. Limitation on the use of funds to approved activities

The subgrantee agrees that grant funds will be used only for the purposes described in the subgrantee's application, unless OVW or DCJS determines that any of these activities are out of scope or unallowable. The subgrantee must not undertake any work or activities that are not described in the subgrantee's application, award documents, or approved budget, and must not use staff, equipment, or other goods or services paid for with grant funds for such work or activities, without prior written approval, from DCJS.

27. Non-Supplanting requirement

The subgrantee at any tier agrees that grant 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.

28. Confidentiality and information sharing

The subgrantees at any tier agree to comply with the provisions of 34 U.S.C. § 12291(b)(2), nondisclosure of confidential or private information, which includes creating and maintaining documentation of compliance, such as policies and procedures for release of victim information. The subgrantee at any tier also agrees to comply with the regulations implementing this provision at 28 CFR 90.4(b) and "Frequently Asked Questions (FAQs) on the VAWA Confidentiality Provision (34U.S.C. § 12291(b)(2))" on the OVW website at https://www.justice.gov/ovw/resources-and-faqs-grantees .

29. Activities that compromise victim safety and recovery and undermine offender accountability

The subgrantees at any tier agree that grant funds will not support activities that compromise victim safety and recovery or undermine offender accountability, such as: procedures or policies that exclude victims from receiving safe shelter, advocacy services, counseling, and other assistance based on their actual or perceived sex, age, immigration status, race, religion, sexual orientation, gender identity, mental health condition, physical health condition, criminal record, work in the sex industry, or the age and/or sex of their children; procedures or policies that compromise the confidentiality of information and privacy of persons receiving OVW-funded services; procedures or policies that impose requirements on victims in order to receive services (e.g., seek an order of protection, receive counseling, participate in couples' counseling or mediation, report to law enforcement, seek civil or criminal remedies, etc.); procedures or policies that fail to ensure service providers conduct safety planning with victims; project design and budgets that fail to account for the access needs of participants with disabilities and participants who have limited English proficiency or are Deaf or hard of hearing; or any other activities outlined in the solicitation under which the approved application was submitted.

30. Policy for response to workplace-related incidents of sexual misconduct, domestic violence, and dating violence

The subgrantee at any tier, must have a policy, or issue a policy within 270 days of the award date, to address workplace-related incidents of sexual misconduct, domestic violence, and dating violence involving an employee, volunteer, consultant, or contractor. The details of this requirement are posted on the OVW web site at https://www.justice.gov/ovw/award-conditions (Award Condition: Policy for response to workplace-related sexual misconduct, domestic violence, and dating violence), and are incorporated by reference here.

31. Termination or suspension for cause

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.

32. Project/Program income

Program income, as defined by 2 C.F.R. 200.80, means gross income earned by a non-federal entity that is directly generated by a supported activity or earned as a result of the federal award during the period of performance. Any funds generated as a direct result of DCJS grant funded projects are deemed project income. Without prior approval, program income must be deducted from total allowable costs to determine the net allowable costs. In order to add program income to a subaward, subgrantees must seek approval from DCJS prior to generating any program income. Any program income added to a subaward must be used to support activities that were approved in the budget and follow the conditions of the subaward agreement. Any program income approved by DCJS must be reported by the subgrantee to DCJS so that it is reported on the quarterly Federal Financial Report (SF-425) in accordance with the addition alternative. If the program income amount changes (increases or decreases) during the project period, DCJS must provide approval by the end of the project period. Failure to comply with these requirements may result in audit findings for the subgrantee.

Project income must be used in accordance with provisions of the Part 200 Uniform Requirement, earnings and expenditures both must be reported to DCJS on quarterly basis. 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).

33. Subgrantee product development

The subgrantee at any tier agrees to ensure that materials and products (written, visual, or sound) developed with OVW formula grant program funding fall within the scope of the grant program and do not compromise victim safety.

34. Publication disclaimer for SAS Formula subgrantees

The subgrantee 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 on Violence Against Women, U.S. Department of Justice's SAS Formula Grant Program. The opinions, findings, conclusions, and recommendations expressed 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." The recipient also agrees to ensure that any subrecipient at any tier will comply with this condition.

35. Copyrighted works

Pursuant to 2 C.F.R. 200.315(b), the subgrantee may copyright any work that is subject to copyright and was developed, or for which ownership was acquired, under this award. OVW reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use the work, in whole or in part (including in the creation of derivative works), for federal purposes, and to authorize others to do so.

OVW also reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use, in whole or in part (including in the creation of derivative works), any work developed by a subgrantee of this award, for federal purposes, and to authorize others to do so.

In addition, the subgrantee, contractor, or subcontractor of this award at any tier must obtain advance written approval from the OVW program manager assigned to this award, and must comply with all conditions specified by the program manager in connection with that approval, before: 1) using award funds to purchase ownership of, or a license to use, a copyrighted work; or 2) incorporating any copyrighted work, or portion thereof, into a new work developed under this award.

It is the responsibility of the subgrantee, contractor, or subcontractor as applicable to ensure that this condition is included in any subaward, contract, or subcontract under this award.

36. Consultant compensation rates

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.

37. Use of funds for direct intervention and related assistance

The subgrantee agrees that funds will only be used for the provision of direct intervention and related assistance to victims of sexual violence and their family and household members, including 24-hour crisis line services, medical and criminal justice/civil legal accompaniment, advocacy, and short term individual and group support counseling. Funds cannot be used towards prevention education efforts, projects focused on training allied professionals and/or communities, or the establishment or maintenance of Sexual Assault Response Teams.

38. Nonprofit status of subgrantees

Subgrantees, except governmental rape crisis centers and tribal governmental programs, must be organizations that are described in section 501(c)(3) of the Internal Revenue Code of 1986 and are exempt from taxation under section 501(a) of that Code.

39. Employment eligibility verification for hiring under the award

The subgrantee must 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 subgrantee 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). For the purpose of satisfying the requirement of this condition a subrecipient 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 subrecipient 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.

40. Unreasonable restrictions on competition under the award; association with federal government

No subgrantee may (in any procurement transaction) discriminate against any person or entity on the basis of such person or entity's status as an "associate of the federal government" (or on the basis of such person or entity's status as a parent, affiliate, or subsidiary of such an associate), except as expressly set out in 2 C.F.R. 200.319(a) or as specifically authorized by DOJ.

41. Record retention and access to grant records

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.

The subgrantee must authorize DCJS, OVW 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 grant.

This includes promptly providing, upon request, financial or programmatic-related documentation related to this award, including documentation of expenditures and achievements.

42. Discrimination findings

The subgrantee 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 subgrantee will forward a copy of the findings to the Office for Civil Rights of OJP.

43. Access to services – Limited English Proficiency (LEP)

Compliance with Title VI of the Civil Rights Act and Omnibus Crime Control and Safe Streets Act requires subgrantees of Federal financial assistance to take reasonable steps to provide persons of LEP meaningful access to services. All organizations that provide direct services are required to have a policy to ensure meaningful access. Further information on the responsibilities to provide language services to LEP individuals can be found at https://www.justice.gov/ovw/fy-2025-application-companion-guide#3 under Civil Rights Compliance.

44. Indirect costs

The subgrantee may not obligate, expend, or draw down any award funds for indirect costs, unless and until either (1) the subgrantee submits to DCJS a current, federally-approved indirect cost rate agreement, or (2) the subgrantee determines that it is eligible under the Part 200 Uniform Requirements to use the "de minimis" indirect cost rate described in 2 C.F.R. 200.414(f), and advises DCJS in writing of both its eligibility and its election.

45. Annual Project Progress Report

All subgrantees are required to complete and submit a single Annual Project Progress Report describing activities supported with these funds to DCJS and OVW. The annual report form and more information about federal reporting requirements can be found at https://www.vawamei.org/grant-program/sasp-formula-grant-program/.

46. Additional monitoring requirements

The subgrantee 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.

47. Civil Rights training requirement

The subgrantee agrees to meet the civil rights training requirements through viewing the online training modules offered through the Office on Civil Rights at https://www.ojp.gov/program/civil-rights-office/outreach . The subgrantee's grant funded staff and authorized 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.

48. Equal Employment Opportunity Plan (EEOP)

The subgrantee agrees to comply with the requirements regarding Equal Employment Opportunity Plans (EEOP). In certain cases, subgrantees must develop an EEOP. Your organization is required to submit a EEOP or a Certification form indicating you are not required to develop an EEOP to DCJS upon request. Further guidance can be found at https://ojp.gov/about/ocr/eeop.htm. The Certification form can be found at http://www.ojp.usdoj.gov/about/ocr/pdfs/cert.pdf.

49. Performance and obligation periods

Grant funds, including state and local match, may be expended and/or obligated during the grant award period of performance. Subgrantees 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 subgrantee 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.

50. Travel policy

Subgrantees 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 subgrantee 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.

51. Project initiation

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

52. Contract Amendments

Contract 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 Grant Funded Staff
- Change in Authorized Official
- Project Scope of Work Revision
- Reporting Extension
- Liquidation Period Extension
- Other

Check with your grant monitor for details regarding submitting contract amendments via OGMS.

No amendment to the approved budget may be made without the prior approval of DCJS. No more than two (2) Budget Amendments - Revision 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.

53. 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.

54. Procurement

The subgrantee 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.

55. Conflict of interest

All subgrantees must have a written conflict of interest policy. The subgrantee 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.

56. Financial management systems

All subgrantees 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. Subgrantees 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. Further information is available in the DOJ Financial Guide at https://ojp.gov/financialguide/doj/pdfs/DOJ_FinancialGuide.pdf.

57. Required Reports

The subgrantee agrees to submit, on or before scheduled due dates, such reports as required by DCJS. This includes filing required reports using the online 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 subaward.

58. 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. 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.

59. All subawards ("subgrants") must have specific federal authorization

The subgrantee, 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.

60. 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.

61. MMIP

The subgrantee agrees that grant funds will not be used for activities addressing missing or murdered indigenous person (MMIP) unrelated to sexual assault.

62. Human trafficking

The subgrantee agrees that funds will not be used for activities addressing human trafficking unrelated to sexual assault.

63. Federal civil rights and nondiscrimination laws (certification)

The recipient agrees that its compliance with all applicable federal civil rights and nondiscrimination laws is material to the government's decision to make this award and any payment thereunder, including for purposes of the False Claims Act (31 U.S.C. 3729-3730 and 3801-3812), and, by accepting this award, certifies that it does not operate any programs (including any such programs having components relating to diversity, equity, and inclusion) that violate any applicable federal civil rights or nondiscrimination laws.

64. Terms and conditions subject to court ordered stay

Award condition 63 (“Federal civil rights and nondiscrimination laws (certification)”) and any certification submitted by the recipient regarding certain out-of-scope activities are subject to a preliminary stay in Rhode Island Coalition Against Domestic Violence, et al., v. Pamela Bondi, et al., and are not enforceable as to any OVW FY 2025 awards unless and until the preliminary stay is lifted. If the preliminary stay is lifted, OVW will process a modification identifying the award condition or out-of-scope activity that is no longer subject to the preliminary stay and has become enforceable and the date on which it becomes enforceable.

65. 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.

66. 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.

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 CDS and TOP 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.

67. Program Guidelines

The subgrantee agrees to comply with the applicable Grant Program Guidelines and Attachments, available here: https://www.dcjs.virginia.gov/grants/programs/cy-2027-sexual-assault-services-program-sasp

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

68. 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 (DCJS)
1100 Bank Street, 12th Floor
Richmond, Virginia 23219

CY2027 Sexual Assault Services Grant Program (SASP) Program Grant Funding Opportunity# 570691

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 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: 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 45 days after the grant period ends on 12/31/27. A Progress (Status) Report must be submitted prior to a reimbursement claim. Funds may be claimed at any time during the twelve-month grant period once the outlined grant activities have been accomplished. 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.

- PROGRESS (Status) REPORTS are due prior to submitting a claim in OGMS and must be approved by your DCJS Grant Monitor.

- BUDGET (Contract) AMENDMENTS may be submitted for consideration through OGMS. Please refer to “#52. 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 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.

Financial & Programmatic Reporting Schedule

Calendar Quarter Ending Dates	Financial & Reimbursement Claims Reporting Due Dates	Project Progress Status Reporting Due Dates
3/31/2027	4/15/2027	4/15/2027
6/30/2027	7/15/2027	7/15/2027
9/30/2027	10/15/2027	10/15/2027
12/31/2027	1/15/2028	1/15/2028
Final Claim & Status Report	2/15/2028	2/15/2028

Status Reports are due when a claim is submitted in OGMS.

General OGMS Support
For technical assistance regarding OGMS, please e-mail: ogmssupport@dcjs.virginia.gov.

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