

GRANT SPECIAL CONDITIONS  
REPORTING REQUIREMENTS AND  
PROJECTED DUE DATES

The seal of the Virginia Department of Criminal Justice Services is a large, light blue watermark in the background. It features a central scale of justice with two pans, balanced on a central column. The words "DEPARTMENT OF CRIMINAL JUSTICE SERVICES" are written in a semi-circle above the scales, and "VIRGINIA" is written in a semi-circle below the scales.

**FY 2025 Children's Justice Act (CJA) Grant Program**  
**Funding Opportunity # 544381**

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 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.

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. Performance and obligation periods

Grant funds, including local match, 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.

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

### **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**

The subrecipient must collect and maintain data that measure 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.

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. Grantee must provide access, including performance measurement information, in addition to the financial records, supporting documents, statistical records, and other pertinent records indicated at 2 C.F.R. 200.333.

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

Funds made available through this award shall not be used to replace 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.

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### 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 the 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 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
- 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 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.

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### **11. Financial audits**

The subrecipient agrees to forward a copy to DCJS of the subrecipient's scheduled financial statement audit for the fiscal year that covers the grant award period. If the subrecipient is a local government or non-profit organization and expends \$750,000 or more in federal awards (from all sources) during its fiscal year, the subrecipient is required to submit the appropriate single or program specific audit in accordance with the provisions outlined in 2CFR Part 200 Subpart F.

### **12. 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.

### **13. DCJS 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 System (OGMS). Failure to submit reports by the due dates may result in delay for reimbursement requests and/or cancellation of the award. Prior to submission, personally identifiable information (PII) must be redacted from all financial and programmatic reporting.

### **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.

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

### **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.

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. Sole source procurement requires the prior approval of DCJS. 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. 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 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.

### 18. Program Guidelines

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

[https://www.dcjs.virginia.gov/sites/dcjs.virginia.gov/files/grants/CJA%20One-time%20Grant%20Guidelines%20Approved%2012.30.24\\_0.pdf](https://www.dcjs.virginia.gov/sites/dcjs.virginia.gov/files/grants/CJA%20One-time%20Grant%20Guidelines%20Approved%2012.30.24_0.pdf):

### 19. 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:

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

### 20. Duplicative funding

If the subrecipient currently has other active awards of federal funds, or if the subrecipient receives any other award of federal funds during the period of performance for this award, the subrecipient promptly must determine whether funds from any of those other federal awards 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 requested by DCJS, must seek a budget-modification or change-of-project-scope to eliminate any inappropriate duplication of funding.

### 21. Subrecipients may not use these grant funds to:

- Cover indirect costs.
- Purchase equipment unless it is a necessary part of, and incidental to, an approved project.
- Supplant or replace, in whole or in part, federal, state, or local funds already supporting current program services.
- Cover capital construction, renovation, or remodeling costs.
- Pay for personal entertainment, personal calls, or alcohol.
- Pay for lobbying.

### 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 compliance with this condition.

#### 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



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For purposes of this condition, persons "who are or will be involved in activities under this award" specifically includes (without limitation) any and all subrecipient 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 may choose to participate in, and use, E-Verify ([www.e-verify.gov](https://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, before award acceptance.

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

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 subrecipient and the award. Among other things, DCJS may withhold award funds, disallow costs, or suspend or terminate the award.

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.

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

The Office of the Inspector General (OIG) of the Department of Health and Human Services (HHS) maintains the OIG Hotline, a system for reporting allegations of fraud, waste, abuse and mismanagement in HHS programs. Your information will be reviewed by a professional staff member and will remain confidential; you need not provide your name. Information provided through the website is secure and all information is safeguarded against unauthorized disclosure. Report the possible misuse of federal funds by phone or online. Please provide as much detailed information as possible in your report.

Online: <https://oig.hhs.gov/report-fraud>

Phone: 800-HHS-TIPS (800-447-8477)

TTY: 800-377-4950

Fax: 800-223-8164

If you are a provider, HHS contractor, HHS recipient or subrecipient and want to self-disclose potential fraud in HHS programs, please visit the self-disclosure webpage at: <https://oig.hhs.gov/compliance/self-disclosure-info/index.asp>.

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

### 25. Conflict of Interest

All subrecipient s 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.

### 26. 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.

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

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

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

### **28. 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-character alphanumeric number 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 place 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.

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

The subrecipient 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 subrecipient organizations that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to subrecipient s that are faith-based or religious organizations.

The text of the regulation, now entitled "Partnerships with Faith-Based and Other Neighborhood Organizations," is available via the Electronic Code of Federal Regulations currently accessible at <https://www.ecfr.gov/current/title-28/chapter-I/part-38>, by browsing to Title 28-Judicial Administration, Chapter 1, Part 38, under e-CFR "current" data.

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

The subrecipient 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.

### **31. Compliance with regulations pertaining to civil rights and nondiscrimination – 28 C.F.R. Part 54**

The subrecipient 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."

### **32. Compliance with HHS regulations – 45 C.F.R. Part 75 or 2 CFR Part 200**

The HHS specific implementing regulations of 45 CFR Part 75 or 2 CFR Part 200 as codified at 2 CFR Part 300, as they are applicable, are in effect or implemented during the period of the award. See "[Department of Health and Human Services \(HHS\) to Adopt 2 CFR Part 200 in Phases](#)" for effective dates and changes.

### 33. Civil Rights Training Requirement

The subrecipient agrees to meet the civil rights training requirements through viewing the online training modules offered through the Office for Civil Rights at <https://www.ojp.gov/program/civil-rights/video-training-grantees/overview>. The subrecipient 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.

### 34. Compliance with Legislation, Statutes, Regulations the use of federal funds

Subrecipients must follow Federal, State, and local laws applicable to HHS awards. This includes, but is not limited to statutory and regulatory requirements, even if not directly mentioned in these terms and conditions.

*Code of Federal Regulations:* Unless otherwise provided by law, the following apply:

- a. **2 CFR Part 25** – Universal Identifier and System for Award Management
- b. **2 CFR Part 170** – Reporting Subaward and Executive Compensation Information
- c. **2 CFR Part 175** – Award Term for Trafficking in Persons
- d. **2 CFR Part 176** – Award Terms for Assistance Agreements that include Funds under the American Recovery and Reinvestment Act of 2009, Pub. L. 111-5
- e. **2 CFR Part 180** – OMB Guidelines to Agencies on Government-wide Debarment and Suspension (Non-Procurement)
- f. **2 CFR Part 182** – Government-wide Requirements for Drug-Free Workplace (Financial Assistance) (including Smoking Prohibitions (20 U.S.C §§7971 – 7974, previously §§7181 – 7184)
- g. **2 CFR Part 183** – Never Contract with the Enemy
- h. **2 CFR Part 376** – Non procurement Debarment and Suspension
- i. **2 CFR Part 382** – Requirements for Drug-Free Workplace (Financial Assistance)
- j. **31 CFR Part 205** – Rules and Procedures for Efficient Federal-State Funds Transfers – Cash Management Improvement Act (see also 31 U.S.C. §§3335, 6501, and 6503)
- k. **45 CFR Part 16** – Procedures of the Departmental Grant Appeals Board
- l. **45 CFR Part 30** – Claims Collection
- m. **45 CFR Part 46** – Protection of Human Subjects
- n. **45 CFR Part 80** – Nondiscrimination Under Programs Receiving Federal Assistance through the Department of Health and Human Services, Effectuation of Title VI of the Civil Rights Act of 1964
- o. **45 CFR Part 81** – Practice and Procedure for Hearings Under Part 80 of this Title

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- p. **45 CFR Part 84** – Nondiscrimination on the Basis of Handicap in Programs and Activities Receiving Federal Financial Assistance
- q. **45 CFR Part 86** – Nondiscrimination on the Basis of Sex in Education Programs and Activities Receiving or Benefiting from Federal Financial Assistance
- r. **45 CFR Part 87** – Equal Treatment for Faith-Based Organizations
- s. **45 CFR Part 91** – Nondiscrimination on the Basis of Age in Programs or Activities Receiving Federal Financial Assistance from HHS
- t. **45 CFR Part 93** – New Restrictions on Lobbying
- u. **45 CFR Part 95** – General Administration – Grant Programs
- v. **45 CFR Part 100** – Intergovernmental Review of Department of Health and Human Services Programs and Activities

*Administrative and National Policy Requirements, including HHS Policy Directives* (identified with an asterisks (\*)) and *Annual Appropriation Limitations* (identified with two asterisks (\*\*)): Unless otherwise noted in the program-specific supplemental terms and conditions, the solicitation, the administrative and national policy requirements, HHS policy directives, and annual appropriations limitations apply to all programs. Public policy requirements are requirements with a broader national purpose and are imposed by statute. The non-exhaustive list is located under the Administrative and National Policy Requirements page.

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.

### **35. Equal Employment Opportunity Plan (EEOP)**

The subrecipient agrees to comply with the requirements regarding Equal Employment Opportunity Plans (EEOP). In certain cases, subrecipient must develop an EEOP. Your organization is required to submit a Certification Report and/or the Utilization Report section of your plan to the Office for Civil Rights.

### **36. Access to services – Limited English Proficiency (LEP)**

Subrecipients must ensure that Limited English Proficiency persons have meaningful access to the services under this program. National origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with Title VI and the Safe Streets Act, recipients are required to take reasonable steps to ensure that LEP persons having meaningful access to their programs. Meaningful access may entail providing language assistance services, including oral and written translations when necessary. The U.S. Department of Justice has issued guidance for subrecipient s 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).



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### 37. Compliance with HHS Federal Award Guidelines

Subrecipients must comply with all Terms and Conditions of their award. Awards are subject to the requirements set forth in the Notice of Funding Opportunity (NOFO); Notice of Award (NoA) including remarks and/or specific award conditions (e.g., restricted drawdown); these conditions; and the [U.S. Department of Health and Human Services \(HHS\) Grants Policy Statement](#).

### 38. Compliance with CJA Federal Award Guidelines

Subrecipients must comply with the requirements included in both the General and Supplemental Terms and Conditions for this program. Supplemental Terms and Conditions can be found here:

[https://acf.gov/sites/default/files/documents/main/ACYF.CB\\_.93.643.Children%26%23039%3Bs%20Justice%20Act%20FY24.pdf](https://acf.gov/sites/default/files/documents/main/ACYF.CB_.93.643.Children%26%23039%3Bs%20Justice%20Act%20FY24.pdf)

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

SCOPE. This condition applies with respect to any procurement of property or services that is funded (in whole or in part) by this award, whether by the subrecipient at any tier, and regardless of the dollar amount of the purchase or acquisition, the method of procurement, or the nature of any legal instrument used. The provisions of this condition must be among those included in any subaward (at any tier).

1. No discrimination, in procurement transactions, against associates of the federal government

Part 200 Uniform Requirements -- including as set out at 2 C.F.R. 200.300 (requiring awards to be "manage[d] and administer[ed] in a manner so as to ensure that Federal funding is expended and associated programs are implemented in full accordance with U.S. statutory and public policy requirements") and 200.319(a) (generally requiring "[a]ll procurement transactions [to] be conducted in a manner providing full and open competition" and forbidding practices "restrictive of competition," such as "[p]lacing unreasonable requirements on firms in order for them to qualify to do business" and taking "[a]ny arbitrary action in the procurement process") -- no subrecipient at any tier 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).

2. Monitoring



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The subrecipient's monitoring responsibilities include compliance with this condition.

### 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

The term "associate of the federal government" means any person or entity engaged or employed (in the past or at present) by or on behalf of the federal government -- as an employee, contractor or subcontractor (at any tier), subrecipient at any tier, agent, or otherwise -- in undertaking any work, project, or activity for or on behalf of (or in providing goods or services to or on behalf of) the federal government, and includes any applicant for such employment or engagement, and any person or entity committed by legal instrument to undertake any such work, project, or activity (or to provide such goods or services) in future.

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.

### **40. Determination of suitability to interact with participating minors**

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.

### **41. Requirements pertaining to prohibited conduct related to trafficking in persons**

The subrecipient 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 subrecipient s, or individuals defined (for purposes of this condition) as "employees" of any subrecipient.

### 42. Applicability of Part 200 Uniform Requirements

Department of Health and Human Services (HHS) to Adopt 2 CFR Part 200 in Phases Per Federal Register (FR), [89 FR 80055](#). HHS describes the intended phases of formally adopting [2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards](#) (UAR) as modified by Office of Management and Budget

(OMB), [89 FR 30136](#), April 22, 2024). As a result, the content herein will identify both [45 CFR Part 75](#) and respectively, by effective date, 2 CFR Part 200 and [2 CFR Part 300](#) HHS-specific regulations.

Effective 10/1/2024 – Increasing Thresholds / Flexibilities for Recipients in 45 CFR Part 75 (to align with similar provisions in 2 CFR 200) and Effective 10/1/2025 – 2 CFR 200 and HHS Specific Modifications Implementation Tables can be found at

<https://acf.gov/sites/default/files/documents/main/ACF-STANDARD-TERMS-and-CONDITIONS-eff.-10.1.24.pdf>

### 43. Requirement to disclose whether recipient is designated "high risk" by a federal grant-making agency.

If the subrecipient is designated "high risk" by a federal grant-making agency, currently or at any time during the course of the period of performance under this award, the subrecipient 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 subrecipient's past performance, or other programmatic or financial concerns with the subrecipient. The subrecipient's disclosure must include the following: 1. The federal awarding agency that currently designates the subrecipient high risk, 2. The date the subrecipient 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.

### 44. Discrimination Findings

The subrecipient 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 DCJS.

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

### **45. Program Guidelines**

The grantee agrees to comply with the applicable Grant Program Guidelines and Attachments, available here:

### **46. Supplies Justification**

Subrecipient must provide adequate justification including supply cost, description, and vendor information to the DCJS grant monitor prior to expending funds. This justification should include a quote from the vendor (this can be a picture or screenshot of shopping cart, website showing cost, etc.) that includes item name, individual price per unit, and total quantity requested.

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

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

### **48. Restrictions on "lobbying"**

In general, as a matter of federal law, federal funds awarded may not be used by the subrecipient, 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 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. 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.

### **49. 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, these encumbrances must be met by the stated deadline in OGMS. If they remain unmet after this date, then the grantee must report to the DCJS, by letter, 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 reasonable specified time frames.

## **Reporting Requirements and Projected Due Dates**

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

<p><b>FY2025 Children’s Justice Act (CJA) Program Grant Funding Opportunity # 544381</b></p>
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### ***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.dcls.virginia.gov](https://ogms.dcls.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 end on 09/30/25. A Progress (Status) Report must be submitted prior to a reimbursement claim. Funds may be claimed at any time during the six-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@dcls.virginia.gov](mailto:Joseph.thompson@dcls.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 “#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 Dates

- **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).

### Financial & Programmatic Reporting Schedule

Calendar Quarter Ending Dates	Report Due Dates
9/30/2025	11/15/2024

### PROJECT PROGRESS (STATUS) REPORTING SCHEDULE

Calendar Quarter Ending Dates	Report Due Dates
9/30/2025	11/15/2024

**Status Reports are due when a claim is submitted in OGMS. All grant funds may be expended within the 1st quarter as long as an explanation of expenses is included in the 1<sup>st</sup> quarter status report.**

### **General OGMS Support**

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, Jenna Foster, at [jenna.foster@dcjs.virginia.gov](mailto:jenna.foster@dcjs.virginia.gov) or 804-968-8146.