AWARD SPECIAL CONDITIONS

REPORTING REQUIREMENTS AND
PROJECTED DUE DATES

SFY 2027 Help Me Help You Project Program

Funding Opportunity # 574302

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

Grant Special Conditions, Reporting Requirements and Project Due Date

Acceptance of this award by the recipient constitutes its agreement that it assumes full responsibility for the management of all aspects of the project and the activities funded by the award, including assuring proper fiscal management of and accounting for award funds; assuring that personnel paid with award 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 application, and those issued with this award--are complied with. Please note project awards are contingent on the availability of funding.

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

- use the award funds to carry out the activities described in the 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 application.

1. Performance and obligation periods

Funds may be expended and/or obligated during the award period of performance. Recipients may only charge to the award allowable costs incurred during this 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 recipient agrees to submit a final financial report and return all received and unexpended funds to DCJS within 45 days of the end of the award period.

2. Financial management systems

All recipients 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 award funds. Recipients must properly track the use of award funds and maintain adequate supporting documentation including maintaining proper documentation for all award-funded staff and volunteer time reported.

3. Access to award records

The recipient 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 award.

4. Documentation requirements

The recipient 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 recipient 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. The DCJS Grant Monitor will be responsible for scheduling and conducting necessary meetings.

6. Record retention and access

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

7. Travel policy

Recipients 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 recipient 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.

8. Project initiation

Within 60 days of the starting date of the award, the recipient must initiate the project funded. If not, the recipient 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 recipient must obtain approval in writing from DCJS for a new implementation date.

9. 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 Award Funded Staff
- Change in Authorized Official
- Project Scope of Work Revision
- Reporting Extension
- Liquidation Period Extension
- Other

Check with your DCJS 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 award 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 award period. Changes in award funded staff and authorized officials must be made in a contract amendment within 30 days of the change occurring.

10. Financial audits

As a condition of this state-funded award, the recipient agrees to cooperate with DCJS monitoring and audit verification activities. This includes completing and returning any audit certification or verification forms requested by DCJS within the specified timeframe. The recipient further agrees to provide DCJS and/or the Auditor of Public Accounts, upon request, copies of financial statement audits, Single Audits, management letters, corrective action plans, or other audit-related documentation covering the award period. Failure to provide requested audit documentation or respond to monitoring requests may result in delayed reimbursements, special award conditions, restrictions on current awards, or consideration during future funding decisions.

The recipient must promptly notify DCJS in writing of any known or suspected fraud, theft, embezzlement, forgery, misuse of funds, or other significant financial irregularities identified during audits or other reviews related to this award.

11. Project income

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

12. DCJS required reports

The recipient 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.

13. Delegation of responsibility

Any delegation of responsibility for carrying out award-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 award 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 award.

14. Procurement

All purchases for goods and services must comply with local established written procurement policies. If a recipient does not have an established written policy, then they must adhere to the Virginia Public Procurement Act: https://dgs.virginia.gov/procurement/policy-consulting--review/policy/

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

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

15. Nondiscrimination under state awards 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 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 award money and the activities financed by the award money.

16. Personnel Cost

Funds may only be used for personnel costs and related benefits for individuals employed on the award project. Payroll records must specify the award 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 award-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 recipient is receiving a continuation award. However, costs for salaries, benefits, or other related expenses cannot be charged to the award after an individual leaves the award program or outside the award period.

17. Program Guidelines

The recipient agrees to comply with the applicable Award Program Guidelines and Attachments.
https://ogms.dcjs.virginia.gov/fileDownload.do?filename=1781036278029_SFY27+RVA+Help+Me+Help+You.pdf

18. Suspension or Termination of Funding

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

1. Failure to adhere to the standard terms and conditions or special conditions.
2. Implementing substantial program changes to the extent that the project is no longer aligned with the purpose of the funding.
3.
4. 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 recipient 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 recipient, including funds later determined to be unallowable, inadequately documented, unsupported, or otherwise inconsistent with federal, state or award regulations.

19. Duplicative funding

If the recipient currently has other active awards of federal, local, or state funds, or if the recipient receives any other award of federal, local, 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 recipient promptly must determine whether funds from any of those other federal, local, 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 recipient 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.

20. Recipients may not use these award funds to:

1. Purchase equipment unless it is a necessary part of, and incidental to, the approved project.
2. Replace, in whole or in part, federal, state, or local funds already supporting current program services.
3. Cover capital construction, renovation, or remodeling costs unless it is a necessary part of, and incidental to, the approved project.
4. Pay for personal entertainment, personal calls, or alcohol.
5. Pay for lobbying.

21. Employment Eligibility Verification

The recipient is required to properly verify the identity and employment eligibility of all individuals that will be funded (in whole or in part) with these award funds. For the purpose of satisfying the requirement of this condition a recipient 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 recipient must maintain records of all employment eligibility verifications pertinent to compliance with this award condition in accordance with Form I-9 record retention requirements. Any questions about this condition please contact your DCJS Grant Monitor.

22. Remedies for non-compliance of award requirements:

Failure to comply with any one or more of these award requirements -- whether a condition set out in full above, a condition incorporated by reference below, or a certification or assurance related to conduct during the award period -- may result in the DCJS taking appropriate action with respect to the recipient and the award. Among other things, DCJS may withhold award funds, disallow costs, or suspend or terminate the award.

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

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

24. Payment Offset Notification

This is the reduction or withholding of a recipient payment to satisfy a delinquent debt owed to the Commonwealth of Virginia or the United States federal government. Recipients 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 recipient 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 recipient payment can have both TAX and USDT offsets applied.
DCJS does not maintain records of debts that may be owed to other state or federal agencies. If you have already paid your debt in full, or you don't owe the debt for other reasons, the agency collecting the debt is responsible for returning any part of your payment that should not have been reduced.
To avoid disruption in funding, we strongly encourage all recipients 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.

25. State-General Funds Yearly Re-appropriation process

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

26. Additional "Action Item" encumbrances

Any additional "action item" encumbrances related to your award will be listed online on the DCJS On-line Grants Management System (OGMS) website under the menu item Grants > Encumbrances. The recipient must address these items before DCJS staff can approve a claim marked as "Submitted" and disburse funds. If an encumbrance is placed on an award while claims are in "Awaiting Payment, Correcting, Editing or Submitted" status, the claims will be voided or withdrawn by DCJS staff. The recipient 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 recipient 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 award 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, 12th Floor
Richmond, Virginia 23219

FY2027 RVA Help Me Help You Grant Program **Funding Opportunity# 574302**

REPORTING REQUIREMENTS

By accepting the accompanying award, you are agreeing to submit online quarterly financial reports and programmatic progress reports for this award throughout the award period, as well as final reports to close the award. 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 award are more than 30 days overdue. For good cause, submitted in writing by the recipient, DCJS may waive this provision.

To submit reports, requests, and to view your 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 15 days after the end of each calendar quarter. Claim reports are due even if no expenditures occurred during the quarter. If the due date falls on a weekend or non-business day, the report is due on the next business day. For financial questions, contact Joseph Thompson at (804) 225-2782 or via email at Joseph.thompson@dcjs.virginia.gov.

- PROGRESS (Status) REPORTS for most award programs are due within 15 days after the end of each calendar quarter and must be approved by your DCJS Grant Monitor. Financial and Reimbursement claims will not be approved for payment until Progress (Status) Reports have been approved by the Grant Monitor. For status report questions, contact your assigned 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.

- AWARD CLOSEOUT: The recipient 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 recipient 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	Report Due Dates
9/30/2026	10/15/2026
12/31/2026	1/15/2027
3/31/2027	4/15/2027
6/30/2027	7/15/2027
Final	8/15/2027

General OGMS Support

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

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