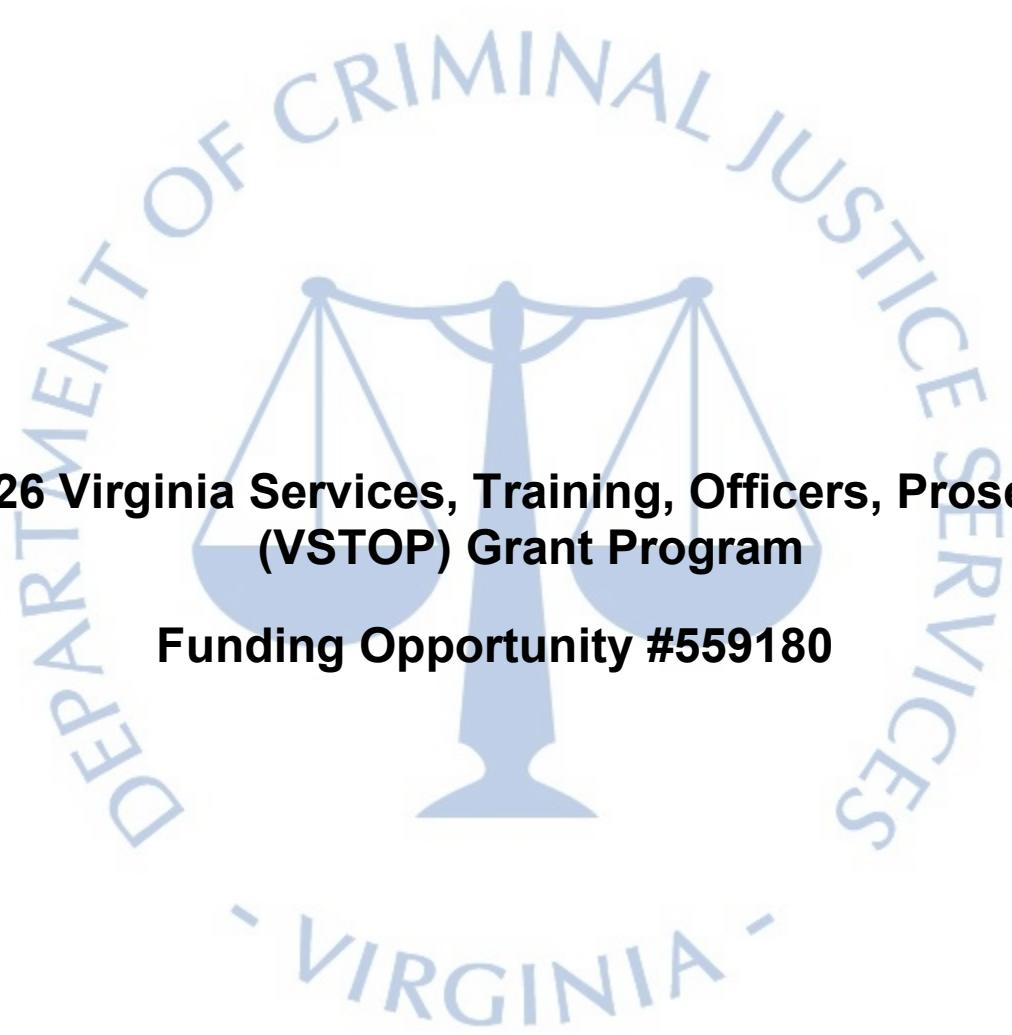


GRANT SPECIAL CONDITIONS  
REPORTING REQUIREMENTS AND PROJECT  
DUE DATES



**CY 2026 Virginia Services, Training, Officers, Prosecutions  
(VSTOP) Grant Program**  
**Funding Opportunity #559180**

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

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

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

By signing the Statement of Grant Award/Acceptance, the subgrantee 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;
- adhere to the approved budget contained in this award and amendments made to it in accord with these terms and conditions; and,
- comply with all terms, conditions and assurances either attached to this award or submitted with the grant application.

### 1. National Environmental Act Compliance

Renovations and construction are unallowable under this grant, and therefore none of the following activities will be conducted under the OVW federal action (i.e., the OVW-funded grant project) or a related third-party action:

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

In addition, the OVW federal action is neither a phase nor a segment of a project that, when reviewed in its entirety, would not meet the criteria for a categorical exclusion.

Consequently, the subject federal action meets the Office on Violence Against Women's criteria for a categorical exclusion as contained in paragraph 4(b) of Appendix D to Part 61 of Title 28 of the Code of Federal Regulations (adopted by OVW at 28 CFR § 0.122(b)). Also, no further analysis is required under the National Historic Preservation Act or other related statutes and regulations.

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

## **2. 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.

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

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.

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

#### **4. Requirement to report potentially duplicative funding**

If the subgrantee currently has other active awards of federal funds, or if the subgrantee receives any other award of federal funds during the period of performance for this award, the subgrantee 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 subgrantee must promptly notify DCJS in writing of the potential duplication, and, if so, requested by DCJS, must seek a budget-modification or change-of-project-scope to eliminate any inappropriate duplication of funding.

#### **5. Requirements related to System for Award Management and unique entity identifiers**

The subgrantee 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 subgrantee must maintain a valid UEI number (a unique twelve alphanumeric characters used for identifying and keeping track of entities receiving federal funds). Subgrantees 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 awarded, encumbrances will be placed on all active awards. Stop payment will begin on any pending payment claims. Audits will begin to verify compliance of all awards. DCJS will pursue repayment of funds that were expended during the exclusion period. If the subgrantee 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.

**6. 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)" (2 CFR 200.79) within the scope of an OVW grant-funded program or activity, or 2) uses or operates a "Federal information system" (OMB Circular A-130).

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 DCJS no later than 24 hours after an occurrence of an actual breach, or the detection of an imminent breach. Breaches concerning data systems must also be reported to DCJS's Information Security Officer.

**7. 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 any subgrantee.

The details of the 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.

## **8. Determination 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 (whether 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 website 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.

## **9. 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>.

## **10. OVW Training Guiding Principles**

Any training or training materials that the subgrantee at any tier -- develops or delivers with OJP award funds must adhere to the OVW Training Guiding Principles for Grantees and Subgrantees, available at <https://www.justice.gov/sites/default/files/ovw/legacy/2012/06/28/ovw-training-guiding-principles-grantees-subgrantees.pdf>

## **11. 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.

## **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. See additional information below under Equal Employment Opportunity Plan (EEOP).

## **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, specifically including any applicable requirements regarding written notice to program beneficiaries and prospective program beneficiaries.

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.

Subgrantees 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\\_Note\\_of\\_Beneficiary\\_Protections.pdf](https://www.ojp.gov/sites/g/files/xyckuh241/files/media/document/Written_Note_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 this 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 OVW for guidance, and may not proceed without the express prior written approval of 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/grant-complaint> (select "Submit Report Online");

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

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

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

**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's application proposes may or will receive award funds (whether through a subaward ("subgrant"), procurement contract, or subcontract under a procurement contract) either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

(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.

**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 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. 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. 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, P.L. 117-103, 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.

**22. 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. Subgrantee may provide sex-segregated or sex-specific programming if doing so is necessary to the essential operations of the program, so long as the recipient provides comparable services to those who cannot be provided with the sex-segregated or sex-specific programming. 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.

**23. 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.

**24. 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.

**25. Non-Supplantation**

The subgrantee, at any tier, agrees that grant funds will be used to supplement, not supplant, non-federal funds that would otherwise be available for the activities under this grant. Please contact the Grant Monitor for questions or concerns regarding this condition.

## **26. Confidentiality and information sharing**

The subgrantee, 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 (34 U.S.C. § 12291(b)(2))" on the OVW website at <https://www.justice.gov/ovw/resources-and-faqs-grantees>.

## **27. 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.

## **28. 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.

## **29. Termination or suspension**

The Director of OVW/DCJS, upon a finding that there (1) has been substantial failure by the subgrantee at any tier to comply with applicable laws, regulations, and/or the terms and conditions of the award or relevant solicitation, (2) has been failure by the subgrantee to make satisfactory progress toward the goals, objectives, or strategies set forth in the application, or (3) have been project changes proposed or implemented by the subgrantee to the extent that, if originally submitted, the application would not have been selected for funding, will terminate or suspend until the Director is satisfied that there is no longer such failure or changes, all or part of the award, in accordance with the provisions of 28 C.F.R. Part 18, as applicable mutatis mutandis. The federal regulation providing uniform rules for termination of grants and cooperative agreements is 2 C.F.R. 200.340. 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.

## **30. Subgrantee's program income**

Program income, as defined by 2 C.F.R. 200.1, 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, quarterly by completing the Financial Report in OGMS, 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).

### **31. Publication disclaimer for Stop 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 STOP 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."

### **32. 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 any subgrantee of this award, for federal purposes, and to authorize others to do so.

In addition, the subgrantee (or 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 (and of each contractor, or subcontractor as applicable) to ensure that this condition is included in any subaward, contract, or subcontract under this award.

### **33. 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.

### **34. Requirements for subgrantees providing legal assistance**

The subgrantee agrees that the legal assistance eligibility requirements, as set forth below, are a continuing obligation on the part of the subgrantee. The legal assistance eligibility requirements are: (1) any person providing legal assistance through a program funded under this grant program (A)(i) is a licensed attorney or is working under the direct supervision of a licensed attorney, (ii) in immigration proceedings, is a Board of Immigration Appeals accredited representative, (iii) in Veterans' Administration claims, is an accredited representative, or (iv) is any person who functions as an attorney or lay advocate in tribal court; and (B)(i) has demonstrated expertise in providing legal assistance to victims of domestic violence, dating violence, sexual assault, or stalking in the targeted population; or (ii) (I) is partnered with an entity or person that has demonstrated expertise described in clause (i) and (II) has completed or will complete training in connection with domestic violence, dating violence, stalking, or sexual assault and related legal issues, including training on evidence-based risk factors for domestic and dating violence homicide; (2) any training program conducted in satisfaction of the requirement of paragraph (1) has been or will be developed with input from and in collaboration with a tribal, state, territorial, local, or culturally specific domestic violence, dating violence, sexual assault, or stalking victim service provider or coalition, as well as appropriate tribal, state, territorial, and local law enforcement officials; (3) any person or organization providing legal assistance through this grant program has informed and will continue to inform state, local, territorial, or tribal domestic violence, dating violence, stalking, or sexual assault programs and coalitions, as well as appropriate state and local law enforcement officials of their work; and (4) the subgrantee's organizational policies do not require mediation or counseling involving offenders and victims physically together, in cases where sexual assault, dating violence, domestic violence, stalking, or child sexual abuse is an issue.

#### **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.

### **35. Compliance with DOJ Grants Financial Guide**

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

### **36. Access to grant 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.

### **37. 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.

### **38. Subgrantee's 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.

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

A subgrantee 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.

### **40. Project Progress Reports**

All subgrantees are required to complete and submit one Biannual Project Progress Reports with narrative and a single Annual Project Progress Report without a narrative describing activities supported with these funds to DCJS and OVW. Reports will be submitted via the online VAWAMEI system.

### **41. 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.

### **42. Record retention and access**

The subgrantee 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 expenditure report or as long as the records are retained, whichever is longer, pursuant to 2 C.F.R. 200.334, 200.337.

### **43. Civil Rights training requirements**

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 (Pr) individuals.

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

The subgrantee agrees to comply with the requirements regarding Equal Employment Opportunity Plans (EEOP), see 28 CFR Part 42, subpart E. Unless exempt, subgrantees must keep an EEOP on file and provide it to DCJS upon request. Subgrantees are exempt from developing an EEOP if the subgrantee: is a nonprofit organization, a medical or educational institution or an Indian Tribe; OR has less than 50 employees; OR received a single award for less than \$25,000. Exemption forms are completed as part of the OGMS application.

#### **45. 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.

#### **46. 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.

#### **47. 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.

## 48. Contract Amendments

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

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

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.

## 49. 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 grantee 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 grantee's scheduled financial statement audit for the fiscal year that covers the grant award period. Grantees must communicate, in writing, any

known or suspected violations of law encountered during audits, including fraud, theft, embezzlement, forgery, or other serious irregularities.

## **50. 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.

## **51. 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.

## **52. 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://www.ojp.gov/funding/financialguidedoj/overview>

## **53. 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.

## **54. 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.

**55. 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.

**56. Program Guidelines**

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

<https://www.dcjs.virginia.gov/grants/programs/cy-26-virginia-services-training-officers-prosecution-vstop-grant-program>

**57. Potential imposition of additional requirements**

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

**58. Requirement to disclose whether recipient 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 recipient must disclose that fact and certain related information to DCJS by email. For purposes of this disclosure, high risk includes any status under which a federal awarding agency provides additional oversight due to the subgrantee's past performance, or other programmatic or financial concerns with the recipient. The recipient'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.

## **59. 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.

## **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. If a pay period extends beyond the project end date, you do not need to split the costs as long as the subgrantee is receiving a continuation grant. However, costs for salaries, benefits, or other related expenses cannot be charged to the grant after an individual leaves the grant program or outside the grant period. Costs, including staff time, associated with the preparation of subpoenas cannot be supported with grant funds.

## **61. FFATA reporting subawards and executive compensation**

The recipient agrees to comply with applicable requirements to report first-tier subawards (subgrants) of \$30,000 or more and, in certain circumstances, to report the names and total compensation of the five most highly compensated executives of the recipient and first-tier subgrantees of award funds. Such data will be submitted to the Federal Funding Accountability and Transparency Act of 2006 (FFATA) Subaward Reporting System (FSRS). The details of recipient obligations, which derive from FFATA, are posted on the OVW website at <https://www.justice.gov/ovw/award-conditions> (Award Condition: Reporting Subawards and Executive Compensation), and are incorporated by reference here.

## **62. Employment Eligibility Verification**

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

### 63. Payment Offset Notification

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

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

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

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

**64. MMIP**

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

**65. Human trafficking**

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

**66. 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.

**67. 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.

**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  
1100 Bank Street, 12<sup>th</sup> Floor  
Richmond, Virginia 23219

### **CY 2026 Virginia Services, Training, Officers, Prosecution (VSTOP) Grant Program**

**Funding Opportunity: 559180**

## **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 subgrantee 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 subgrantee, DCJS may waive this provision.

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

- **FINANCIAL REPORTS & REIMBURSEMENTS (Claims)** – OGMS Detail of Expenditure/ Reimbursement forms are due within 15 days after the end of each calendar quarter. Forms are due even if no expenditures occurred during the quarter. If the due date falls on a weekend or non-business day, the report is due on the next business day. For financial questions, contact Joseph Thompson at (804) 225-2782 or via email at [Joseph.thompson@dcjs.virginia.gov](mailto:Joseph.thompson@dcjs.virginia.gov)
- **PROGRESS (Status) REPORTS** are due semi-annually, with a biannual report due on 07/15/2026 and an annual report due on 01/31/2027. All reports must be approved by your DCJS Grant Monitor.
- **BUDGET (Contract) AMENDMENTS** may be submitted for consideration through OGMS. Please refer to “#48. Contract amendments”, above. Please review your Special Conditions carefully to determine the requirements and procedures for amending budgets. For contract amendment questions, contact your assigned Grant Monitor.

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

- **GRANT CLOSEOUT:** The subgrantee has up to 45 days from the end of the award period to liquidate any unpaid obligations and submit a final financial report. The liquidation period exists to allow projects time to receive final invoices and make final payments -- no new obligations may be incurred during this period. Unclaimed funds will have the potential to be reappropriated by DCJS, 60 days from the end of the award period. The closeout financial reconciliations process can begin after the last claim is marked as 'Final Request – YES', even if the project end date has not arrived. Once the claims have been reconciled, any unexpended funds will be de-obligated from the award amount and subgrantee access to funds may not be available.

Closeout questions should be directed to Joseph Thompson at (804) 225-2782 or via email at [Joseph.thompson@dcjs.virginia.gov](mailto:Joseph.thompson@dcjs.virginia.gov).

### FINANCIAL REPORTING SCHEDULE

Calendar Quarter Ending Dates	Reports Due Dates
3/31/2026	4/15/2026
6/30/2026	7/15/2026
9/30/2026	10/15/2026
12/31/2026	1/15/2027
<b>Final Report (Claim)</b>	2/15/2027

### PROJECT PROGRESS REPORTS SCHEDULE

Calendar Ending Dates	Reports Due Dates
<b>Biannual 1/01/26 to 6/30/2026 Report</b>	7/15/2026
<b>Annual Report</b>	1/31/2027

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

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