

**GRANT SPECIAL CONDITIONS  
REPORTING REQUIREMENTS AND PROJECT  
DUE DATES**

**FY 2027 Comprehensive Community Corrections Act (CCCA) and  
Pretrial Services Act (PSA) Grant Program**

**Funding Opportunity # 568093**

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 in compliance. Please note grant awards are contingent on the availability of funding.

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

- Use the grant funds to carry out the activities described in the grant application, as modified by the terms and conditions attached to this award or by subsequent amendments approved by DCJS;
- Contact DCJS immediately of any significant changes to or problems with agency operations including, but not limited to resignation of, termination of, or change to agency director/coordinator/primary contact, criminal investigations of agency staff, excessive staff turnover or long-term staff vacancies, or other issues that interfere with the operations of the agency;
- Comply with all relevant sections of the *Code of Virginia*;
- Review, update, and approve the required Standard Operating Procedures (SOPs);
- 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.

Failure to comply with one or more of the award requirements may result in DCJS taking appropriate action with respect to the recipient and the award. Actions include, but are not limited to, a written plan of correction, letter to the County Administrator/City Manager, disallowing costs, withholding award funds, or suspension or termination of the award.

### **1. Performance and Obligation Periods**

Grant funds must 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, financial records, supervision fee collection, and to accurately account for funds awarded. 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 and project income. Grantees must properly track the use of award funds and project income, and maintain adequate supporting documentation including maintaining proper documentation for all paid grant staff and volunteer time reported.

## **3. Access to Grant Records**

The grantee must authorize DCJS and the Virginia Auditor of Public Accounts (APA) access to, and the right to examine, all data, 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 regardless of funding source.

## **5. Additional Monitoring Requirements**

The grantee understands that it may be subject to additional financial and programmatic virtual and on-site monitoring, which may be on short notice, and agrees that it will cooperate with any such monitoring.

## **6. Record Retention and Access**

Financial records pertinent to the CCCA and PSA grant programs must be retained for a period of five years from the date of submission of the final expenditure report. Case related records pertinent to the CCCA and PSA grant programs must be retained for a period of three years from the date of case closure. Grantee must provide access to these records, including performance measurement information, in addition to the financial records, supporting documents, statistical records, and other pertinent records.

## **7. Non-Supplanting Requirement**

State appropriations are typically allocated for specific purposes. Therefore, funds made available through this award should not be used to replace federal, state, or local funds that would, in the absence of this grant, be made available for the same

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purposes. Please contact the DCJS Grant Monitor for questions or concerns regarding this condition.

### 8. Travel Policy

Grantees may follow their own established travel rates if they have an established travel policy. DCJS reserves the right to determine the reasonableness of an organization's travel policy. If the grantee does not have an established policy, then they must adhere to state travel policy. DCJS allows reimbursement for actual reasonable expenses and meals according to per diem. Please refer to the following IRS website for the most current mileage rate: <https://www.irs.gov/tax-professionals/standard-mileage-rates>. Transportation costs for air and rail must be at coach rates.

### 9. Project Initiation

Within 60 days of the starting date of the grant, the grantee must initiate each portion of the project funded (i.e., pretrial services investigation, pretrial services supervision, local community-based probation supervision). 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 Revision - Amendment
- Budget Revision – In Line Adjustment
- Change Grant Funded Staff
- Change in Authorized Official
- Project Scope of Work Revision
- Reporting Extension
- Liquidation Period Extension
- Other

Check with the DCJS Grant Monitor for details regarding submitting contract amendments via OGMS.

Budget updates will be completed within 30 days of the start of the project period. Changes to the approved budget must be approved by DCJS in OGMS prior to expending funds in a manner different from the last approved budget. No more than two (2) Budget Revision - Amendments will be permitted during

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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 via OGMS within 30 days of the change occurring. If a financial change occurs as a result of changes in grant funded staff, a budget revision must be submitted by the end of the quarter.

### **11. Financial Audits**

If the grantee is a local government or nonprofit organization that expends \$1,000,000 or more in federal awards from all sources during its fiscal year, the recipient is required to obtain a Single Audit or program-specific audit in accordance with 2 CFR Part 200, Subpart F. 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 grantee 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 grantee 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.

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

### **13. Required Reports**

Grant recipients must submit Quarterly Status Reports and Financial Reports (claims) through the DCJS On-line Grants Management System (OGMS). 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 comply in a timely manner may result in DCJS withholding disbursement of grant funds and/or termination of the grant. Progress reports are required even if no grant related activities have occurred during the reporting period. Financial Reports are required even if no expenditures have incurred during the reporting period unless all the grant funds have been reimbursed and the expenditures are reported.

The grantee will submit data and narrative reports required by DCJS with the Quarterly Status report. These reports will include program evaluations, program audits, or other reports related to the agency's operations.

The grantee agrees to collect and maintain data that measures the performance and effectiveness of the work under this award.

The grantee agrees to cooperate with any assessments, local/state/national research or evaluation efforts, or information or data collection requests. This includes, but is not limited to, any information required for the assessment or evaluation of any activities within the project.

### **14. Delegation of Responsibility**

The grantee understands that it is the responsibility of the applicant, the Project Administrator (County Administrator or City Manager), to oversee the management of the award. 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, including reviewing and approving the local Standard Operating Procedures (SOPs). A letter of delegation must be submitted for each new grant award annually and cannot delegate responsibility to either the Project Director or Finance Officer

## 15. Procurement

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

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

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

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

## 16. Change in Personnel

If the agency director/primary contact person will be out of the office for more than 30 days (planned or unplanned) or if the agency is going through a management transition due to a director/primary contact vacancy, DCJS must be notified of the effective dates, name, title, phone number, and email for an alternative contact for daily operations by sending the form included at the end of the Agency Directory available on the DCJS website at:

<https://www.dcjs.virginia.gov/sites/dcjs.virginia.gov/files/publications/corrections/ccca-psa-program-directory.pdf> to the DCJS Grant Monitor and uploading in OGMS as soon as possible, but no later than five business days.

This form must also be used to report grant funded staff changes to DCJS within 30 calendar days using the same process. Changes in grant funded staff and authorized officials must be made in a contract amendment via OGMS within 30 days of the change occurring. If a financial change occurs as a result of changes in grant funded staff, a budget revision must be submitted by the end of the quarter.

## 17. 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.

## 18. Comprehensive Community Corrections Act and Pretrial Services Act

The grantee assures that programs established, operated, and/or contracted with under the authority of the Comprehensive Community Corrections Act for Local-Responsible Offenders and the Pretrial Services Act will comply with all statutes, standards, regulations, state funding restrictions, policies, and guidelines put forth by DCJS and any others that may be applicable. This includes but is not limited to, those stated in the “Minimum Standards for Local Community-based Probation” and the “Minimum Standards for Pretrial Services.”

## 19. Community Criminal Justice Board

Each grantee is required to have a functional Community Criminal Justice Board (CCJB) serving as an advisory body to the local governing body on matters pertaining to local criminal justice issues. The composition and responsibilities of the CCJB are specified in § 9.1-178 et seq. of the *Code of Virginia* <https://law.lis.virginia.gov/vacode/title9.1/chapter1/section9.1-178/>. Other boards and committees (ASAP, Jail, Public Safety Committees, etc.) do not comply with this requirement. The CCJB must meet regularly, must have bylaws that stipulate how often they meet (at a minimum quarterly), and comply with the *Code of Virginia* and “Minimum Standards for Local Community-based Probation” and the “Minimum Standards for Pretrial Services.”

## 20. Consultants

Employees, full or part-time, under CCCA and PSA programs shall not serve in any paid consultant capacity for the program by which they are employed.

Approval of this award does not indicate approval of any consultant rate in excess of \$650 per day (\$81.25 per hour, exclusive of travel and/or subsistence). A detailed justification must be submitted in writing and approved by DCJS prior to obligation or expenditure of such funds. For additional approval, complete the form linked here: <https://www.dcjs.virginia.gov/content/consultant-rate-justification-form> and email to the DCJS Grant Monitor.

## 21. Continuation of Funding

The grantee understands that the continuation and/or level of funding will be based on the availability of funds, the performance of the project in meeting its targets, goals and objectives, and the recipient’s compliance with the grant requirements and conditions.

## 22. Pretrial Services and Local Probation (PSLP) Case Management System

The grantee will comply with the automated data collection and case management system (PSLP) requirements and fully use PSLP as directed by DCJS. This means using all modules and sub-modules and all data elements as they apply to each individual. PSLP must be the primary data source for records management information and case management activities.

Local agency directors and each staff member are required to complete the PSLP training series and sign applicable User Agreements prior to system access. Local agency directors are responsible for verifying training has been completed and staff are approved to use the PSLP system at the access level the director indicates as appropriate. Local agency directors, or designee, are responsible for notifying DCJS seven days prior to termination, if notice was provided and within two hours of becoming aware of the termination to remove system access for a staff that has resigned, been terminated, or been suspended.

For any new positions established, funds must be budgeted for computer equipment, software, licensing, and networking.

## 23. Program Guidelines

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

[https://www.dcjs.virginia.gov/sites/dcjs.virginia.gov/files/grants/SFY2027\\_CCCA\\_PSA\\_Guidelines\\_Final.pdf](https://www.dcjs.virginia.gov/sites/dcjs.virginia.gov/files/grants/SFY2027_CCCA_PSA_Guidelines_Final.pdf)

## 24. Restrictions

- A. CCCA/PSA grant recipients may not use these grant funds to:
1. Pay for any staff not designated for CCCA/PSA operations or to pay for any portion of salary for the time not dedicated to CCCA/PSA programming and operations. For example, if a director or staff person's time is split between the CCCA/PSA grant operations and another program (e.g., drug court, litter control, etc.) only the state grant funds contributing to the salary and fringe for CCCA/PSA grant operations can be paid for using state grant funds.
  2. Pay for capital construction, renovation, remodeling, or land acquisition.
  3. Pay for the purchase or lease of any vehicles.
  4. Pay for firearms, ammunition, or related equipment.
  5. Pay for clothing and/or uniforms.
  6. Pay for lobbying or political contributions.
  7. Pay for overtime or honoraria.
  8. Pay for bonuses unless specifically authorized in the Appropriations Act or as part of a locality's compensation, as approved by their Human Resources Department.
  9. Pay for personal entertainment, personal calls, or alcohol.

## 25. Indirect Costs

- A. Indirect costs are fees charged against the grant for the local government's administration of the funds. Included in this are any administrative personnel and operational costs incurred by the local government that cannot be attributed directly to a given project. If charging indirect costs against the grant is necessary, the following conditions apply: Indirect costs cannot exceed 1% of the total state funded grant award.
- B. Charging the grant for indirect costs cannot violate non-supplanting requirements.
- C. Charging the grant for indirect costs will reduce the total amount available for supervision, treatment, personnel, and other agency operating expenses.

## 26. Supervision / Intervention Fees

The collection of fees, including fees for drug testing and confirmation, from pretrial defendants for pretrial supervision is prohibited.

Supervision fees for CCCA agencies are governed by § 9.1-182 of the *Code of Virginia* and the statewide policy for supervision and intervention fees established by the DCJS. The same terms, conditions, and assurances that apply to state funds also apply to supervision fees collected by CCCA agencies with the following exceptions.

- A. Supervision/Intervention fees collected may replace local funds contributing to the grant.
- B. Unspent or unexpended supervision/intervention fees collected in one fiscal year must be rolled over from year to year into the CCCA/PSA budget and be used solely for the CCCA/PSA agency operations. The maximum allowable carryover amount is 25% of the total grant award. If the carryover amount exceeds the 25% maximum at any time, the agency is required to inform the DCJS Grant Monitor and develop a plan to appropriately spend the fees.
- C. Supervision/Intervention fees collected, interest earned, and expenditures against fees must be reported on the Project Income Form.
- D. Supervision/Intervention fees may not be court ordered. Misuse of collecting supervision/intervention fees such as court violations for not paying fees may result in DCJS revoking the approval to collect fees.
- E. Fees must be in the form of electronic payment, credit/debit, cashier's check, or money order. Cash payments are not allowable.

Supervision/intervention fees are subject to the same auditing procedures as grant funding.

## 27. Inappropriate Placements

CCCA/PSA agencies may not use state CCCA/PSA funds to supervise placements specifically for:

1. Individuals with a deferred prosecution that are deferred prior to a trial/preliminary hearing or deferred dispositions that have not had a disposition hearing in court so there is no finding of facts (sometimes referred to as taken under advisement).
2. Individuals sentenced to community service in lieu of fines/costs.
3. Extending supervision solely to collect restitution, fines, costs, or fees beyond what is allowable by law, unless ordered by the court as a condition of probation supervision. It is the responsibility of CCCA officers to monitor the collection of restitution for people placed on local supervised probation but not to collect restitution. The responsibility for the collection of costs, fines, and restitution is with the clerks of circuit and district courts and Commonwealth's Attorneys pursuant to § 19.2-305.1 of the *Code of Virginia*.
4. Individuals residing outside Virginia. CCCA/PSA does not permit interstate compact and local pretrial/probation officers have no legal authority outside the state of Virginia.

## 28. Standard Operating Procedures (SOPs)

All CCCA/PSA agencies are required to have written Standard Operating Procedures (SOPs) which address and comply with all current statutes, regulations, standards, guidelines, protocols, and policies and be approved in writing by the project administrator.

## 29. Other Operational Requirements

Long-term residential treatment and long-term residential placements (i.e. 28 days or more) are not an appropriate use of these state funds and not a substitute for supervision.

Local community-based probation and pretrial services agencies must follow any applicable laws and standards of the Prison Rape Elimination Act (PREA).

All PSA agencies:

1. Must provide both pretrial investigation and supervision services to all localities served.

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2. Must conduct a pretrial assessment using the Virginia Pretrial Risk Assessment Instrument (VPRAI), or the Public Safety Assessment as approved by DCJS, as part of the pretrial investigation
3. Must use Praxis, or Release Conditions Matrix (RCM), as approved by DCJS, to guide bail recommendations.
4. Must assign supervision levels based on Praxis or RCM.
5. Must make provisions, if providing Global Positioning System (GMS) /electronic monitoring, to ensure that no defendant is prevented from release or returned to jail solely based on the inability to pay fees or costs.

### All CCCA agencies:

1. Must ensure that the length of supervision does not exceed 12 months, or the maximum sentence permitted by law for the person placed on supervised probation with the local community-based probation agency to complete all requirements of supervision.
2. Must ensure that interventions are supported by risk/need assessment, are least restrictive, and determined to be effective by research.
3. Must conduct a risk/need assessment using the OST, or other instruments as approved by DCJS, on all individuals referred to supervised probation with the local community-based probation agency.
4. Must complete success plans for all individuals scoring medium or high on the OST assessment.
5. Must supervise individuals using the state risk-informed supervision model of five levels as designated in PSLP; to include frequency of contact, interventions, and dosage based on assessment results and corresponding risk and needs.

### **30. Technical Assistance**

The grantee agrees to attend and participate in DCJS-sponsored technical assistance events. Technical assistance events include, but are not limited to, regional trainings, audio conferences, peer-to-peer consultations, and workshops conducted by DCJS-designated technical assistance providers. The grantee's participation is critical for the effective administration of the CCCA/PSA grant program and to ensure adherence to all provisions of the grant.

### 31. Training Requirements

The following training requirements must be followed. Any exceptions, due to extenuating circumstances, must be approved, in writing, by the DCJS Adult Justice Programs (AJP) Training Coordinator or the DCJS Grant Monitor.

- A. All local pretrial and probation officers working in local agencies pursuant to the CCCA and PSA must successfully complete Basic Skills for Local Probation and Pretrial Services Officers (Basic Skills) training within six months of their date of hire.
- B. CCCA/PSA agencies must enroll newly hired officers in Basic Skills within fifteen working days of the new officer's date of hire. Officers must be enrolled in the first available Basic Skills Training Cohort.
- C. CCCA/PSA agencies must notify the DCJS AJP Training Coordinator within five working days of any employment, or supervisory changes, and any extenuating circumstances that would impact an officer's participation in training, or compliance with Basic Skills training requirements.
- D. It is the responsibility of the CCCA/PSA Director, or designee, to use the Learning Management System (LMS), Basic Skills Agency Checklist, and any other prerequisite documentation to monitor officers' training progress and ensure each officer successfully completes all Basic Skills training requirements in the established timeframe.

### 32. 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 grantee 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.

### **33. Duplicate Funding**

If the grantee currently has other active awards of federal or state funds, or if the grantee receives any other award of federal or state funds during the period of performance for this award, or uses matching funds from other sources as part of the project budget, the grantee promptly must determine whether funds from any of those other federal or state awards or matching funds from other sources have been, are being, or are to be used (in whole or in part) for one or more of the identical cost items for which funds are provided under this award. If so, the grantee must promptly notify DCJS in writing of the potential duplication, and, if so, requested by DCJS, must seek a budget-modification or change-of-project-scope to eliminate any inappropriate duplication of funding.

### **34. 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 DCJS taking appropriate action with respect to the grantee and the award. Among other things, DCJS may withhold award funds, disallow costs, or suspend or terminate the award.

### **35. Employment Eligibility Verification**

The grantee 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 grantee 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 grantee must maintain records of all employment eligibility verifications pertinent to compliance with this award condition in accordance with Form I-9 record retention requirements. If you have any questions about these conditions please contact the DCJS Grant Monitor.

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

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

### **37. Suspension or Termination of Funding**

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

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

Failure to comply with any one or more of these award requirements -- whether a condition set out in full above, a condition incorporated by reference below, or a certification or assurance related to conduct during the award period -- may result in the DCJS taking appropriate action with respect to the grantee and the award. Among other things, DCJS may withhold award funds, disallow costs, or suspend or terminate the award. DCJS reserves the right to request the return of any funds disbursed to the grantee, including funds later determined to be unallowable, inadequately documented, unsupported, or otherwise inconsistent with federal, state or grant regulations.

### **38. State-General Funds Yearly Re-appropriation process**

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

### **39. Payment Offset Notification**

This is the reduction or withholding of a grantee 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

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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 grantee 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 grantee payment can have both TAX and USDT offsets applied.

DCJS does not maintain records of debts that may be owed to other state or federal agencies. If you have already paid your debt in full, or you don't owe the debt for other reasons, the agency collecting the debt is responsible for returning any part of your payment that should not have been reduced.

To avoid disruption in funding, we strongly encourage all grantees to regularly verify their organization's status with respect to any outstanding debts owed to the Commonwealth of Virginia or the United States federal government.

### **40. 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 grantee may resubmit claims that were withdrawn or voided once the encumbrance is resolved.

Unless otherwise stated, these encumbrances must be met by August 31, 2026. If they remain unmet after this date, 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.

Other encumbrances may be placed on the award at any time during the grant period to address operations. These must also be met prior to continued disbursement of funds and require the same actions as noted above if they are not met by the deadline provided.

## REPORTING REQUIREMENTS AND PROJECTED DUE DATES

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

**FY2027 Comprehensive Community Corrections Act (CCCA) and Pretrial Services Act (PSA)  
Funding Opportunity 568093**

### **REPORTING REQUIREMENTS**

By accepting the accompanying grant award, you agree to submit online quarterly financial reports and programmatic progress reports for this grant throughout the grant period, as well as final reports to close the grant. No eligible current recipient of funding will be considered for continuation funding if, as of the continuation application due date, any of the required financial and progress reports for the current grant are more than 30 days overdue. For good cause, submitted in writing by the grant recipient, DCJS may waive this provision.

To submit reports, requests, and to view your grant award, refer to the On-line Grants Management System (OGMS) at our website: [ogms.dcjs.virginia.gov](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 30 days after the end of each calendar quarter. Claim reports are due even if no expenditures occurred during the quarter unless all the grant funds have been reimbursed and the expenditures are reported. CCCA/PSA State General funded grantees are required to submit their 4<sup>th</sup> quarter financial report & reimbursement (claim) before 5/15/2027. CCCA/PSA grantees are required to submit a 5<sup>th</sup> and Final financial report & reimbursement (claim) to reconcile the budget before 8/15/2027. 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 within 15 days after the end of each calendar quarter and must be approved by the DCJS Grant Monitor. Please note that the claims will not be processed until the quarterly status report is submitted.

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

- BUDGET (Contract) AMENDMENTS may be submitted for consideration through OGMS. Please refer to condition #10. Contract Amendment. Please review your Special Conditions carefully to determine the requirements and procedures for amending budgets. For budget amendment questions, contact the DCJS Grant Monitor.
- GRANT CLOSEOUT: The grantee 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. CCCA/PSA grantees are required to submit the 4<sup>th</sup> and Final Progress Report to closeout the grant by 7/15/2027. 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 grantee 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).

### FY2027 CCCA/PSA Financial & Programmatic Reporting Projected Due Dates

Calendar Quarter Ending Date	Financial Reports & Reimbursement Claims Due Dates	Progress (Status) Reports Due Dates	Budget Revisions for Financial Change (Grant Funded Staff)	Final Budget Amendment Due
9/30/2026	10/30/2026	10/15/2026	9/30/2026	5/16/2027
12/31/2026	1/30/2027	1/15/2027	12/31/2026	
3/31/2027	4/30/2027	4/15/2027	3/31/2027	
6/30/2027	5/15/2027	7/15/2027	6/30/2027	
Final	8/15/2027			