Award Special Conditions, Reporting Requirements, and Projected Due Dates

FY 2027 CROP Grant Program

Funding Opportunity # 574551

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

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

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

- Use the award funds to carry out the activities described in the application, as modified by the terms and conditions attached to this award or by subsequent amendments approved by DCJS;
- Comply with all relevant sections of the *Code of Virginia*;
- Adhere to the approved budget contained in this award and amendments made to it in accord with these terms and conditions; and,
- Comply with all terms, conditions and assurances either attached to this award or submitted with the grant application.

1. Performance and Obligation Periods

Funds, including local match, may be expended and/or obligated during the award period of performance. Recipients may only charge allowable costs incurred during this award period. All properly incurred obligations must be liquidated no later than 45 days after the end of the award period. No new obligations may be made during the liquidation period. The recipient agrees to submit a final financial report and return all received and unexpended funds to DCJS within 45 days of the end of the award period.

2. Financial Management Systems

All recipients are required to establish and maintain adequate accounting systems and financial records and to accurately account for funds awarded to them. They must have a financial management system in place that is able to record and report on the receipt, obligation, and expenditure of award funds. Grantees must properly track the use of award funds and maintain adequate supporting documentation, including maintaining proper documentation for all award-funded staff, match staff, and volunteer time reported.

3. Access to Award Records

The recipient must authorize DCJS and the Virginia Auditor of Public Accounts (APA) access to, and the right to examine, all records, books, papers, or documents related to this award.

4. Documentation Requirements

The recipient agrees to, upon request, promptly provide financial or programmatic-related documentation related to this award, including documentation of expenditures and achievements.

5. Additional Monitoring Requirements

The recipient understands that it may be subject to additional financial and programmatic on-site monitoring, which may be on short notice, and agrees that it will cooperate with any such monitoring. The DCJS grant monitor will be responsible for scheduling and conducting these meetings.

6. Record Retention and Access

Records pertinent to the award must be retained for a period of three (3) years from the date of submission of the final expenditure report. The recipient must provide access to the financial records, supporting documents, statistical records, and other pertinent records.

7. Travel Policy

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

8. Contract Amendments

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

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

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

No amendment to the approved budget may be made without the prior approval of DCJS. Budget Revision – Amendment requests, along with accompanying narrative, are to be submitted using OGMS. The submission deadline for budget amendments is 45 days prior to the end of the award period. Changes in funded staff and authorized officials must be made in a contract amendment within 30 days of the change occurring.

9. Financial Audits

If the recipient 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 recipient 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 grantees to which we pass through Federal grant funding. This responsibility includes verifying that all grantees 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 recipient will receive the DCJS Grantee Single Audit Certification Form, by email. The recipient 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 recipient agrees to forward to DCJS or to the Auditor of Public Accounts a copy of the recipient’s scheduled financial statement audit for the fiscal year that covers the award period. Recipients must communicate in writing any known or suspected violations of law encountered during audits, including fraud, theft, embezzlement, forgery, or other serious irregularities.

10. Project Income

Any funds generated as a direct result of DCJS award funds 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 the sale of seized and forfeited assets (cash, personal, or real property). 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.

11. DCJS Required Reports

The recipient agrees to submit, on or before scheduled due dates, such reports as required by DCJS. This includes filing required reports using OGMS. Failure to submit reports by the due dates may result in delay for reimbursement requests. Prior to submission, personally identifiable information (PII) must be redacted from all financial and programmatic reporting.

12. Delegation of Responsibility

Any delegation of responsibility for carrying out award-funded activities to an office or department that is not part of the grantee organization must be pursuant to a written memorandum of understanding (MOU) by which the implementing office or department agrees to comply with all applicable terms, conditions, and assurances. Any such delegation notwithstanding, the applicant acknowledges by its acceptance of the award its ultimate responsibility for compliance with all terms, conditions, and assurances of the award.

13. Procurement

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

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

Any exemption from 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.

14. Nondiscrimination Under State Awards and Programs

No person shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination on the basis of race, color, religion, national origin, sex, pregnancy, childbirth or related medical conditions, age, marital status, sexual orientation, gender identity, disability, or status as a veteran under any program or activity receiving state financial assistance or under any program or activity conducted by or on behalf of any state agency.

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

15. Personnel Cost

Funds may only be used for personnel costs and related benefits for individuals employed on the award project. Payroll records must specify the funding 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 funded staff during the project period and be supported by timesheets that indicate actual hours worked. If a pay period extends beyond the project end date, do not split the costs as long as the award recipient is receiving a continuation award. However, costs for salaries, benefits, or other related expenses cannot be charged to the award after an individual leaves the award program or outside the award period.

16. Duplicative Funding

If the recipient currently has other active awards of federal or state funds, if the recipient 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 recipient must promptly determine whether funds from any of those 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 recipient must promptly notify DCJS in writing of the potential duplication, and if requested by DCJS, must seek a budget-modification or change-of-project-scope to eliminate any inappropriate duplication of funding.

17. 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. To satisfy the requirement of this condition a recipient must use the Form I-9 Employment Eligibility Verification process. More information can be found at https://www.uscis.gov/i-9. As part of the recordkeeping for the award, the recipient must maintain records of all employment eligibility verifications pertinent to compliance with this award condition in accordance with Form I-9 record retention requirements. For questions about this condition, please contact your grant monitor.

18. Remedies for Non-compliance of Award Requirements:

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

19. Reporting Potential Fraud, Waste, Abuse, and Similar Misconduct

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

20. Payment Offset Notification

This is the reduction or withholding of a recipient payment to satisfy a delinquent debt owed to the Commonwealth of Virginia or the United States federal government. Grantees are advised that 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) the 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 a reimbursement is reduced to satisfy a Virginia unpaid debt, and you have any questions or disagree, please contact The Virginia Department of Taxation Collections at (804) 367-8045.

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

Before DCJS 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, TAX or USDT may withhold or reduce the reimbursement claim payment by the amount of the debt owed. There is the possibility that recipient payments 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, DCJS strongly encourages all recipients to regularly verify their organization's status with respect to any outstanding debts owed to the Commonwealth of Virginia or the United States federal government.

21. 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.

22. Additional "Action Item" encumbrances

Any additional "action item" encumbrances related to the award will be listed online on OGMS under the menu item "Grants > Encumbrances." The recipient must address these items before DCJS staff can approve a claim marked as "Submitted" and disburse funds. If an encumbrance is placed on 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 the stated deadline in OGMS. If they remain unmet after this date, then the grantee must report to the DCJS, by letter, the steps taken to achieve compliance, the reasons for non-compliance, and the expected date of compliance.

Reporting Requirements and Projected Due Dates

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

By accepting the accompanying 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 award 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 the award, refer to the On-line Grants Management System (OGMS) at our website: ogms.dcjs.virginia.gov. In order to use this web-based system, if you have not previously done so, you must register in OGMS.

- Financial Reports and Reimbursements (Claims):
  OGMS Detail of Expenditure/Reimbursement forms are due within 15 days after the end of each calendar quarter. Claim reports are due even if no expenditures occurred during the quarter. If the due date falls on a weekend or non-business day, the report is due on the next business day. For financial questions, contact Joseph Thompson at (804) 225-2782 or via email at Joseph.thompson@dcjs.virginia.gov.

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

- Budget (Contract) Amendments:
  Budget Amendments may be submitted for consideration through OGMS. Please refer to "8. Contract Amendments," above. Please review your Special Conditions carefully to determine the requirements and procedures for amending budgets. For contract amendment questions, contact your assigned Grant Monitor.

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

FINANCIAL AND PROGRAMMATIC REPORTING SCHEDULE

Calendar Quarter Ending Dates	Report Due Dates
9/30/2026	10/15/2026
12/31/2026	1/15/2027
3/31/2027	4/15/2027
6/30/2027	7/15/2027
Final	8/15/2027

GENERAL OGMS SUPPORT

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

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