

## **FY21 Pre-Release and Post-Incarceration Services (PAPIS) Grant Special Conditions**

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

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

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

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

### **1. Performance and obligation periods**

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

### **2. Financial management systems**

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

### **3. Access to grant records**

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

### **4. Documentation requirements**

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

### **5. Additional monitoring requirements**

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

### **6. Record retention and access**

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

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

Funds made available through this award will not be used to replace State or local funds that would, in the absence of this grant, be made available for the same purposes.

### **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 the project funded. If not, the grantee must report to DCJS, in writing, the steps taken to initiate the project, the reasons for the delay, and the expected starting date. If the project is not operational within 90 days of the start date, the grantee must obtain approval in writing

from DCJS for a new implementation date or DCJS may cancel and terminate the project and redistribute the funds.

## **10. Budget amendments**

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 amendments must be requested using the online Grants Management Information System (GMIS), accompanied with a narrative. The deadline for all budget amendments to be submitted will be 45 days prior to the end of the grant year.

## **11. Financial audits**

The grantee 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.

## **12. Project income**

Any funds generated as a direct result of DCJS grant-funded projects are deemed project income. Project income must be reported on the Grantee Financial Report for Project Income provided by DCJS. Instructions for the Project Income form can be downloaded at: <http://www.dcjs.virginia.gov/forms/grants/subgrantProjectIncomeInstructions.doc>. The Project Income form can also be downloaded from the DCJS website at: <http://www.dcjs.virginia.gov/forms/grants/subgrantProjectIncome.xls>. 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).

## **13. Required reports**

The grantee agrees to submit, on or before scheduled due dates, such reports as required by DCJS. This includes filing required reports using the online Grants Management Information System (GMIS). Failure to submit reports by the deadline dates may result in delay for reimbursement requests and/or cancellation of the award.

## **14. Delegation of responsibility**

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

## **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.

## **16. Change in personnel**

The grantee agrees to submit the DCJS Program Update form when there is a personnel change in the program. Available on the DCJS website at:

<https://www.dcjs.virginia.gov/grants/forms>

## **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. Program Guidelines**

The grantee agrees to comply with the applicable Grant Program Guidelines and Attachments, available here: <https://www.dcjs.virginia.gov/grants/programs/fy-2021-pre-and-post-incarceration-services-papis>.

These guidelines include the restrictions that 1) programs cannot duplicate services in geographical areas where services are already established by a PAPIS-funded program, and 2) the use of state grant funds for executive and administrative salaries and benefits may not exceed 20% of the total grant award.

Unless otherwise stated, Special Conditions listed in item #19 must be met by August 31, 2020. If they remain unmet after this date, then the grantee must report to the DCJS, by letter, the steps taken to achieve compliance, the reasons for non-compliance, and the expected date of compliance.

DCJS may terminate grant funding based upon unexplained or unreasonable failure to substantially comply with special conditions within reasonable specified timeframes.

**19. Any additional “action item” special conditions related to your award will be shown online via the Grants Management Information System (GMIS) website under menu item View Status -> Special Conditions.**

## FY21 Reporting Requirements and Projected Due Dates

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By accepting the accompanying grant award, you are agreeing to submit online quarterly financial and 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 Grants Management Information System (GMIS) at our website: [www.dcjs.virginia.gov/grants/gmis-online](http://www.dcjs.virginia.gov/grants/gmis-online). In order to use this web-based system, if you have not previously done so, you must obtain a user name and password set up by your Finance Officer.

- **FINANCIAL REPORTS** are due within 15 days after the end of each calendar quarter and must be approved by your locality's Financial Officer. Reports are required 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 Bill Dodd at (804) 371-0638 or via email at [Bill.Dodd@dcjs.virginia.gov](mailto:Bill.Dodd@dcjs.virginia.gov) or Mark Fero at (804) 225-2782 or via email at [Mark.Fero@dcjs.virginia.gov](mailto:Mark.Fero@dcjs.virginia.gov).
- **PROGRESS REPORTS** for most grant programs are due within 15 days after the end of each calendar quarter and must be approved by your DCJS Grant Monitor.
- **REQUEST FOR FUNDS** for most grant programs are processed quarterly. Requests must be preceded by the previous quarter's financial and approved progress reports. For request for funds questions, contact Bill Dodd at (804) 371-0638 or via email at [Bill.Dodd@dcjs.virginia.gov](mailto:Bill.Dodd@dcjs.virginia.gov) or Mark Fero at (804) 225-2782 or via email at [Mark.Fero@dcjs.virginia.gov](mailto:Mark.Fero@dcjs.virginia.gov).
- **BUDGET AMENDMENTS** can be submitted for most DCJS programs with prior approval through our online Grants Management Information System (GMIS). Please review your Special Conditions carefully to determine the requirements and procedures for amending budgets. For budget amendment questions, contact your assigned Grant Monitor.
- **GRANT CLOSEOUT:** The last quarterly financial report of a project using federal funds must indicate any unpaid obligations that may exist at the expiration of the grant award period. 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. Closeout questions should be directed to Andrew Wooldridge (804) 225-1863 or via email at [Andrew.Wooldridge@dcjs.virginia.gov](mailto:Andrew.Wooldridge@dcjs.virginia.gov) or Mark Fero at (804) 225-2782 or via email at [Mark.Fero@dcjs.virginia.gov](mailto:Mark.Fero@dcjs.virginia.gov).

## Reporting Schedule

CALENDAR QUARTER ENDING	REPORT DUE DATES
9/30/2020	10/15/2020
12/31/2020	1/15/2021
3/31/2021	4/15/2021
6/30/2021	7/15/2021
Final Report	8/15/2021

### General Helpdesk Information

**GMIS Online:** Send an email to [grantsweb@dcjs.virginia.gov](mailto:grantsweb@dcjs.virginia.gov)

**CIMS or VSDVVF Reporting Software:** Call (804) 786-4576 or (804) 225-4868