



# COMMONWEALTH of VIRGINIA

*Department of Criminal Justice Services*

Shannon Dion  
Director

December 14, 2018

1100 Bank Street  
Richmond, Virginia 23219  
(804) 786-4000

Mr. Mark Jinks  
City Manager  
City of Alexandria  
301 King Street, Rm. 3500  
Alexandria, VA 22314

**Title: Sexual Assault Services Program**

Dear Mr. Jinks:

I am pleased to advise you that grant number **19-F3124SP18** for the above-referenced grant program has been approved for a total award of \$12,655 in Federal Funds.

Enclosed you will find a Statement of Grant Award and a Statement of Grant Award Special Conditions. To indicate your acceptance of the award and conditions, please sign the award acceptance and return electronically to [grantsmgmt@dcjs.virginia.gov](mailto:grantsmgmt@dcjs.virginia.gov) at the Department of Criminal Justice Services (DCJS). Please review the conditions carefully; as some require action on your part before we will disburse grant funds.

Also, enclosed are the Post Award Instructions and Reporting Requirements. Please refer to and read this information carefully as it contains details on processing financial and progress reports, as well as requesting awarded funds. *Remember all financial and progress reports, budget amendment requests and request for funds must be processed through our online Grants Management Information System (GMIS).*

We appreciate your interest in this grant program and will be happy to assist you in any way we can to assure your projects success. If you have any questions, please call Michelle Miles at (804) 225-1846.

Sincerely,

A handwritten signature in black ink that reads "Shannon Dion".

Shannon Dion

Enclosures

cc: Ms. Debra Evans, Division Chief-SA & DV Program  
Ms. Tammie Wilson, Fiscal Officer II  
Ms. Michelle Miles, DCJS Monitor

## Department of Criminal Justice Services

1100 Bank Street, 12th Floor, Richmond, VA 23219

### Statement of Grant Award/Acceptance

<b>Subgrantee:</b> Alex. Sex. Assault Resp. & Awareness Prg		<b>Date:</b> December 14, 2018
<b>Grant Period:</b>		<b>Grant Number:</b>
<b>From:</b> 01/01/2019	<b>Through:</b> 12/31/2019	19-F3124SP18

Project Director	Project Administrator	Finance Officer
Ms. Debra Evans Division Chief-SA & DV Program Alexandria SARA 123 N. Pitt Street, Suite 225 Alexandria, VA 22314  Phone: (703) 746-3122 Email: debra.evans@alexandriava.gov	Mr. Mark Jinks City Manager City of Alexandria 301 King Street, Rm. 3500 Alexandria, VA 22314  Phone: (703) 746-4300 Email: mark.jinks@alexandriava.gov	Ms. Tammie Wilson Fiscal Officer II City of Alexandria 2525 Mount Vernon Avenue Alexandria, VA 22301  Phone: (703) 746-5965 Email: tammie.wilson@alexandriava.gov

### Grant Award Budget

Budget Categories	DCJS Funds			Local	TOTALS
	Federal	General	Special		
Travel	\$0	\$0	\$0	\$0	\$0
Supplies/Other	\$0	\$0	\$0	\$0	\$0
Personnel	\$0	\$0	\$0	\$0	\$0
Indirect Cost	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0
Consultant	\$0	\$0	\$0	\$0	\$0
<b>Totals</b>	\$12,655	\$0	\$0	\$0	\$12,655

This grant is subject to all rules, regulations, and criteria included in the grant guidelines and the special conditions attached thereto.



Shannon Dion, Director

The undersigned, having received the Statement of Grant Award/Acceptance and the Conditions attached thereto, does hereby accept this grant and agree to the conditions pertaining thereto, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

# STATEMENT OF GRANT AWARD SPECIAL CONDITIONS

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

## Sexual Assault Services Program (SASP)

**Subgrantee:** Alex. Sex. Assault Resp. and  
Awareness Prg

**Grant Number:** 19-F3124SP18

**Federal Catalog Number:** 16.017

**Title:** Sexual Assault Services Program (SASP)

**Date:** December 14, 2018

The following conditions are attached to and made a part of this grant award:

1. By signing the Statement of Grant Award/Acceptance, the grant recipient 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;
  - to adhere to the approved budget contained in this award and amendments made to it in accord with these terms and conditions;
  - to comply with all terms, conditions and assurances either attached to this award or submitted with the grant application;
2. Grant funds, may only be expended and/or obligated during the grant period. All legal obligations must be fulfilled no later than one month after grant's end date.
3. The subgrantee 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's Act of 2000, P.L. 106-386, the Omnibus Crime Control and Safe Streets Act of 1968, 42 U.S.C 3711 et seq, the Violence Women and Department of Justice Reauthorization Act of 2005, P.L. 109-162 OVW's implementing regulations at 28 CFR Part 90, and Violence Against Women Reauthorization Act of 2013.
4. By accepting this grant, the recipient assures that funds made available through it 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.
5. All materials and publications (written, visual, or sound) resulting from award activities shall contain the following statements: "This project was supported by Grant No. \_\_\_\_\_ awarded by the Virginia Department of Criminal Justice Services, Office of Violence Against Women, U.S. Department of Justice. 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 Department of Criminal Justice Services or Department of Justice, Office of Violence Against Women."
6. Pursuant to 28 CFR§66.34, the Office on Violence Against Women reserves a royalty-free, nonexclusive, and irrevocable license to reproduce, publish or otherwise use, and to authorize others to use, in whole or in part (including in the creation of derivative words), for Federal Government purposes:
  - Any work that is subject to copyright and was developed under this subaward or contract.
  - Any work that is subject to copyright for which ownership was purchased by a subrecipient or contractor.
  - In addition, the subrecipient must obtain advance written approval from the Department of Criminal Justice Services and the Office on Violence Against Women and must comply with all conditions specified by the DCJS

grant manager in connection with the approval before 1) using awarded 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 subaward.

- It is the responsibility of any subrecipient to ensure that this condition is included in any contract agreement made under this award.
7. The subgrantee agrees that grant funds will not support activities that may compromise victim safety, such as: pre-trial diversion programs not approved by OVW or the placement of offenders in such programs: mediation, couple counseling, family counseling or any other manner of joint victim-offender counseling; mandatory counseling for victims, penalizing victims who refuse to testify, or promoting procedures that would require victims to seek legal sanctions against their abusers (e.g. seek a protective order, file formal complaint); or the placement of perpetrators in anger management programs.
  8. The grantee acknowledges that funds may only be used for the provision of direct intervention and related assistance to victims of sexual violence, including 24-hour crisis line services, medical and criminal justice/civil legal accompaniment, advocacy and short term individual and group support counseling. Funds cannot be used towards prevention education efforts, projects focused on training allied professionals and/or communities or the establishment or maintenance of Sexual Assault Response Teams.
  9. The subgrantee agrees to promptly refer to the Department of Criminal Justice Services and the Department of Justice, Office of the Inspector General any credible evidence that anyone has submitted a false claim, committed fraud, conflict of interest, bribery, or similar conduct involving these grant funds.
  10. The subgrantee agrees to submit, by the specified deadlines financial and progress reports as well as any other necessary reports requested by DCJS on forms provided by DCJS. DCJS may withhold disbursement of grant funds if reports are not submitted as required. In addition to a project's implementation and performance, and the availability of funds, a key factor in determining eligibility for continuation funding will be compliance with grant financial and progress reporting requirements. No current recipient of funding through this grant program 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, DCJS will waive the provision.
  11. All subgrantees are required to complete and submit a single Annual Project Progress Report describing activities supported with these funds to DCJS and the federal Office on Violence Against Women (OVW). The annual report form and more information about federal reporting requirements can be found at: <http://muskie.usm.maine.edu/vawamei/formsaspformula.htm>
  12. Annual progress and quarterly financial reports are to be filed on-line; therefore, all recipients of grant funding must have access to the Internet for reporting purposes.
  13. Some grantees may allocate and expend all SASP funds within a single quarter. Quarterly financial reports are only required until expenditures are finalized.
  14. Subgrantees may follow their own established travel rates if they have an established travel policy. If a subgrantee does not have an established policy, then they must adhere to state travel policy. The state allows reimbursement for actual reasonable expenses. For future reference please refer to the following IRS website for the most current mileage rate: <http://www.irs.gov/taxpros/article/0,,id=156624,00.html>: Transportation costs for air and rail are at coach rates.
  15. Within 60 days of the starting date of the project, the subgrantee must initiate the program funded. If not started during this period, **the subgrantee must report to the DCJS**, by letter, the steps taken to initiate the project and 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 receive approval in writing from the DCJS for a new implementation date or the DCJS may cancel and terminate the project and redistribute the funds to another program.
  16. **No amendment to the approved budget may be made without the 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.**

17. The recipient agrees to notify DCJS in writing within thirty (30) days of any hiring of or change in grant-funded personnel, or any change in the Project Administrator, Project Director or Finance Officer from the persons listed in the Grant Application.
18. The subgrantee agrees to forward a copy to the DCJS of the scheduled audit of this grant award.
19. Acceptance of this grant award by the applicant 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 accord 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.
20. 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.
21. All purchases for goods and services must comply with the Virginia Public Procurement Act. Procurement transactions, whether negotiated or advertised and without regard to dollar value, shall be conducted in a manner so as to provide maximum open and free competition. An exemption to this regulation requires the prior approval of the DCJS and is only given in unusual circumstances. Any request for exemption must be submitted in writing to the DCJS.
22. The subgrantee agrees that it and all its contractors will comply with the following federal civil rights laws as applicable:
  - Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin in the delivery of services (42 U.S.C. § 2000d), and the DOJ implementing regulations at 28 C.F.R. Part 42, Subpart C;
  - The Omnibus Crime Control and Safe Streets Act of 1968, which prohibits discrimination on the basis of race, color, national origin, religion, or sex in the delivery of services and employment practices (42 U.S.C. § 3789d(c)(1)), and the DOJ implementing regulations at 28 C.F.R. Part 42, Subpart D;
  - Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability in the delivery of services and employment practices (29 U.S.C. § 794), and the DOJ implementing regulations at 28 C.F.R. Part 42, Subpart G;
  - Title II of the Americans with Disabilities Act of 1990, which prohibits discrimination on the basis of disability in the delivery of services and employment practices (42 U.S.C. § 12132), and the DOJ implementing regulations at 28 C.F.R. Part 35;
  - Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex in education programs and activities (20 U.S.C. § 1681), and the DOJ implementing regulations at 28 C.F.R. Part 54;
  - The Age Discrimination Act of 1975, which prohibits discrimination on the basis of age in the delivery of services (42 U.S.C. § 6102), and the DOJ implementing regulations at 28 C.F.R. Part 42, Subpart I; and
  - The DOJ regulations on the Equal Treatment for Faith-Based Organizations, which prohibit discrimination on the basis of religion in the delivery of services and prohibit organizations from using DOJ funding for inherently religious activities (28 C.F.R. Part 38).
  - The Juvenile Justice and Delinquency Prevention Act of 1974, as amended, which prohibits discrimination in both employment and the delivery of services or benefits based on race, color, national origin, religion, and sex in JJDP-funded programs or activities (42 U.S.C. § 5672(b)).
  - No person in the United States shall, on the basis of actual or perceived race, color, religion, national origin, sex, gender identity (as defined in paragraph 249(c)(4) of title 18, United States Code), sexual orientation, or disability, be excluded from participation in, be denied the benefits of, or be subjected to the discrimination under any program or activity funded in whole or in part with funds made available under (VAWA), and any other program or activity funded in whole or in part with funds appropriated for grants, cooperative agreements, and other assistance administered by the Office on Violence Against Women.
23. The subgrantee agrees that in the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability

against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs.

24. **PROJECT INCOME:** Any funds generated as a direct result of DCJS grant funded projects are deemed project income. Project income must be reported on forms provided by DCJS. The following are examples of project income: Service fees; Client fees; Usage or Rental fees; sales of materials; income received from sale of seized and forfeited assets (cash, personal or real property included).
25. DCJS will perform on-site monitoring as required. DCJS staff will notify subgrantee in advance of any visit.
26. **Applicant must assure funds budgeted for staff will not be used to replace funds already available for that purpose and will be used to expand services to victims.**
27. The subgrantee agrees to sign up for DCJS Updates at <http://www.dcjs.virginia.gov/subscribe/> for the announcements regarding trainings, funding opportunities, and information on victims services.
28. Prior to DCJS disbursing funds, the grant recipient must comply with the following special conditions:
  - a) Submit an Itemized Budget and Budget Narrative for Calendar Year 2019 to equal the award amount. Itemized Budgets and Budget Narratives are due by Friday, March 1, 2019 via email to [grantsmgmt@dcjs.virginia.gov](mailto:grantsmgmt@dcjs.virginia.gov). The email should contain two attachments: 1. Itemized Budget (Excel document); 2. Budget Narrative (Word document). The Itemized Budget and Budget Narrative forms will be sent via email. Please allow at least 21 business days for review and budget approval. Grant recipients can check the status of special conditions approval in GMIS.



# COMMONWEALTH of VIRGINIA

Department of Criminal Justice Services

## NOTICE

Shannon Dion  
Director

1100 Bank Street  
Richmond, Virginia 23219  
(804) 786-4000

To: Grants Project Administrator  
From: Albert Stokes, Grants Manager  
Re: Post Award Instructions and Reporting Requirements  
**PLEASE READ VERY CAREFULLY**

**GRANT AWARD AND SPECIAL CONDITIONS:**

Please review your Award and Special Conditions very carefully. *Pay attention to the last Special Condition listed. This Special Condition may require additional documentation from you before grant funds can be released.* Sign and date the Grant Award/Acceptance (SOGA) and submit it electronically with any Special Condition documentation using the email address below:

**[grantsmgmt@dcjs.virginia.gov](mailto:grantsmgmt@dcjs.virginia.gov)**

**REPORTING REQUIREMENTS**

By accepting the accompanying grant award, you are agreeing to submit online quarterly progress and financial 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 thirty (30) days overdue.** For good cause, submitted in writing by the grant recipient, DCJS may waive this provision.

Financial reports and *progress reports\** are due no later than the close of business on the 12<sup>th</sup> working day after the end of the quarter (*\*except PAPIS Pre- and Post- Incarceration Services reports, which are due by the last working day of the end of the following month*). Also, *V-STOP progress reports are submitted on semi-annual basis 12<sup>th</sup> working day after 6/30 and 12/31 quarters.* Reports are required even if no expenditures have occurred during the quarter. **Requests for Funds will not be honored from grant recipients who do not fulfill this reporting obligation.** A schedule of due dates is also attached for your reference.

☐ **PROGRESS REPORTS**

Refer to our website: <http://www.dcjs.virginia.gov/> for submitting progress reports through the online Grants Management Information System (GMIS). 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, whose name and contact information is listed on the attached Grant Statement of Award/Acceptance. Paper copies of progress reports are no longer accepted. You are required to use the online system to submit your progress reports.

☐ **FINANCIAL REPORTS**

Refer to our website: <http://www.dcjs.virginia.gov/> for submitting financial reports through the online Grants Management Information System (GMIS). 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, whose name and contact information is listed on the attached Grant Statement of Award/Acceptance. Paper copies of the financial reports are no longer accepted. You are required to use the online system in reporting your expenditures. The address is: <http://www.dcjs.virginia.gov/grantsAdministration/gmis/index.cfm?menuLevel=4>

☐ **REQUESTING GRANT FUNDS**

Refer to our website: <http://www.dcjs.virginia.gov/> for requesting funds through our online Grants Management Information System (GMIS). 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, whose name and contact information is listed on the attached Grant Statement of Award/Acceptance. \*Please note you can access this system using the same password assigned for the online financial reporting system. The address is <http://www.dcjs.virginia.gov/grantsAdministration/gmis/index.cfm?menuLevel=4>. You are required to use the online system for requesting funds.

☐ **BUDGET AMENDMENTS**

Budgets can be amended in most DCJS grant programs with prior approval. Please review your Special Conditions carefully to determine the requirements and procedures for amending budgets. Refer to our website at <http://www.dcjs.virginia.gov/> for the online Grants Management Information System. \*Please note again that you can access this system using the same password assigned for the online financial reporting system. Paper copies of Budget Amendments are no longer accepted. You are required to use the online system for submitting budget amendments.



**PROJECTED DUE DATES  
FINANCIAL & PROGRESS REPORTS**

Reports are due by the 12th working day following the close of the period covered in the report.

- Financial reports are required quarterly, even if no expenditures have occurred.
- Progress reports are required as follows:  
Victim/Witness, SAGP and VSDVVF: quarterly (period ending 9/30, 12/31, 3/31, and 6/30).  
V-STOP: – semi-annual (period ending 6/30 and 12/31) and CY annual (due 1/31).  
SASP – CY annual (period ending 12/31).

<i><b>QUARTER ENDING</b></i>	<i><b>DUE DATE</b></i>
12/31/2018	1/17/2019
3/31/2019	4/16/2019
6/30/2019	7/17/2019
9/30/2019	10/17/2019
12/31/2019	1/21/2020
3/31/2020	4/16/2020

Please contact the appropriate DCJS staff person if you need assistance with the following:

- Financial Reports and Requests for Funds - DCJS Financial Services Manager, Bill Dodd, at 804-371-0638 or [bill.dodd@dcjs.virginia.gov](mailto:bill.dodd@dcjs.virginia.gov)
- GMIS – Complete and send an email to [grantsweb@dcjs.virginia.gov](mailto:grantsweb@dcjs.virginia.gov) citing the error message received, to request assistance from the GMIS IT Specialist, DeAndrea Williams
- CIMS or VSDVVF Reporting Software – DCJS IT Contact Specialists at 804-786-4576 or 804-225-4868.
- Progress Reports and Other Requests – your assigned DCJS Grant Program Monitor.
- If you have general questions, please contact Virginia Sneed at (804) 786-5491 or by e-mail at [virginia.sneed@dcjs.virginia.gov](mailto:virginia.sneed@dcjs.virginia.gov).