



COMMONWEALTH of VIRGINIA

Department of Criminal Justice Services

Shannon Dion
Director

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March 16, 2020

Dear DCJS Grant Sub-Recipient:

In response to the coronavirus pandemic, DCJS is taking action to ensure continuity of operations regarding your grants. As you know, Governor Northam officially announced a [State of Emergency](#) last week. DCJS is implementing the suggested measures while responding to your questions and supporting your efforts to provide services to populations that are most in need.

As of Monday, March 16, 2020, most DCJS employees are working remotely. We anticipate only minimal disruptions to service as we transition to teleworking protocols. DCJS is committed to ensuring that all grant sub-recipients are in a position to continue to provide services to the best of their ability. We do not anticipate substantial delays or other issues and expect the grants reimbursement process will continue as normal.

DCJS is also temporarily suspending all business travel for meetings, trainings, and site visits. If you have an upcoming site visit, you will receive information from your DCJS Grant Monitor on our enhanced desk review procedures, which will be implemented remotely in lieu of an in-person visit.

While we have an obligation to ensure strong stewardship of grant funds, we also understand the challenge many grantees will have providing services in previously unanticipated ways. DCJS staff will be responsive to requests from the field regarding any needed changes. We want to allow as much flexibility as possible, so we will consider allowing additional budget amendments, and temporary scope changes. Please continue to communicate with your DCJS Grant Monitor about your program's specific situation. DCJS is awaiting additional guidance from federal program offices, and we will keep you abreast of any developments or information as it is provided.

Thank you for your patience and partnership with us during this unusual situation. We truly want the health and well-being of your staff, volunteers, and those you serve to be the first priority. Your best DCJS contact during this time is your Grant Monitor. Please let them know if you have any questions or concerns.

Sincerely,

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

Shannon Dion