



**Financial
Fair**



Virginia Department of Criminal Justice Services

DeAndrea Williams
Grants Management Section
Grants Support Liaison

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Housekeeping –

**Who Are We?
What Do We Do?**



Grants Management

The Grants Management section at DCJS is the State Administering Agent (SAA) for the State of Virginia.

- We distribute federal and state funding to localities, state agencies, and nonprofit organizations in the main areas of:

Adult Services/Corrections

Juvenile Justice

Victims Services

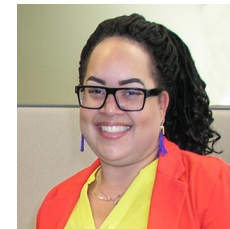
Law Enforcement

- We also perform a thorough evaluation and extensive review of all submitted grant applications, respond directly to subgrantees inquiries, and process all financial requests and administrative data.





Staff





Where can you find us?

dcjs.virginia.gov/grants

Virginia.gov

Agencies | Governor

Search Virginia.Gov



Virginia Department of Criminal Justice Services

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- LICENSING / REGULATION
- LAW ENFORCEMENT / SCHOOL-CAMPUS SAFETY
- JUVENILE / VICTIMS / ADULT SERVICES
- GRANTS**
- RESEARCH

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- Grant Requirements

Grants

The Office of Grants Management coordinates the grant activity from state and federal funding sources. It also awards grant monies after extensive review of all applications, responds directly to subgrantee's inquiries, and processes financial and administrative data.

Current Funding Opportunities

Title	Date Posted	Application Due Date
2019 Juvenile Justice and Delinquency Prevention (JJDP) Alternative Interventions for Status Offenders	July 17, 2019	08/19/2019 - 17:00
2019 Juvenile Justice and Delinquency Prevention (JJDP) Title II One-Time Funding Initiative	July 17, 2019	08/19/2019 - 17:00
2019 Juvenile Justice and Delinquency Prevention (JJDP) Reducing Racial and Ethnic Disparities (RED) in the Juvenile Justice System	July 17, 2019	08/19/2019 - 17:00





Grant Requirements

dcjs.virginia.gov/grants/grant-requirements

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DCJS Funding Profiles

Grant Requirements

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Grant Requirements

Display name:

- [Addiction Recovery Grant Program](#)
- [Byrne JAG](#)
- [Comprehensive Community Corrections](#)
- [Congressionally Mandated PAPIS](#)
- [Court Appointed Special Advocate](#)
- [Critical Incident Stress Management](#)
- [Domestic Violence Victims Fund](#)





Managing Your Grant Online:

Grants Management Information System (GMIS)





NOW THAT YOU HAVE YOUR GRANT, *What you need to do to get started?*

- **Read your award document thoroughly.**
 - Sign the Statement of Grant Award/Acceptance and send it back to grantsmgmt@dcjs.virginia.gov within 45 days.

- **Submit all required Special Conditions.**
 - Some Special Conditions are generic, not requiring any immediate action.
 - Some Special Conditions require action. These are located on GMIS.



Entering GMIS Online



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Apply for
License/Registration

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LICENSING / REGULATION

LAW ENFORCEMENT / SCHOOL-CAMPUS SAFETY ▾

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GRANTS

RESEARCH

Danville City Sheriff's Office Receives Fourth Award for VLEPSC Accreditation

The Danville City Sheriff's Office was formally awarded their Fourth Award for VLEPSC Accreditation. Presenting the award were VLEPSC Commissioner, Sheriff Steve Draper, from the City of Martinsville Sheriff's Office, and DCJS Accreditation Center Program Manager, Derrick Mays. Congratulations to Sheriff Michael Mondul, members of the Danville City Sheriff's Office, and the community.



Register for DCJS Trainings & Events

Register Now

News

Conferences

Upcoming Trainings

Grant Opportunities

Calendar

- ♦ 2019 Forum on Criminal Justice
July 22, 11:26 am
- ♦ New Session Added: Defuse and Manage Difficult Situations in K-12 and Higher Education: School and Police Tactics That Work on October 23, 2019 in Abingdon, VA. Register Today!
July 3, 8:52 am
- ♦ Registration Open: K-12 Threat Assessment: One Day Course in Tazewell, VA on August 7, 2019
July 17, 4:01 pm
- ♦ Registration is now open for the "When Healing Hurts: Making Systematic Change to Address Vicarious Trauma".
July 17, 2:43 pm



DCJS Updates *[subscribe]*

Online Services



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Criminal Justice Directory



GMIS Online



GMS Online: Login/Announcements



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Welcome to Grants Management

Please enter your Username and Password to access the Grants System

Username:

Password:

[Forgot Username?](#)

[Forgot Password?](#)

ANNOUNCEMENTS

- ***Quarterly financial reports are due in GMIS by the 12th working day after the end of the quarter. Reports should be filed even if there were no expenditures to report in the quarter. *Source documentation must be retained and be available for inspection for all grant funded expenditures. *Reported expenditures may not exceed approved budget amounts within budget categories. *For awards comprised of Federal funds and required Match (General, Special, or Local funds), the percentage of Federal funds expenditures must not exceed the percentage stipulated in the award, even if the full award amount is not expended. *Grantees may only charge to the award allowable costs incurred during the grant period of performance. All properly incurred obligations must be liquidated no later than 90 days after the end of the award. No new obligations may be made during the liquidation period. For any questions regarding the following information, please contact our Fiscal Grant Monitor, Andrew Wooldridge at andrew.wooldridge@dcjs.virginia.gov or (804) 225-1863.**





GMIS Online: Enter Existing Grant Number



VIRGINIA DEPARTMENT OF CRIMINAL JUSTICE SERVICES

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Grants Management Information System

Enter an Existing Grant:

(Grant Number format: 00-X0000XX00)

If you have questions concerning the status of your reports or requests, please refer to the [View Status](#) menu options for each grant number. These options will provide a screen showing your report/request and its status. Please check here first **PRIOR** to calling DCJS.

Additional Options

[Financial Officer: Manage Users](#)

[Logout](#)





GMIS Online: Main Menu



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[Print](#)

Grant Number:

SOGA: Yes

Applications ▶

View Budgets ▶

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View Status ▶

Start Date:
07-01-2019

End Date:
06-30-2020

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[On Screen Help](#)

Click on the **red links** to view the Instructions for each menu item
OR

Click on the "User's Guide" link in the bottom left corner to open the users manual in Acrobat Reader..

You **MUST** click the "**Submit**" button all the way through to the final screen to send your reports to DCJS.

[Instructions for Editing An Existing Grant](#)

[FAQs](#)

[Applications](#)

[Budgets](#)

[Financial Reporting](#)

[View Status](#) ***Use this option to track the status of all Financial and Progress Reports, Funding Requests, and Budget Amendments

[PRIOR](#) to calling DCJS.

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Statement of Grant Award and Acceptance (SOGA)



STATEMENT OF GRANT AWARD (SOGA)

Virginia Department of Criminal Justice Services
1100 Bank Street, 12th Floor
Richmond, Virginia

VOCA		
<u>Subgrantee:</u> ABCOneTwoThree DUNS Number: 123456789 DCJS Grant Number: 20-A1234VP18 Grant Start Date: 07/01/2019 Grant End Date: 06/30/2020		
Federal Grant Number:	2016-VA-GX-0039, 2017-VA-GX-0018, and/or 2018-V2-GX-0011	
Federal Awardee:	OVC	
Federal Catalog Number:	16.575	
Project Description:	To provide direct services for crime victims.	
Federal Funds:	\$960,000	Indirect Cost Rate: _____%
State General Funds:	\$54,000	*If applicable
State Special Funds:	\$0	
Local Match:	<u>\$186,000</u>	
Total Budget:	\$1,200,000	

Project Director	Project Administrator	Finance Officer
Ms. Jane Doe Executive Director ABCOneTwoThree P. O. Box 111111 Richmond, VA 23226 (804) 123-4567 jane@ABCOneTwoThree.com	Ms. Elizabeth Doe Board President ABCOneTwoThree P. O. Box 111111 Richmond, VA 23226 (804) 123-4567 elizabeth@ABCOneTwoThree.com	Mr. John Doe Director of Finance ABCOneTwoThree P. O. Box 111111 Richmond, VA 23226 (804) 123-4567 john@ABCOneTwoThree.com



***Please indicate your ICR in the space provided, if applicable.** As the duly authorized representative, the undersigned, having received the Statement of Grant Awards (SOGA) and Special Conditions attached thereto, hereby accepts this grant and agree to the conditions and provisions of all other Federal and State laws and rules and regulations that apply to this award.

Signature:

Authorized Official (Project Administrator)

Title:

Date:



GMIS Online: Statement of Grant Award and Acceptance



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You MUST click the "**Submit**" button all the way through to the final screen to send your reports to DCJS.

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Special Conditions





What are Special Conditions?

Generic: These are conditions that you may not have to return documents to DCJS, but must agree to comply with.

Example:

- The subgrantee must comply with applicable requirements regarding the System for Award Management (SAM), currently accessible at <https://www.sam.gov/SAM/>. This includes applicable requirements regarding registration with SAM, as well as maintaining the currency of information in SAM.
- The subgrantee must maintain a valid DUNS number (a unique nine-digit number used for identifying and keeping track of entities receiving federal funds). Subgrantees must be registered in SAM to receive an award and must maintain an active registration for the entire period of the award.



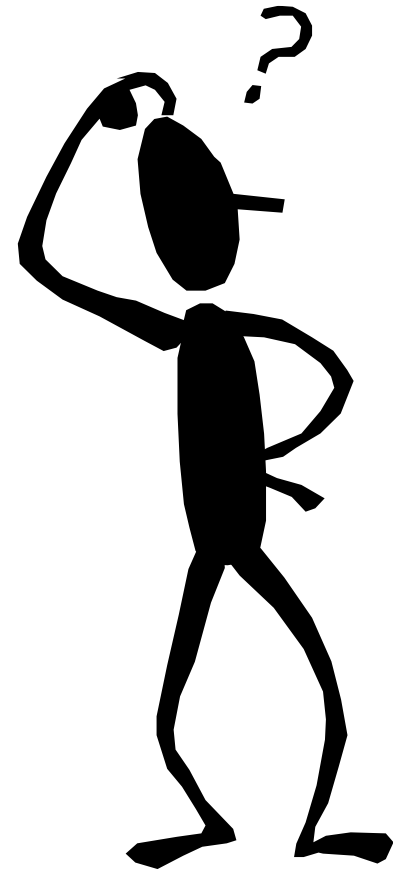


Special Condition that require action

Action: Action Special Conditions will always be the very last ones on the list in your Award Package. “Prior to DCJS disbursing funds, the Subgrantee must comply with the following special conditions:”

Example:


- Please revise your FY20 budget to reflect the totals listed in your Statement of Grant Award. Contact your monitor for additional details.





GMIS Online: View Status -> Special Conditions

The Special Conditions screen lists all conditions posed on the grant that must be met before any funds can be requested.



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[Print Report](#)

Special Conditions for

Condition Number	Condition Description	Condition Met
1	Please revise your FY20 budget to reflect the totals listed in your Statement of Grant Award. Contact your monitor for additional details.	No





GMIS Online: Approved Original Budget





GMIS Online: View Budgets -> Original Budget



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Start Date:
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Original Approved Budget Data

Grant Number: Subgrantee:

Budget Categories	DCJS Funds			Subgrantee		Total Program
	Federal	General	Special	Cash	In Kind	
Personnel	735,719.00	0.00	0.00	61,670.00	0.00	797,389.00
Consultant	15,615.00	0.00	0.00	0.00	0.00	15,615.00
Travel	7,100.00	0.00	0.00	0.00	0.00	7,100.00
Equipment	0.00	0.00	0.00	0.00	0.00	0.00
Indirect Cost	106,609.00	0.00	0.00	0.00	0.00	106,609.00
Other	307,663.00	0.00	0.00	177,767.00	0.00	485,430.00
Total	1,172,706.00	0.00	0.00	239,437.00	0.00	1,412,143.00

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GMIS Online: View Budgets -> Current Budget



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Current Approved Budget Data

Grant Number:

Subgrantee:

Status: *Approved*

Budget Categories	DCJS Funds			Subgrantee		Total Program
	Federal	General	Special	Cash	In Kind	
Personnel	735,719.00	0.00	0.00	61,670.00	0.00	797,389.00
Consultant	15,615.00	0.00	0.00	0.00	0.00	15,615.00
Travel	7,100.00	0.00	0.00	0.00	0.00	7,100.00
Equipment	0.00	0.00	0.00	0.00	0.00	0.00
Indirect Cost	106,609.00	0.00	0.00	0.00	0.00	106,609.00
Other	307,663.00	0.00	0.00	177,767.00	0.00	485,430.00
Total	1,172,706.00	0.00	0.00	239,437.00	0.00	1,412,143.00

To go back to the previous screen, click "Return".

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Reporting Requirements:

- Financial Reports
- Progress Reports



Reporting Requirements

Differences in program requirements.

- Please be aware that each grant program may have a different component to its quarterly reporting requirement.
- Make sure you read the information that comes with your grant award.
- Again, no funds will be disbursed if quarterly reports are not up to date.



Financial Reports

- Quarterly 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 should be filed even if there were no expenditures to report
- Source documentation must be retained and be available for inspection for all grant funded expenditures.
- Reported expenditures may not exceed approved budget amounts within budget categories.
- For awards comprised of Federal Funds and required Match, the percentage of Federal Funds expenditures must not exceed the percentage stipulated in the award, even if the full award amount is not expended.
- You may only charge to the award allowable costs incurred during the grant period.
 - All properly incurred obligations must be liquidated no later than 90 days after the end of the award.
 - No new obligations may be made during the liquidation period.



GMIS Online: Quarterly Reporting -> Enter Financial Report



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Grant Number:

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Quarterly Financial Report

Grant Number:

Subgrantee:

Project Title:

Date Of Report mm/dd/yyyy:

Final Report:

Reporting Period: 9/30/2019

Quarterly Expenditures					
Budget Categories	DCJS Funds			Subgrantee Match	Total Program
	Federal	State	Special		
Personnel	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Consultant	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Travel	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Equipment	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Indirect Cost	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Supplies/Other	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Total	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Obligations this Quarter					
Budget Categories	DCJS Funds			Subgrantee Match	Total Program
	Federal	State	Special		
Personnel	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Consultant	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Travel	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Equipment	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>





GMIS Online: Quarterly Reporting -> Revise Financial Reports

Can **modify unapproved**, pre-submitted, or Saved *Financial* Reports.



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Revise Quarterly Reports

Select the Reporting Period:

Enter the Year for this Reporting Period:

List of Submitted Reports for Grant Number'

Reporting Period	Date Submitted	Approved
------------------	----------------	----------

If "No" appears beside one of the submitted reports above, it may be awaiting review.

Contact Grants Administration for further information.



GMIS Online: View Status -> Financial Reports

To view a summarized listing of all Quarterly Financial Reports submitted, select “*View Status -> Financial Reports*” from the menu.



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SOGA: Yes	
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End Date: 06-30-2017	
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Quarterly Financial Reports Submitted/Approved

Grant Number:

Project Name:

List of Submitted Reports for Grant Number

Reporting Period	Date Submitted	Total Expenses	Total Obligations	FO Approved	Revised Date
09/30/2016	01/20/2017	0.00	0.00	Yes	2017-01-20 09:35:07.167
12/31/2016	01/20/2017	327987.42	0.00	Yes	2017-01-20 09:43:38.943
03/31/2017	04/18/2017	931369.15	0.00	Yes	2017-04-25 10:50:42.007
06/30/2017	07/19/2017	1186431.99	0.00	Yes	2017-07-19 08:17:52.267
09/30/2017	10/24/2017	770144.01	0.00	Yes	2017-10-24 09:22:45.203





Progress Reports

- Progress must be approved by your DCJS Grant Monitor.
- Reports should be uploaded into GMIS Online. No hard copy reports will be accepted.
- No drawdowns can be completed until all Progress Reports are up-to-date and have been approved by your DCJS Grant Monitor.

GMIS Online: Quarterly Reporting -> Upload Progress Reports



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Grant Number:

SOGA: Yes

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Grant Files Upload Screen

This screen is used to upload Grant Progress Reports to the DCJS. Please enter the number of files to upload and click "Select Files". When the upload boxes appear enter or select the Progress Reports file(s) to be uploaded and click the submit button. To locate your file(s), click on the Browse button and navigate to the location of your file. Then select it and click OK. This will enter the path and filename of your file into the box. Do this for each file to upload.

File Type to Upload:
Progress Reports

Reporting Period:
09/30/2017

of files to upload:

Attach Grant File here. ***Please upload only files that end in: .pdf .rtf .snp .txt .zip
File names can be no longer than 30 characters long including the file extension (characters after the ".") Please do not include any spaces or special characters (i.e. "&./, periods, commas, etc..) in your file names. Only one file can be entered into each upload box.

Uploaded Files					
File Name	File Type	Reporting Period	Date Received	Status	Submitted By
<u>1stQTR.pdf</u>	Progress Reports	<u>03/31/2017</u>	<u>04/18/2017</u>	<u>Approved</u>	<u>dwilliams</u>
<u>2ndQTR.pdf</u>	Progress Reports	<u>06/30/2017</u>	<u>07/19/2017</u>	<u>Approved</u>	<u>dwilliams</u>





GMIS Online: View Status -> Progress Reports

This screen displays a listing of all Progress Reports filed successfully with DCJS.

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Progress Reports for

FileName	Reporting Period	Date Received	Approved	Status	Comments
1stQTR.pdf	03/31/2017	04/18/2017	Yes	Approved	
2ndQTR.pdf	06/30/2017	07/19/2017	Yes	Approved	

Grant Number:

SOGA: Yes

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Amendments/Requests:

- Budget Amendments**
- Request for Funding**



GMS Online: Applications -> Budget Amendments

REVISED BUDGET REQUESTED						
Budget Categories	DCJS Funds			Subgrantee		Totals
	Federal	State	Special	Cash	In Kind	
A. Personnel	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
B. Consultant	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
C. Travel	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
D. Equipment	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
E. Indirect Cost	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
F. Other	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
Total Project	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>

Attach your Budget Narrative here. Please upload only files that end in: *.csv .pdf .rtf .txt .zip* File names can be no longer than 30 characters long including the file extension (characters after the ".") and cannot include special characters or spaces. Please do not include any spaces or special characters (i.e. "&/, periods, commas, etc..) in your file names. Only one file can be uploaded per reporting period. Please merge multiple documents into one file.

For instructions on uploading your file, [click here.](#)





GMS Online: Applications -> Budget Amendment: Revise

You may revise your previously submitted amendment if you are an user and have made an error that needs to be corrected before it is submitted to your Finance Officer.

Budget Amendment Request Denied

- A previously submitted Budget Amendment is awaiting approval by your Finance Officer or has been Denied by DCJS Grants Administration. Click on the "Revise Amendment" button to make changes to this Amendment.

Contact [Grants Administration](#) for further information.

Revise Amendment





GMIS Online: View Status -> Budget Amendments



VIRGINIA DEPARTMENT OF CRIMINAL JUSTICE SERVICES

Improving and promoting public safety in the Commonwealth

Print

Grant Number:
SOGA: Yes
Applications ▶
View Budgets ▶
Quarterly Reporting ▶
View Status ▶
Start Date: 07-01-2016
End Date: 06-30-2017
Return to Main Menu

> [Print Form](#)

Budget Amendments

Grant Number:

Project Name:

There have not been any Budget Amendments submitted for this Grant Number.

HELP

Click here to E-Mail questions or for information: [Grants Web](#)

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Related Links

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Request for Funds

- Funds are requested using the GMIS on-line system.
- DCJS does not automatically send funds.
- Please request in the % you were awarded.
- DCJS will not send funds if:
 - *You have not accepted the grant (signed SOGA not received)*
 - *You have not satisfied all the special conditions or were approved for an extension*
 - *You have not submitted required reports.*



GMIS Online: Applications -> Request For Funds



VIRGINIA DEPARTMENT OF CRIMINAL JUSTICE SERVICES

Improving and promoting public safety in the Commonwealth

[Print](#)

Grant Number: [View Instructions](#)

SOGA: Yes

Applications ▶

View Budgets ▶

Quarterly Reporting ▶

View Status ▶

Start Date:
07-01-2019

End Date:
06-30-2020

[Return to Main Menu](#)

HELP

Click here to E-Mail questions or for information: [Grants Web](#)
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Request For Funds - Subgrants/Contracts

Department of Criminal Justice Services
1100 Bank Street
12th Floor
Richmond, Virginia 23219

Subgrant/Contract Number: _____ Date of Request:

Federal Identification Number: _____

Period Covered by this Request: From: Year: To: Year:

Subgrantee/Contractor Name	_____		
Finance Officer Address 1:	_____		
Finance Officer Address 2:	_____		
Finance Officer Address 3:	_____		

Drawdown Amount	DCJS Federal Grant Amounts	DCJS General Fund Amounts	DCJS Special Fund Amounts
Total Subgrantee Award (A)	1172706.00	0.00	0.00
Less: Payments Previously received (B)	0	0	0
(A-B) Available Amount of Award (C)	1172706.00	0.00	0.00
Less: Amount Now Requested (D)	0	0	0
(C-D) Remaining Grant Balance (E)	1172706.00	0.00	0.00

As of the following date: The Grant Program's Cash On Hand is: \$

By submitting this form you are certifying that 1) you are the Finance Officer or Designee authorized to sign/submit this request; 2) the information above is correct; 3) expenditures will be made in accordance with the grant conditions; and 4) payment is due and has not been previously requested.

Financial Officer Name: _____





GMIS Online: Applications -> Request For Funds: Revise

You may revise your previously submitted request if you have made an error.

Grant Request Denied

- A submitted request is still pending. You may revise submitted request by clicking on the revise button below. If the previously submitted request has been denied (see View Status -> Vouchers) or a request has been submitted and waiting approval from the Finance Officer, this error will occur.

No further requests can be made until the previous request has been reviewed.

Contact [Grants Administration](#) for further information.

Revise Request

Return





GMIS Online: View Status -> Vouchers

A listing of all voucher requests that have been approved and sent out can be viewed by selecting “View Status -> Vouchers” from the menu.



VIRGINIA DEPARTMENT OF CRIMINAL JUSTICE SERVICES

Improving and promoting public safety in the Commonwealth

[Print](#)

Grant Number:

SOGA: Yes

Applications ▶

View Budgets ▶

Quarterly Reporting ▶

View Status ▶

Start Date:
07-01-2016

End Date:
06-30-2017

[Return to Main Menu](#)

HELP

Click here to E-Mail questions or for information: [Grants Web](#)

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Vouchers Approved/Disbursed

Grant Number: _____ Project Name: _____

Total Budget: Federal - \$ 3,300,000.00 State - \$ 0.00 Special - \$ 0.00

Total Funds Available: Federal - \$ 0.00 State - \$ 0.00 Special - \$ 0.00

Reporting Period	Date of Request	Requested Federal	Requested General	Requested Special	FO Approved	DCJS Approved	Batch Date	Reason
12/31/2016	01/20/2017	327987.42	0	0	01/20/2017	Yes	02/22/2017	
03/31/2017	04/18/2017	946347.39	0	0	04/18/2017	Yes	05/18/2017	
06/30/2017	06/06/2017	626227.22	0	0	06/06/2017	Yes	07/20/2017	
09/30/2017	10/24/2017	1330348.78	0	0	10/24/2017	Yes	12/13/2017	
12/31/2017	12/21/2017	69089.19	0	0	12/21/2017	Yes	02/20/2018	

All funding requests submitted for this Grant appear on this screen.

Contact Grants Administration for further information.





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 or Mark Fero at (804) 225-2782 or via email at Mark.Fero@dcjs.virginia.gov.



Miscellaneous Administrative Information



- Please mail all grant related correspondences to the Office of Grants Management, **NOT the Agency Director (Ms. Shannon Dion)**.
- No need to send paper copies of the quarterly reports to DCJS unless requested by DCJS staff.
- If you get a “you are delinquent” letter/e-mail, don’t panic. Contact our Fiscal Grant Monitor, Andrew Wooldridge. He will help you with getting up to date.
- Please note on all correspondences the correct DCJS grant number.



Questions concerning your grant? Feel free to contact us for help.

ALBERT STOKES

Albert.Stokes@dcjs.virginia.gov

(804) 786-4011

Grants Manager

MARK FERRO

Mark.Fero@dcjs.virginia.gov

(804) 225-2782

Compliance Supervisor

BILL DODD

Bill.Dodd@dcjs.virginia.gov

(804) 371-0638

Financial Services Manager

