

HAMPTON VA

Grant Routing Sheet [Form #2]

PLEASE NOTE:

Completed "GRANT PROPOSAL OVERVIEW" Form MUST accompany Grant Routing Sheet.

Date Routing Initiated: June 7, 2018 Application Due Date: July 11, 2018
Originating Department: Commonwealth's Attorney Department No. 01-220
Submitter's Name: Annika Hunter Direct Telephone No. (757) 727-6220
E-mail Address: annika.hunter@hampton.gov
Grant Title: Violence Against Women's Act - VAWA Prosecution
Other Participating Departments: _____

BEFORE COMPLETING AN APPLICATION:

1. READ THE GENERAL INSTRUCTIONS.

AH AH (Submitter's Initials)

2. COMPLETE GRANT PROPOSAL OVERVIEW.

AH AH (Submitter's Initials)

3. DEPARTMENT HEAD
ORIGINATING DEPT.

Anton A. Bell

Print Name

[Signature]
Signature

06/07/18
Date

4. ASSISTANT CITY
MANAGER

Steve Bond

Print Name

[Signature]
Signature

6/8/18
Date

BEFORE SUBMITTING AN APPLICATION TO THE AWARDING AGENCY:

5. PREPARE INITIAL DOCUMENTATION PACKAGE FOR REVIEW; TO INCLUDE (EITHER HARD COPY OR ELECTRONIC) OF ALL DOCUMENTS RELATED TO THE GRANT, INCLUDING, BUT NOT LIMITED TO, INSTRUCTIONS, ATTACHMENTS, EXHIBITS, GRANT DOCUMENTS, PRIMARY GRANT (IF SUBAWARDEE).

(Submitter's Initials)

6. COMPLETE APPLICATION EXCEPT NECESSARY SIGNATURES.

(Submitter's Initials)

7. BUDGET DIVISION

LC Greer

Print Name

[Signature]
Signature

6/26/18
Date

8. FINANCE DEPARTMENT

Vernica Kmetz

Print Name

[Signature]
Signature

6/26/18
Date

9. CITY ATTORNEY

Brandi Lee

Print Name

[Signature]
Signature

6-26-18
Date

10. SIGN & SUBMIT APPLICATION.

AH (Submitter's Initials)

AFTER GRANT AWARDED:

11. ADD AWARD LETTER TO DOCUMENTATION. Ah (Submitter's Initials)

12. ORIGINATING DEPT. Annika Hunter Annika Hunter 6-28-18
 (Approval as to Content) Print Name Signature Date

13. RISK MANAGEMENT Joe Sanders [Signature] 6-26-18
 Print Name Signature Date

14. HUMAN RESOURCES Nicole M. Clark Nicole M. Clark 6-26-18
 Print Name Signature Date

15. BUDGET DIVISION L Green [Signature] 6/26/18
 Print Name Signature Date

16. FINANCE DEPARTMENT Vernica Kmetz Vernice Kmetz 6/27/18
 Print Name Signature Date

17. CITY ATTORNEY [Signature] Brandi Law 6-27-18
 Print Name Signature Date

18. CITY COUNCIL GRANICUS FILE NO. _____

CREATE GRANICUS FILE _____
 Print Name Signature Date

ATTACH GRANT DOCUMENTS _____
 Print Name Signature Date

ROUTE FOR APPROVAL _____
 Print Name Signature Date

19. ADD SIGNED RESOLUTION TO DOCUMENTATION. _____ (Submitter's Initials)

20. OBTAIN SIGNATURES _____
 Print Name Signature Date

21. ORGINATING DEPARTMENT TO RETAIN ORIGINAL DOCUMENTATION. _____ (Submitter's Initials)

22. DISSMINATE ELECTRONIC COPIES TO (INITIAL WHEN DISSEMINATED):

CITY ATTORNEY: _____ (Submitter's Initials)

FINANCE: _____ (Submitter's Initials)

OTHER PARTICIPATING DEPARTMENTS (LIST): _____ (Submitter's Initials)

_____ (Submitter's Initials)

_____ (Submitter's Initials)

HAMPTON VA

Grant Proposal Overview [Form #1]

PLEASE NOTE:

Completed "GRANT PROPOSAL OVERVIEW" Form **must** accompany Grant Routing Sheet.

Grant Title: Violence Against Women's Act Program - VAWA Prosecution - 18-V9367VA17

1. **PRIMARY OR SUB-AWARD:** Application will be submitted to () the agency that is the primary source of funding (City = Primary Awardee); () to an agency that has received the funds from another awarding agency (City = Sub-Awardee).

If the City is a Sub-Awardee, the agreement between the Primary Awardee and the agency to which the City is making application must be attached to this Overview.

2. **GRANT AWARD PERIOD:** If awarded, funds are expected to be received: () in the current fiscal year only; () in the current fiscal year and the future fiscal year(s) of FY19 _____ or () in the future fiscal year(s) of _____.

3. **PREVIOUS APPLICATIONS:** (Not including the current application) This grant was previously applied for during FY16 _____ fiscal year(s); and was previously awarded during FY17 and FY18 _____ fiscal year(s).

If previously awarded, provide all prior agenda items numbers and dates of Council approval.

File Number 17-0228 - July 12, 2017

4. **BACKGROUND/PURPOSE:** The Hampton Violence Against Women's Act-VAWA Prosecution Grant continues to strengthen the criminal justice response to domestic violence in the City of Hampton through a coordinated and integrated approach involving a partnership among prosecution, law enforcement and victim services providers. Continuation of the VAWA Prosecution Program will keep an established position for a dedicated domestic violence prosecutor to prosecute cases of domestic violence. A special victim advocate and comprehensive training for law enforcement officers are also key components of the Grant.

5. **TYPE OF GRANT EXPECTED TO BE AWARDED:**

Cash Amount \$ 64,801

Non-Cash (Describe): _____

6. FINANCIAL OBLIGATIONS:

a. **Current Financial Obligations:** This grant will (✓) will not () require matching funds/contributions. If so, please indicate in the space below the amount and whether the match is cash or in-kind, or both.

Required Match – CASH

Amount: Cash \$ _____

Required Match – IN KIND

*Value of In-Kind \$ 21,600

* Description: _____

b. **Future Financial Obligations:** This proposal will () will not (✓) incur commitments or financial obligations for the City beyond the grant period. If it will, an authority memorandum from the City Manager's Office-Budget Division estimating future matching requirements and the time period must be attached to this Overview.

c. **Resource Obligations:** This proposal will () will not (✓) require special facilities, equipment and/or services provided by the City. If it will, summarize arrangements in a separate memorandum and attach to this Overview.

7. Sources of Grant and Matching Funds:

Please identify the funding source of your grant and any required or non-required matches.

- For Federal grants, please provide the Federal Catalog Number (CFDA) and the grant number.
- For State grants, the grant number must be supplied.
- All grant matches must be supplied by the submitting department, unless they have historically received a contribution/match from the City's Matching Funds Pool or a special arrangement has been made with the City Manager's Office-Budget Division.
- If another City department, other than the submitting department, will be providing a funding or in-kind match, documentation to that effect must be submitted along with this grant packet.

Federal \$ 64,801
Pass Through \$ _____
State \$ _____
Foundation \$ _____
Private \$ _____

Federal Catalog No. 16,588
Federal Grant No. _____
State Grant No. _____

b. **Source of Matching Funds*** (Please check all that apply.)

Department: Commonwealth's Attorney Office
Budget Line-Item: 01-220-450 01100 **Amount:** \$21,400
Budget Line-Item: 10-220-450 06001 **Amount:** \$200
Budget Line-Item: _____ **Amount:** _____

**If you are listing a department funding source other than your department, the Budget Division will need written authorization of agreement to withdraw these funds.*

8. Proposed Budget:

City Department-Match Other Match(es)

Expenditure Categories	Grant Total	Cash	In-Kind	Cash	In-Kind
Personnel Services	\$64,801		\$21,400		
Operating Expenditures			\$200		
Capital Outlay					
Totals:					

Grand Total: \$86,401

9. Additional Information That May be Helpful to Reviewers:



COMMONWEALTH of VIRGINIA

Department of Criminal Justice Services

Francine C. Ecker
Director

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

January 2, 2018

Ms. Mary Bunting
City Manager
City of Hampton
22 Lincoln Street, 8th Floor
Hampton, VA 23669-3522

Title: Violence Against Women's Act Program - VAWA Prosecution

Dear Ms. Bunting:

I am pleased to advise you that grant number **18-V9367VA17** for the above-referenced grant program has been approved for an amount of \$64,801 in Federal Funds and \$21,600 in Matching Funds for a total award of \$86,401.

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 it to Janice Waddy, Grants Administrator, 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 project's success. If you have any questions, please call Dione Bassett at (804) 371-2419.

Sincerely,

A handwritten signature in black ink, appearing to read "Francine C. Ecker".

Francine C. Ecker
Director

Enclosures

cc: Mr. Matthew G. Finley, Asst. Commonwealth's Attorney
Mr. Karl Daughtrey, Finance Director
Ms. Dione Bassett, DCJS Monitor

Department of Criminal Justice Services

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

Statement of Grant Award/Acceptance

Subgrantee: Hampton City

Date: January 02, 2018

Grant Period:

Grant Number:

From: 01/01/2018

Through: 12/31/2018


18-V9367VA17

Project Director	Project Administrator	Finance Officer
Mr. Matthew G. Finley Asst. Commonwealth's Attorney City of Hampton 236 N. King Street Hampton, VA 23669 Phone: (757) 728-3215 Email: matthew.finley@hampton.gov	Ms. Mary Bunting City Manager City of Hampton 22 Lincoln Street, 8th Floor Hampton, VA 23669-3522 Phone: (757) 727-6230 Email: kdaughtrey@hampton.gov	Mr. Karl Daughtrey Finance Director City of Hampton 22 Lincoln Street, 7th Floor Hampton, VA 23669-3522 Phone: (757) 727-6230 Email: kdaughtrey@hampton.gov

Grant Award Budget

Budget Categories	DCJS Funds			Local	TOTALS
	Federal	General	Special		
Travel	\$0	\$0	\$0	\$0	\$0
Supplies/Other	\$0	\$0	\$0	\$200	\$200
Personnel	\$64,801	\$0	\$0	\$21,400	\$86,201
Indirect Cost	\$0	\$0	\$0	\$0	\$0
Equipment	\$0	\$0	\$0	\$0	\$0
Consultant	\$0	\$0	\$0	\$0	\$0
Totals	\$64,801	\$0	\$0	\$21,600	\$86,401

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



Francine C. Ecker, 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, 12th Floor
Richmond, Virginia 23219

For the Violence Against Women's Act (V-STOP) Program

Subgrantee: Hampton

Grant Number: 18-V9367VA17

Federal Catalog Number: 16.588

Title: Violence Against Women's Act

Date: January 2, 2018

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

1. V-STOP funds may not be used to pay more than 75% of the costs of proposed projects. The remaining 25% or designated match must be provided by the applicant, in cash or in-kind. All funds designated as match are restricted to the same uses as the V-STOP Program funds and must be reported and expended in the same period. In-kind match must be documented in the same manner as grant funded activities. All funds designated as match are restricted to the same uses as the V-STOP Program funds and must be expended in the same period.
2. By signing the Statement of Grant Award/Acceptance, the grant recipient agrees:
 - To use the grant funds only 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 accordance with these terms and conditions;
 - And to comply with all terms, conditions and assurances either attached to this award or submitted with the grant application.
3. Grant funds, including matching funds, may only be expended and/or obligated during the grant period. All legal obligations must be fulfilled no later than 90 days after the end of the grant period.
4. 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 JJDPA-funded programs or activities (42 U.S.C. § 5672(b)).
 - Section 1407 of the Victims of Crime Act (VOCA), as amended, which prohibits discrimination in both employment and the delivery of services or benefits on the basis of race, color, national origin, religion, sex, and disability in VOCA-funded programs or activities. (42 U.S.C. § 10604).
 - 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.
 - The grantee agrees to meet the civil rights training requirements through viewing the online training modules offered through the Office on Civil Rights at <http://ojp.gov/about/ocr/ocr-training-videos/video-ocr-training.htm>. The grantee must review these training modules at least once per grant cycle and must view the civil rights overview, standard assurances modules, and the module on the obligations to provide services to limited English proficient (LEP) individuals.
5. 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.
 6. 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.
 7. The Subgrantee agrees to submit, by the specified deadlines, quarterly financial and bi-annual 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.
 8. The recipient agrees to comply with any additional requirements that may be imposed during the grant performance period if the agency determines that the recipient is a high-risk grantee. Cf. 28 C.F.R. parts 66, 70.
 9. Recipient understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of any contract or subaward to either the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries, without the express prior written approval of OVW.
 10. The recipient understands and agrees that any training or training materials developed or delivered with funding provided under this award must adhere to the OVW Training Guiding Principles for Grantees and Subgrantees, available at <http://www.ovw.usdoj.gov/grantees.html>. The grantee agrees to attend and participate in DCJS-sponsored technical assistance. Technical assistance includes, but is not limited to, regional trainings, audio conferences, peer-to-peer consultations, and workshops conducted by DCJS-designated technical assistance providers. The recipient's participation is critical for effective administration of the VSTOP Formula Grant program and to ensure adherence to statutory provisions.
 11. The recipient agrees to comply with all applicable laws, regulations, policies, and guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences, meetings, trainings, and other events, including the provision of food and/or beverages at such events, and costs of attendance at such events. Information on pertinent laws, regulations, policies, and guidance is available at <http://www.ovw.usdoj.gov/grantees.html>.
 12. The grantee agrees that grant funds will not support activities that compromise victim safety and recovery.

13. The grantee agrees that grant funds will not be used to support the development or presentation of a domestic violence, sexual assault, dating violence and/or stalking curriculum for primary or secondary schools. The grantee further agrees that grant funds will not be used to teach primary or secondary school students from an already existing curriculum.
14. The grantee agrees that grant funds will not be used to conduct public awareness or community education campaigns or related activities. Grant funds may be used to support, inform, and outreach to victims about available services.
15. Subgrantee may follow their own established travel rates if they have an established travel policy. If Subgrantee does not have an established policy, then they must adhere to state travel policy. The state allows reimbursement for actual reasonable expenses. 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 must be at coach rates.
16. 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 DCJS for a new implementation date or DCJS may cancel and terminate the project and redistribute the funds to another program.
17. No amendment to the approved grant budget may be made without the prior written approval of DCJS. No more than two (2) budget amendments will be permitted during the grant period. Budget amendments must be requested through Grants Management Information System (GMIS). No budget amendments will be allowed after October 31st.
18. 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. To provide the required notification to DCJS, the recipient agrees to complete and submit the DCJS Program Change/Update form available on the DCJS website at: <http://www.dcjs.virginia.gov/forms/sectionForms.cfm?code=9&program=victims>.
19. The Subgrantee agrees to forward a copy to DCJS of the scheduled audit of this grant award.
20. Acceptance of this grant award by a local government 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 accordance with the local government's 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.
21. 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.
22. 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 DCJS and is only given in unusual circumstances. Any request for exemption must be submitted in writing to DCJS.
23. **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).
24. Subgrantee must submit a final report outlining the progress and accomplishments of the program on forms provided by DCJS.
25. DCJS will not disburse funds from this grant if any of the required Financial or Progress reports are overdue by more than 30 days unless you can show good cause for missing the reporting deadline.

26. DCJS will perform on-site monitoring as required. DCJS staff will notify Subgrantee in advance of the visit and forward a copy of the monitoring checklist in the notification.
27. **The 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.**
28. 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.
29. The Subgrantee agrees that DCJS, Office for Victims of Crime (OVC) and/or the Office of the Chief Financial Officer (OCFC) and its representatives shall be granted access to and the right to examine all records, books, paper or documents related to the VOCA grant.
30. Prior to DCJS disbursing funds, the Subgrantee must comply with the following special conditions:



COMMONWEALTH of VIRGINIA

Department of Criminal Justice Services

Francine C. Ecker
Director

1100 Bank Street
Richmond, Virginia 23219
(804) 786-4000
TDD (804) 786-8732

NOTICE

To: Grants Project Administrator

From: Janice Waddy, DCJS Grants Administrator

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(s) listed. These Special Condition(s) may require additional documentation from you before grant funds can be released.* Sign and date the grant award acceptance and submit any Special Condition documentation by email or mail to:

Office of Grants Management
Attention: Janice Waddy
Dept. of Criminal Justice Services
1100 Bank Street, 12th Floor
Richmond, Virginia 23219
grantsmgmt@dcjs.virginia.gov

REPORTING REQUIREMENTS

By accepting the accompanying grant award, you are agreeing to submit on-line 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 12th working day after the end of the quarter (**except 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 a semi-annual schedule 12th 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 Statement of Grant 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 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 Statement of Grant Award/Acceptance. Paper copies of 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 for requesting funds through the 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 Statement of Grant Award/Acceptance.

*Please note, you can access this system using the same password assigned for the online financial reporting system. Paper copies of request for funds are no longer accepted. 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 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 date following the close of the quarter 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>QUARTER ENDING</i>	<i>DUE DATE</i>
9/30/2017	10/18/2017
12/31/2017	1/22/2018
3/31/2018	4/17/2018
6/30/2018	7/18/2018
9/30/2018	10/17/2018
12/31/2018	1/17/2019

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

- Financial Reports and Requests for Funds - DCJS Fiscal Services Manager Bill Dodd at 804/371-0638 or bill.dodd@dcjs.virginia.gov
- GMIS - Complete and send an email to grantsweb@dcjs.virginia.gov citing the error message received, to request assistance from the GMIS Program Coordinator DeAndrea Williams
- CIMS or VSDVVF Reporting Software- DCJS IT Contact Specialist 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.