

INTRODUCED: February 11, 2019

AN ORDINANCE No. 2019-025

To authorize the Chief Administrative Officer to accept funds in the amount of \$46,950.00 from the Virginia Department of Criminal Justice Services, and to appropriate the grant funds received to the Fiscal Year 2018-2019 Special Fund Budget by increasing estimated revenues and the amount appropriated to the Office of the Sheriff of the City of Richmond’s 2019 JAG for Staff Recruitment Special Fund by \$46,950.00 for the purpose of funding advertising, equipment, supplies, and travel expenses related to staff recruitment and crisis intervention team training for the Office of the Sheriff of the City of Richmond.

\_\_\_\_\_  
Patron – Mayor Stoney  
\_\_\_\_\_

Approved as to form and legality  
by the City Attorney  
\_\_\_\_\_

PUBLIC HEARING: FEB 25 2019 AT 6 P.M.

THE CITY OF RICHMOND HEREBY ORDAINS:

§ 1. That the Chief Administrative Officer is authorized to accept funds for the City of Richmond in the amount of \$46,950.00 from the Virginia Department of Criminal Justice Services for the purpose of funding advertising, equipment, supplies, and travel expenses related to staff recruitment and crisis intervention team training for the Office of the Sheriff of the City of Richmond.

§ 2. That Ordinance No. 2018-058, adopted May 14, 2018, which adopted a Special Fund Budget for the fiscal year commencing July 1, 2018, and ending June 30, 2019, and made

AYES:            8            NOES:            0            ABSTAIN: \_\_\_\_\_

ADOPTED:   FEB 25 2019   REJECTED: \_\_\_\_\_ STRICKEN: \_\_\_\_\_

appropriations pursuant thereto, be and is hereby amended by increasing revenues from the funds accepted pursuant to section 1 of this ordinance by \$46,950.00 and increasing the amount appropriated to the Office of the Sheriff of the City of Richmond's 2019 JAG for Staff Recruitment Special Fund by \$46,950.00 for the purpose of funding advertising, equipment, supplies, and travel expenses related to staff recruitment and crisis intervention team training for the Office of the Sheriff of the City of Richmond.

§ 3. This ordinance shall be in force and effect upon adoption.



# CITY OF RICHMOND

## INTRACITY CORRESPONDENCE

O & R REQUEST  
4-8513  
JAN 17 2019

Chief Administrative Officer

**O&R REQUEST**

**DATE:** January 16, 2019 **EDITION:** 1

**TO:** The Honorable Members of City Council

**THROUGH:** The Honorable Levar M. Stoney, Mayor *JS 1/24/19*

**THROUGH:** Selena Cuffee-Glenn, Chief Administrative Officer *SCG*

**THROUGH:** Lenora Reid, Deputy Chief Administrative Officer *LR*

**THROUGH:** Jay A. Brown, Director, Budget and Strategic Planning *JAB*

**THROUGH:** John B. Wack, Director, Finance *JW*

**FROM:** Antionette V. Irving, Sheriff *AVI*

**RE:** Proposed acceptance and appropriation of Fall 2018-2019 JAG Law Enforcement Staff Recruitment Grant Funding

**RECEIVED**  
JAN 31 2019  
OFFICE OF CITY ATTORNEY

**ORD. OR RES. No.** \_\_\_\_\_

**PURPOSE:** Authorizing the City Administration to accept the award from the Virginia Department of Criminal Justice Services grant in the amount of Forty-Six Thousand Nine Hundred Fifty (\$46,950.00) dollars and appropriating the increase to Special Fund (01601 Cost Center) for the Richmond City Sheriff's Office (RCSO) starting January 2019.

**REASON:** The Richmond City Sheriff's Office seeks approval for funds in the amount of \$46,950.00 awarded by the Virginia Department of Criminal Justice Services for the Fall 2018-2019 JAG Law Enforcement Staff Recruitment Grant.

**RECOMMENDATION:** It is recommended that this funding be accepted and appropriated to the Richmond City Sheriff's Office effective Fiscal Year 2019.

**BACKGROUND:** The Virginia Department of Criminal Justice Services made federal funding available as part of its Fall 2018-2019 Justice Assistance Grant Program to assist law enforcement agencies with programming, training and equipment, and recruitment. The Richmond City

Sheriff's Office applied for funding, and has been granted \$46,950.00 to assist with its recruitment and training needs. Specifically, the RCSO is currently experiencing low staffing numbers and it is critical to attract new talent, reduce the deputy vacancies and to retain new and long-term employees. Another significant need of the RCSO is Crisis Intervention Team (CIT) Training. In 2018, Mental Health/first aid training, the RCSO leveraged Richmond Behavioral and Health Authority to conduct mental health first aid training for our sworn and civilian staff. Unfortunately, these re-sources have been exhausted and the office does not have funding to continue the much needed CIT training necessary in 2019.

**FISCAL IMPACT / COST:** The total amount of this award is \$46,950.00. The Richmond City Sheriff's Office will use the funding for an electronic advertising billboard, equipment and supplies to aid in remote recruitment initiatives, travel and related expenses for staff to obtain CIT (Crisis Intervention Team) Training, advertising and job fair fees.

**FISCAL IMPLICATIONS:** The acceptance of this award will allow the RCSO to streamline its recruitment advertisement process. Such ads are the first impression of an organization for many job seekers, especially when attracting qualified candidates is extremely competitive. Equipment and supplies for re-mote recruitment initiatives will reduce agency overhead (e.g. laptops will allow for on-site recruit application). Lastly, having access to CIT training will increase a deputies' knowledge and awareness of his/her surroundings and inmate behaviors which in turn will help deputies make better decisions, leading to a safer facility environment. Jails and corrections facilities in the United States hold ten times more mentally ill people than state hospitals. As a result agencies such as the Richmond City Sheriff's Office is responsible to provide care, custody and control for mentally ill inmates. CIT training emphasizes a partnership between law enforcement, the mental health and substance abuse treatment system, mental health advocacy groups, and consumers of mental health services and their families. CIT is both a training program, and a collaborative effort that builds community partnerships with mental health service providers. The collaborative approach fosters information sharing, which in turn promotes agency cost savings.

**BUDGET AMENDMENT NECESSARY:** Yes, the Special Funds Budget must be amended/created for this Grant.

**REVENUE TO CITY:** A drawdown of Grant funds will be completed for \$46,950.00 from the Virginia Department of Criminal Justice Services. The funds will be appropriated to the Special Fund for this Grant line starting in fiscal year 2019.

**DESIRED EFFECTIVE DATE:** Upon Adoption.

**REQUESTED INTRODUCTION DATE:** February 11, 2019

**CITY COUNCIL PUBLIC HEARING DATE:** February 25, 2019

**REQUESTED AGENDA:** Consent Agenda

**RECOMMENDED COUNCIL COMMITTEE:** Request Waiver

**CONSIDERATION BY OTHER GOVERNMENTAL ENTITIES:** N/A

**AFFECTED AGENCIES:** The Department of Finance, The Department of Budget and Strategic Planning and The Richmond City Sheriff's Office

**RELATIONSHIP TO EXISTING ORD. OR RES.:** N/A

**REQUIRED CHANGES TO WORK PROGRAM(S):** N/A

**ATTACHMENTS:**

**STAFF:** Kimberlee Goins, Budget Manager  
Richmond City Sheriff's Office, 646-0429

Bart Blanks, Compliance Analyst  
Richmond City Sheriff's Office, 646-5438



Received

JAN 03 2019

Office of the  
Chief Administrative Officer

COMMONWEALTH of VIRGINIA

Department of Criminal Justice Services

Shannon Dion  
Director

December 14, 2018

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

Ms. Selena Cuffee-Glenn  
Chief Administrative Officer  
City of Richmond  
900 East Broad Street, Rm 201  
Richmond, VA 23219-2907

**Title: Byrne/JAG – Project Title: Law Enforcement Staff (Recruitment)**

Dear Ms. Cuffee-Glenn:

I am pleased to advise you that grant number 19-A4688AD16 for the above-referenced grant program has been approved for a total award of \$46,950 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 Patrick Harris at (804) 786-5367.

Sincerely,

Shannon Dion

Enclosures

cc: The Hon. Antionette V. Irving, Sheriff  
Mr. John Wack, Director of Finance  
Mr. Patrick Harris, DCJS Monitor

## Department of Criminal Justice Services

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

### Statement of Grant Award/Acceptance

<b>Subgrantee: Richmond City</b>		<b>Date: December 14, 2018</b>	
<b>Grant Period:</b>		<b>Grant Number:</b>	
<b>From:</b> 01/01/2019	<b>Through:</b> 09/30/2019	19-A4688AD16	

Project Director	Project Administrator	Finance Officer
The Hon. Antionette V. Irving Sheriff Richmond City Sheriff's Office 1701 Fairfield Way Richmond, VA 23223-4221  Phone: (804) 646-4464 Email: antionette.irving@Richmondgov.co	Ms. Selena Cuffee-Glenn Chief Administrative Officer City of Richmond 900 East Broad Street, Rm 201 Richmond, VA 23219-2907  Phone: (804) 646-7978 Email: Selena.Cuffee-Glenn@Richmondg	Mr. John Wack Director of Finance City of Richmond 900 East Broad Street, Rm 1003 Richmond, VA 23219-1907  Phone: (804) 646-5776 Email: John.Wack@Richmondgov.com

### Grant Award Budget

Budget Categories	DCJS Funds			Local	TOTALS
	Federal	General	Special		
Travel	\$2,130	\$0	\$0	\$0	\$2,130
Supplies/Other	\$13,500	\$0	\$0	\$0	\$13,500
Personnel	\$0	\$0	\$0	\$0	\$0
Indirect Cost	\$0	\$0	\$0	\$0	\$0
Equipment	\$31,320	\$0	\$0	\$0	\$31,320
Consultant	\$0	\$0	\$0	\$0	\$0
<b>Totals</b>	<b>\$46,950</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$46,950</b>

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

**Byrne Justice Assistance Grant Program**  
Federal Catalog Number: 16.738

**Subgrantee: Richmond**

**Grant Number: 19-A4688AD16**

**Title: Law Enforcement Staff (Recruitment)**

**Date: December 14, 2018**

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

1. Where the Statement of Grant Award reflects a required match contribution by the grant recipient, the recipient agrees, by accepting the award, to provide the match as shown in non-federal match.
2. By signing the Statement of Grant Award/Acceptance, the grant recipient agrees:
  - a. 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;
  - b. To adhere to the approved budget contained in this award and amendments made to it in accord with these terms and conditions; and
  - c. To comply with all terms, conditions and assurances either attached to this award or submitted with the grant application.
3. 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.
4. Within 60 days of the starting date of the grant, the subgrantee must initiate the project funded. If not, the subgrantee must report to the DCJS, by letter, 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 subgrantee must obtain approval in writing from the DCJS for a new implementation date or the DCJS may cancel and terminate the project and redistribute the funds.
5. The grantee agrees to submit such reports as requested by DCJS on forms provided by DCJS, or through the Grants Management Information System (GMIS). Funds from this grant will not be disbursed, if any required financial or progress report is overdue by more than 30 days unless good cause is submitted for missing the reporting deadline.
6. Grant funds are usually disbursed quarterly. Grant and local match funds are expended and/or obligated during the grant period. All legal obligations must be liquidated no later than 90 days after the end of the grant period. All requests for reimbursement must be completed within 90 days after the end of the grant. The grant recipient agrees to submit to the DCJS a final grant financial report, and return all unexpended grant funds that were received within 90-days after the end of the grant.
7. **Budget Amendment Requests must be submitted through GMIS by the Project Director, Program Administrator, or Finance Officer. This Budget Amendment form must be accompanied with a narrative. No more than two such amendments will be permitted during the grant period. The deadline for all budget amendments to be submitted will be 45 days prior to the end of the grant year.**
8. Acceptance of this grant award constitutes agreement that applicant 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 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.



- a. By signing the *Statement of Grant Award/Acceptance*, the grantee agrees to comply with all terms, conditions, certifications and assurances that are attached to and made part of this grant award.
  - b. The *Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements* (2 pages) can be downloaded from the DCJS website at <http://www.dcjs.virginia.gov/forms/grants/usdoj.doc>.
  - c. The *General Grant Conditions and Assurances, Attachment A* (5 pages) can be downloaded at <http://www.dcjs.virginia.gov/forms/grants/attachmentA.doc>.
9. 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.
  10. The grantee agrees to comply with the Virginia Public Procurement Act <http://eva.virginia.gov/pages/eva-vppa.htm>. 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. Permission to make sole source procurements must be obtained from DCJS in advance.
  11. The grantee may follow their own established travel rates if they have an established travel policy. If a grantee 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 must be at coach rates.
  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 *Subgrant 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; or income received from sale of seized and forfeited assets (cash, personal or real property included).
  13. The grantee agrees to comply with all federal and state confidentiality requirements. All grantees receiving funds to conduct research or statistical activities that involve collecting data identifiable to a private person should submit a *Privacy Certificate*, when required, in accordance with the requirements of 28 CFR Part 22. This requirement can be downloaded at: <http://www.ecfr.gov/cgi-bin/text-idx?SID=484ad202fefda5843f58e860eebaa85b&node=28:1.0.1.1.23&rgn=div5#28:1.0.1.1.23.0.4.6>.
  14. The grantee agrees to comply with the Department of Justice's requirements of 28 CFR Part 46 - Protection of Human Subjects. These federal requirements can be downloaded at: <http://www.ecfr.gov/cgi-bin/text-idx?SID=484ad202fefda5843f58e860eebaa85b&node=28:2.0.1.1.4&rgn=div5>.
  15. The recipient agrees to assist the Department of Justice in complying with the National Environmental Policy Act (NEPA), and other related federal environmental impact analyses requirements in the use of these grant funds. Accordingly, prior to obligating grant funds, the grantee agrees to first determine if any of the following activities will be related to the use of the grant funds. Recipient understands that this special condition applies to its following new activities whether or not they are being specifically funded with these grant funds. That is, as long as the activity is being conducted by the recipient, subrecipient, or any third party and the activity needs to be undertaken in order to use these grant funds, this special condition must first be met. The activities covered by this special condition are:
    - a. New construction;
    - b. Minor renovation or remodeling of a property either (i) listed on or eligible for listing on the National Register of Historic Places or (ii) located within a 100-year flood plain;
    - c. A renovation, lease, or any other proposed use of a building or facility that will either (i) result in a change in its basic prior use or (ii) significantly change its size; and

- d. Implementation of a new program involving the use of chemicals other than chemicals that are (i) purchased as an incidental component of a funded activity and (ii) traditionally used, for example, in office, household, recreational, or education environments.

16. 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)).
- 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).

17. 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.

18. **Scheduled Audit** - The grantee agrees to forward a copy of the scheduled audit of this grant award. Please forward to DCJS – Attention: FINANCE.

19. Prior to DCJS disbursing funds, the Subgrantee must comply with the following special conditions:

- a) For your record, in Supplies & Other line, delete "Promotional Items" at \$3,050.



# 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 quarter covered in the report.*

*Financial reports are required even if no expenditures have occurred.*

<b><i>QUARTER ENDING</i></b>	<b><i>DUE DATE</i></b>
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 Request 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.
- 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).