



Division of Criminal Justice Services

KATHY HOCHUL
Governor

ROSSANA ROSADO
Commissioner

CILLIAN FLAVIN
Deputy Commissioner

MEMORANDUM

To: DCJS Grantees

From: Cillian Flavin
Deputy Commissioner - Office of Program Development and Funding

Date: 03/05/2025

Subject: Grant Contract Language Change – Streamlining DCJS Process

If you are receiving this memorandum, then the New York State Division of Criminal Justice Services (DCJS) currently has a grant contract with your agency or organization. The purpose of this memo is to communicate to you a change in contract language that will impact how your organization vouchers for reimbursement of eligible expenses. Please note this change will take effect for any vouchers submitted on, or after, the 1st of April, 2025.

Within your current contract is the following language:

Payment and Reporting

“All requests for reimbursement must reflect actual costs that have been incurred for goods or services that were received by the Contractor during the contract period, or alternatively, the number of milestones achieved during the contract period for performance-based contracts. A purchase order issued without receipt of the items or services is not eligible for reimbursement. Goods or services ordered but not received during the contract period are not eligible for reimbursement. Additionally, the Contractor must have paid for the goods or services in order to be eligible for reimbursement.”

DCJS will be removing this language from all future contracts. For any current contract that has this language, DCJS will not apply this “...ordered, but not received” provision. Should any contract be amended, this language will be removed, and all new contracts will not contain this provision.

With regard to purchasing obligation requirements, the following existing provision within the Master Grant Contract (Payment and Reporting) language will be applied:

“All obligations must be incurred prior to the end of the contract. The final claim of the contract term shall be submitted to the State Agency up to ninety (90) calendar days after the contract end date to make final expenditures if this contract is State Funded. However, if this contract is funded, in whole or in part, with Federal Funds, the Contractor shall have up to sixty (60) calendar days after the contract end date to make expenditures and submit the claim to the State Agency.”



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What does this mean for your contract(s)?

- For example, if your organization has a contract for the period 1/1/25-12/31/25, under the current contract language, previously ordered goods, such as equipment and supplies, had to be ordered, and received within that period for it to be an eligible reimbursable expense. As of April 1, 2025, for all grant contracts you have with DCJS, the good must be ordered within the period, but can be received and paid for within the liquidation period after the end of the contract. This means within 60 days for federal funded contracts, and 90 days for state funded contracts (see aforementioned remaining Master Grant Contract language).
- This change specifically relates to the purchase of goods and commodities. In the case of services, there will be no change to the current process; all services must have been provided during the contract period in order to be reimbursed.
- As of April 1, 2025, all grantees will be required to use the revised *All Other* form (attached) when submitting expenses for reimbursement under this budget category. **Failure to use the new *All Other* form will result in a rejection of your voucher.**
 - The new form will be available on the DCJS website on April 1, 2025.

If you have any questions, please reach out to Funding@dcjs.ny.gov for further guidance and assistance.

Attachments:

- Revised *All Other* voucher form