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To: All VJCCCA Plan & Data Contacts

From: Beth Mohler Stinnett, Statewide Program Manager / VJCCCA Manager

Date: July 17, 2020

Topic: Certification of FY 2020 VJCCCA Expenditure Data

Each year, DJJ is required to audit and reconcile expenditures of state funds and local Maintenance of Effort (MOE) allocated under the Virginia Juvenile Community Crime Control Act (VJCCCA). The first step in this process is the final certification of FY 2020 expenditure data for all VJCCCA programs as entered into the Community Programs Reporting (CPR) system. Specific details about state funding, MOE and allowable expenditures can be found on pages 16 – 22 of the VJCCCA Manual. Information concerning reporting of annual expenditures can be found on page 40 of the Manual. Once you have entered the data and the Expenditure Compliance Certification Form is received, the data will be reviewed by the state VJCCCA office. Once reviewed, a member of the VJCCCA fiscal team will advise you if a Fiscal Adjustment Form is required, if funds are to be returned to the state for failure to meet the required MOE, or the amount of unspent state funds that must be returned.

As a reminder, the deadline for entry of the FY 2020 expenditure data is September 11, 2020. This will allow DJJ VJCCCA staff time to review the information and to complete the process prior to the release of funds for the third quarter. Electronic scanned copies of your forms should be e-mailed to your assigned Regional VJCCCA Coordinator with copies to [Felix.Romero@djj.virginia.gov](mailto:Felix.Romero@djj.virginia.gov), [Ayana.Obika-clayborne@djj.virginia.gov](mailto:Ayana.Obika-clayborne@djj.virginia.gov), and [VJCCCA@djj.virginia.gov](mailto:VJCCCA@djj.virginia.gov). Please ensure that you use subject line: "FY2020 Locality Name VJCCCA Fiscal Close-Out Documents". The deadline for receipt of both e-mailed copies of the certification forms is September 11. Delays in completing the expenditure data (and repayment of any reimbursements due) may result in withholding of third and/or fourth quarter FY 2021 VJCCCA allocations.

Please DO NOT submit any reimbursements until so instructed. Specific instructions for completing your data entry are found on the next page.

Thank you in advance for your timely response. If you have problems entering your expenditure data, please contact your assigned Regional VJCCCA Coordinator who will connect you with a member of our fiscal team.

### **Entering Annual Expenditure Data on the Community Programs Reporting System**

1. Log onto the Community Programs Reporting (CPR) Module.
2. Select “Community Programs Reporting” from the Modules Menu
3. Select the Fiscal Year (FY 2020) and program from the drop-down menu and click “Search”
4. Click on the Financials Tab

The expenditures for the selected program will appear. Review the budget data for accuracy, key in any unrecorded expenditures, save your data and proceed to the next program by repeating steps 3 and 4 above.

Note: If you have previously entered all data for the first three quarters of the year, you will enter data only for the final/fourth quarter.

### **Checking Your Expenditure Data Against your Approved Plan Budget**

1. Log onto the Community Programs Reporting (CPR) Module.
2. Select “Community Programs Reporting” from the Reports Menu
3. Select “CPR – Detail Expend”
4. Select the Fiscal Agent and the appropriate fiscal year (“2020”) from the drop-down menu and click “Search”
5. View/print the report that is generated

Note: The report will show a summary of all recorded expenditures for all programs on your VJCCCA plan, as well as the state allocation and required MOE. This should give you an idea if your expenditure data is complete and accurate, pending review by DJJ.