



Division of Criminal Justice Services

April 3, 2020

The following is a supplemental message to all DCJS funded programs:

Dear DCJS Grantee:

DCJS would like to thank you for your continued support in sustaining the programs in which we all feel are vital to maintaining public safety in New York state. During the COVID-19 health emergency, we understand the challenges many of you are facing with social distancing practices and staff working from home where possible. To help facilitate your work, and to ensure that everyone stays safe during these times DCJS will now be accepting grantee vouchers submitted electronically. Electronic vouchers can be submitted to: dcjsGrantsUnitVoucherSubmittal@dcjs.ny.gov. When submitting a voucher through email please make the subject line your contract number, quarter you are vouchering for and the name of your organization. One hypothetical example of a subject line would be "C123456 January-March 2020 Albany Police Department"

DCJS will continue to accept paper copies of vouchers in addition to now accepting electronic voucher documents. Any paper voucher submittals should continue to be mailed to:

NYS Division of Criminal Justice Services – Finance/Grants Unit
Alfred E. Smith State Office Building – 10th Floor
80 South Swan Street
Albany, NY 12210

Please remember that all submittals for reimbursement should be based upon the approved contract budget and must continue to be comprised of a Claim for Payment, Fiscal Cost Report and Detailed Itemization Forms. We are asking grantees to submit signed forms in one consolidated PDF file. . If it is not possible to have these forms signed, please be advised that you may type your name and email address into the signature field of the Claim for Payment. Additionally, you may type your name in the signature field of the Fiscal Cost Report and all Detailed Itemization Forms. It is also important to note that DCJS will only be accepting vouchers emailed to dcjsGrantsUnitVoucherSubmittal@dcjs.ny.gov or mailed to the address above. At this time DCJS will **not** be accepting any vouchers submitted through Grants Gateway.

DCJS is committed to offering grantees the best customer service possible. If you have any voucher related questions, whether it is about how to submit a voucher, what needs to be included in your voucher submittal or whether a cost is eligible for reimbursement please email the following address: dcjsGrantsUnitVoucherInquiry@dcjs.ny.gov.

Thank you.