



Division of Criminal Justice Services

April 3, 2020

Important Information for DCJS Grantees Regarding Grant Vouchering:

Dear DCJS Grantee:

Thank you for your continued support in sustaining the programs that 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, the quarter for which you are vouchering, and the name of your organization. One hypothetical example of a subject line would be: "C123456 January-March 2020 Albany Police Department"

Please note that DCJS will continue to accept paper copies of vouchers in addition to 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 on the approved contract budget and must continue to be comprised of a Claim for Payment, Fiscal Cost Report and Detailed Itemization Forms. Please submit signed forms in one consolidated PDF file. If it is not possible to have these forms signed, please 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 accept electronic vouchers emailed to dcjsGrantsUnitVoucherSubmittal@dcjs.ny.gov or, if submitting paper copies, mailed to the physical mailing 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, such as, how to submit a voucher, what needs to be included in a voucher submittal or whether a cost is eligible for reimbursement, please email your question to the following address: dcjsGrantsUnitVoucherInquiry@dcjs.ny.gov.

Should you have any questions regarding your contract, please contact your DCJS Public Safety Grants Representative in the DCJS Office of Program Development and Funding or the GMS Helpdesk at (518) 457-9787.

Thank you.

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