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COMMONWEALTH OF VIRGINIA

Compensation Board

P.O. Box 710
Richmond, Virginia 23218-0710

March 23, 2010

EMAIL MEMORANDUM

TO: County Administrators and City Managers
Regional Jail Authority Chairmen

CC: Sheriffs and Regional Jail Superintendents
Treasurers and Finance Directors

FROM: Robyn M. de Socio, Executive Secretary

RE: JAG Funds Paid for February, 2010

I write in follow up to my memo to you dated February 23 and our instructions for reporting on salaries and work hours provided on March 3, and to notify you of the availability of detailed disbursement information.

In previous correspondence, I provided specific federal dollar amounts to be paid your locality or regional jail pursuant to the American Recovery and Reinvestment Act (ARRA), Edward Byrne Justice Assistant Grant (JAG). In February I provided you with information regarding documentation and reporting requirements for the grant funds, and provided a timeline for the disbursement of the funds.

I appreciate the hard work of all offices in providing the information requested related to local salary amounts paid and hours worked, as well as confirmation of registration information. For those offices that responded with all necessary information by the March 12 deadline, the Compensation Board processed reimbursement payments with an EDI transmittal due date March 23. For those offices, details at the position level regarding salaries reimbursed for sworn personnel and the portions of those salaries reimbursed with JAG funds are now available in a database on the Compensation Board website.

To download the Access database, please go to our website's [ARRA page](#) and click the link entitled "JAG Funds Paid for February, 2010". Please choose the option to SAVE the database to your own computer, instead of opening the file directly from the website. This will prevent concurrent viewers of the database from corrupting the data for others when viewing individual locality information. After downloading the database, open the database and select the Query entitled "JAG Funds Paid for February 2010 Query", then enter your 3-digit locality code to view or export your data.

For offices that had not reported all necessary data as requested by the March 12 deadline and for which detailed disbursement data is not yet available in the online database, reimbursements are currently being processed with an EDI transmittal date of March 31.

Detailed disbursement data at the position level will be available for these offices prior to the March 31 transmittal date. For any office that has not yet reported information regarding local salaries paid and work hours, or has not confirmed their active status with the Central Contractor Registration (CCR), **I ask that you give attention to these matters immediately to prevent withholding of reimbursement payments due.**

For offices reviewing the detailed disbursement information, please note that JAG fund disbursement amounts by position are based upon the lesser of the the locality salary reported by the office or the COIN reimbursable salary, and the proportion of the salaries paid with JAG funds is based upon the ratio of total JAG funds to payable sworn salaries. This ratio may exceed the original 90% level anticipated where possible based upon payable salary amounts reported by each office. There is a small number of offices where the JAG funds to be distributed exceeded 100% of the payable sworn salary amounts. Those offices will be contacted individually to report additional data for March, as the remaining JAG funds will be paid in April as a portion of March salary reimbursements.

Please ensure you provide this communication to the appropriate finance personnel, so that funds received can be properly identified as federal JAG funds. For additional information previously provided by the Compensation Board regarding the use of federal stimulus funds for Sheriffs' Offices and Regional Jails, please visit the [ARRA link](#) from the Budgets and Salaries page of the Compensation Board website (www.scb.virginia.gov).

If you have any difficulties accessing your locality details in the Access database, please contact me or the following staff for assistance:

Regina Hill, regina.hill@scb.virginia.gov
Charlene Rollins, charlene.rollins@scb.virginia.gov
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C: Anne Wilmoth, Chief Information Officer
Charlene Rollins, Customer Service Manager
Charlotte Luck, Budget Manager
Regina Hill, Senior Fiscal Technician, Sheriffs and Regional Jails