



U.S. Department of Justice

Office of Justice Programs

Office of the Chief Financial Officer

Washington D.C. 20531

April 22, 2021

Mark Fero  
Grants Compliance Supervisor  
Virginia Department of Criminal Justice Services  
1100 Bank St.  
12th Floor  
Richmond, VA 23219-3640

Dear Mr. Fero:

This letter is to notify the **Virginia Department of Criminal Justice Services** that the Office of the Chief Financial Officer (OCFO), Grants Financial Management Division, will conduct an enhanced financial monitoring and technical assistance desk review scheduled for **June 21-24, 2021**.

The purpose of the enhanced desk review is to perform routine grant financial monitoring and provide technical assistance for the grants awarded by the Department of Justice (DOJ). The review will include an analysis of your written policies and procedures, disbursement records, and randomly selected expenditures charged to the following awards:

Grant Number	Award Amount	Program Office	Program	Project Start Date	Project End Date
2018-86-CX-K012	\$150,556	BJS	BJS FY 18 SJS	10/1/2018	9/30/2020
2018-WF-AX-0056	\$3,686,105	OVW	OVW STOP FY 2018	7/1/2018	6/30/2021
2017-WF-AX-0013	\$3,596,406	OVW	OVW STOP FY 2017	7/1/2017	6/30/2021
2018-KF-AX-0042	\$465,233	OVW	OVW SAS FY 2018	8/1/2018	7/31/2021
2015-WF-AX-0018	\$3,309,895	OVW	OVW STOP FY 2015	7/1/2015	7/31/2021
2017-RT-BX-0040	\$323,811	BJA	BJA FY 17 RSAT	10/1/2016	9/30/2021
2017-AR-BX-K012	\$850,000	BJA	BJA FY 18 SOL-COAP	10/1/2017	9/30/2021
2017-DJ-BX-0082	\$3,353,534	BJA	BJA FY 17 JAG STATE	10/1/2016	9/30/2021
2016-DJ-BX-0482	\$3,359,808	BJA	BJA FY 16 JAG State	10/1/2015	9/30/2021
2016-JF-FX-0036	\$945,441	OJJD	JJ FY16 Title II	10/1/2016	9/30/2021
2018-V2-GX-0011	\$85,366,389	OVC	OVC FY18 VOCA VA	10/1/2017	9/30/2021
2019-RJ-BX-0013	\$47,398	BJA	BJA FY 19 JRJ	10/1/2019	9/30/2021

2020-VD-BX-0141	\$10,832,775	BJA	BJA FY 20 COVID	1/20/2020	1/31/2022
2018-YS-BX-0045	\$869,508	BJA	BJA FY 18 STOP Tech1	10/1/2018	9/30/2022
2019-WE-AX-0007	\$1,000,000	OVW	OVW ICJR FY 2019	10/1/2019	9/30/2022
2016-KF-AX-0031	\$465,541	OVW	OVW SASP FY 2016	8/1/2016	9/30/2022

The Entrance Teleconference is scheduled on **June 21, 2021 at 10:00am EST**. To help us complete our review, please provide the following documents, electronically via email to the Office of the Chief Financial Officer (OCFO) to [jonathan.walker@ojp.usdoj.gov](mailto:jonathan.walker@ojp.usdoj.gov) and [financialmonitoring@usdoj.gov](mailto:financialmonitoring@usdoj.gov) by **June 1, 2021**.

- 1) A summary of all cumulative expenditures incurred by approved budget category or spending plan from the inception of the grants reviewed until **March 31, 2021**. These amounts should reconcile with the most recent Federal Financial Report (FFR) submitted for each grant. **(Microsoft Excel format)**
- 2) The detailed General Ledger (G/L) accounts for all expenditures incurred from the inception of the grants reviewed until **March 31, 2021**. These amounts should reconcile with the most recent FFR submitted for each grant. **(Microsoft Excel format)**. *(We will be selecting samples of expenditures from your detailed general ledger. We anticipate sending the list of our sample selections within a few days after we receive your detailed general ledger.)*
- 3) A copy of your agency's chart of accounts
- 4) A copy or website link of your most recent Single Audit Report
- 5) A copy or website link to your agency's Policies and Procedures Manuals. At a minimum, please submit procedures specific to the following:
  - Grant accounting to include procedures for financial management
  - Cash management
  - Procurement
  - Travel
  - Inventory controls
  - Personnel/Time and Attendance
  - Sub-recipient monitoring
  - Sub-recipient award and closeout process including payments
  - Conference Costs
  - Equipment
- 6) A list of all employees (if any) compensated with grant funds. For each employee, please include the name, date of hire, position, current salary and fringe benefit costs. **(Microsoft Excel format)**.
- 7) A copy of your agency's organizational chart.
- 8) An inventory list, of all your equipment (if any) purchased with grant funds.

- 9) A listing of any sole source procurements and accompanying justifications and approvals, if applicable.
- 10) If the grant above has subrecipients, provide a list of all subrecipients, the amount of funds disbursed to each subrecipient, as well as expenditures incurred by each subrecipient, as of the most recent quarter ended. **(Microsoft Excel format)**
- 11) If indirect costs are applicable, provide a copy of your current Federally Negotiated Indirect Cost Rate Agreement and a spreadsheet and documentation showing the calculation of the indirect costs that are reported on the ***March 31, 2021***.
- 12) If your agency has elected the de-minimis rate, provide a statement on your agency's letterhead stating you never received a federally negotiated indirect cost rate.
- 13) If the grant above has conference cost, provide a list, by grant, of all conferences held, the amount expended for each conference, approved conference request forms, and post reports submitted (if one was required).
- 14) If the grant above has match, provide documentation to support the source, timing, and detail expenditures of any cash or in-kind match amounts provided for all your grants, if applicable.
- 15) If the grant above is a JABG or JAG grant, provide documentation to support the source, timing, and amount of any program income earned (e.g., interest income earned on JABG and/or JAG grants) and expended from the inception of all applicable grants until ***March 31, 2021***. These amounts should reconcile to the most recent FFRs. **(Microsoft Excel format)**
- 16) If the grant above is a Victim Compensation grant, provide supporting accounting documents for the following ***CRIME VICTIM COMPENSATION STATE CERTIFICATION FORM:***

Part I: PAYMENT INFORMATION

Total Amount paid to or on behalf of crime victims from ALL  
FUNDING SOURCES (both State and Federal)

B1. Voca Grant Funds, FY \_\_\_\_\_ FY \_\_\_\_\_

B2. Subrogation Recoveries

B3. Restitution Recoveries

B4. Refunds

B5. Amount Awarded for Property

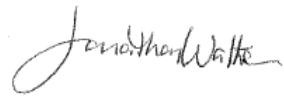
B6. Other Reimbursements - Specify:

E. Recovery Cost, if any

Please let us know in advance if there are any issues or questions that you would like us to address during this review. If you have any questions or concerns regarding this desk review, please contact me at 202-307-5122, or email at [jonathan.walker@ojp.usdoj.gov](mailto:jonathan.walker@ojp.usdoj.gov).

Thank you in advance for your assistance in providing the information we have requested.

Sincerely,



Jonathan Walker  
Phone: 202-307-5122  
Email: Jonathan.Walker@ojp.usdoj.gov  
Office of Justice Programs  
U.S. Department of Justice

cc:

Aida Brumme, Evaluation and Oversight Branch Manager, GFMD  
Jewani Servara, Financial Monitoring Manager, GFMD  
Edith Sunga, Financial Monitoring Manager, GFMD