Hello Greg,

In preparation for the upcoming 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, Title II formula award 2016-JF-FX-0036.  Please see the requested documentation for the Administrative Review and Programmatic Review, feel free to submit the requested items in phases.  Once you let me know your availability for the week of June 21st, I will send you a tentative agenda, or if this week does not work please let me know.

**Administrative Review:**

**Is property and equipment information being maintained, if applicable**

☐ Grantee provided written explanation of how they track and maintain property and equipment. (Can include formal policies and procedures)

☐ Most recent inventory records

☐ Voucher package

☐ Purchase order

☐ Signed requisition

☐ Shipping receipt

☐ Invoice

☐ Serial numbers

☐ Proof of purchase

**Can the grantee provide an explanation specifying how they are charging payroll costs to the grant?**

☐ Written explanation of payroll costs to the award (Can include formal policies and procedures)

☐ One timesheet per person paid with award funds (at least 5 employees) for the last three pay periods

☐ Overtime approval documentation

☐ Consultant contracts or vendors (if applicable)

☐ Grantee provided written process for procurement (Can include formal policies and procedures)

☐ Grantee provided subrecipient award process policies and procedures(s)

☐ Sample subrecipient award document (compliant with 2 C.F.R. 200.332)

☐ Current risk assessment of all subawards

☐ Subrecipient remote monitoring/site visit reports (2 samples)

☐ Subrecipient desk review reports (2 samples)

☐ List of subrecipients and their awards

☐ Grantee provided written conference policies and procedures (if applicable)

**Programmatic Review:**

☐ Written justification for significant delays and updated deliverable dates (if applicable)

☐ Documentation of changes in grantee activities (if applicable)

Are you able to provide a timeline(s) and the list of items that you plan to submit at your earliest convenience?  Don’t hesitate to contact me for any additional questions and/or concerns.

Thank you,

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