



OFFICE OF JUSTICE PROGRAMS

VIRGINIA DEPARTMENT OF CRIMINAL JUSTICE SERVICES

Enhanced Desk Review Agenda (Tentative)

June 21-24, 2021 Eastern Standard Time

Entrance Phone Conference info:

Phone: 1-415-655-0003

Meeting number (access code): 161 727 5579

WebEx Link:

<https://ojp.webex.com/ojp/j.php?MTID=mee39660571e588931b8f56a607a125a2>

MONDAY JUNE 21, 2021

- 10:00-11:00 am: Entrance Conference- Introduction, purpose of the enhanced desk review, and discuss concerns found during the preliminary review. Questionnaire/Walk-through and review of the Policy and Procedures (If applicable) on the following:
- Managing Federal grant funds
 - Payroll
 - Procurement
 - Fixed asset
 - Conference Cost Policies and Procedures
 - Consultant/Contractual
 - Travel
 - Match (*If Applicable*)
 - Program Income (*If Applicable*)
 - Subrecipients (*If Applicable*)
 - Walk-through of Accounting System and Accounting Records (will review via- Webex through the shared screen feature)
- 11:00am-3:00 pm: Review of awards 2018-V2-GX-001(OVC), 2016-JF-FX-0036 (OJJD) 2019-WE-AX-0007 (OVW0, 2016-KF-AX-0031(OVW), and 2018-KF-AX-0042(OVW) on the following:
- Test samples
 - Subrecipients
 - FFRs Reconciliation to Grantee Accounting system
 - Program Income/Match (*If Applicable*)
- 11:00am-1:00 pm Programmatic Review: Ramesa Pitts (OVC)

TUESDAY JUNE 22, 2021

9:00am-3:00 pm: Review of awards 2017-DJ-BX-0082 (BJA), 2016-DJ-BX-0482 (BJA), 2020-VD-BX-0141 (BJA), 2017-RT-BX-0040 (BJA), 2017-AR-BX-K012(BJA), and 2018-86-CX-K012 (BJS) on the following:

- Test samples
- Subrecipients
- FFRs Reconciliation to Grantee Accounting system
- Program Income/Match (*If Applicable*)

10:00am-12:30 pm: Programmatic Review: Cara Blair (OJJDP)

2:00pm-4:00 pm Programmatic Review: Kathryn Manning (BJA)

WEDNESDAY JUNE 23, 2021

9:00am-3:00 pm: Review of awards 2018-WF-AX-0056 (OVW), 2017-WF-AX-0013 (OVW), 2018-KF-AX-0042 (OVW), 2015-WF-AX-0018 (OVW), 2019-RJ-BX-0013(BJA), and 2018-YS-BX-0045 (BJA) on the following:

- Test samples
- Subrecipients
- FFRs Reconciliation to Grantee Accounting system
- Program Income/Match (*If Applicable*)

10:00am-11:30 pm Programmatic Review (Continued): Cara Blair (OJJDP)

10:00am-12:00 pm Programmatic Review: Crystal Crews (BJA)

THURSDAY, JUNE 24, 2021

9:00am –12:00pm: Follow-up on any outstanding issues

2:00pm: Exit Conference

Exit Phone Conference info:

Phone: 1-415-655-0003

Meeting number (access code): 161 678 9228WebEx Link:

<https://ojp.webex.com/ojp/j.php?MTID=m376f2f385f533e0c4f96013324dd4e70>