



COMMONWEALTH of VIRGINIA

Department of Criminal Justice Services

Shannon Dion
Director

Megan Peterson
Chief Deputy Director

Washington Building
1100 Bank Street
Richmond, Virginia 23219
(804) 786-4000
www.dcjs.virginia.gov

January 29, 2021

Mr. Bruce Cruser
Executive Director
Mental Health America of Virginia
2008 Bremo Road
Suite 101
Richmond, VA 23226

Dear Mr. Cruser:

It was a pleasure meeting with you on October 29, 2020 regarding DCJS grant #21-B4722VP19. As the awarding agency, it is imperative for DCJS to implement comprehensive programmatic monitoring and assessment activities that engage grantees, track programmatic and fiscal performance, ensure compliance with statutory requirements, mitigate risks and issues and demonstrate the ability to be accountable in the administration and management of grant funds. This letter summarizes the results of the monitoring visit on the above date.

The specific attributes noted by the grant monitor were:

- **This program has done an excellent job in adapting their project to virtual environments during COVID-19.**
- **The program director is responsive and cooperative with requests from DCJS; he welcomes feedback and asks for technical assistance when needed.**
- **It appears financial records are well kept and internal controls are in place.**

We are impressed by your program's efforts and commend your dedication to enhancing the response to victims of crime. We did find, however, areas in which improvements could be made and we are available to provide additional guidance if needed. Please see the specific findings/issues below:

- **Grantee should create and sustain a log of grant-funded staff member's completion of project-related trainings, including Civil Rights Compliance.**

Thank you for your cooperation during the monitoring visit. Please provide a written response detailing actions to address the above issues by **March 12, 2021**. If you should need further information or technical assistance, please contact your grant monitor Chrissy Wengloski at christine.wengloski@dcjs.virginia.gov.

Sincerely,

Chrissy Wengloski
Victim Services Program Specialist,
Division of Programs and Services

Enclosure

cc: Mr. Albert Stokes, Manager, Grants Management Section, Division of Finance and Administration, DCJS
Ms. Kristina Vadas, Manager, Victim Services Section, Division of Programs and Services, DCJS
Anna Mendez, President, Board of Directors, Mental Health America of Virginia
Sheila Crowley, Treasurer, Mental Health America of Virginia
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