

February 16, 2021

Chrissy Wengloski, MSW
Victims Services Grant Monitor, Division of Programs and Services
Virginia Department of Criminal Justice Services
1100 Bank Street, Richmond, Virginia 23219

Re: Post-Visit Letter, DCJS Site Visit #21-B4722VP19

Dear Chrissy,

Thank you very much for your letter regarding our site visit. We appreciate your support, patience and preparation for what to expect throughout the process.

We have addressed the one formal recommendation: *Grantee should create and sustain a log of grant-funded staff member's completion of project-related trainings, including Civil Rights Compliance.* Our agency's grant-funded staff member maintains a training log for tracking all project-related trainings, including Civil Rights Compliance. Each training taken is noted on the log with the title of the training, length of the training, date provided/taken, and the trainer/provider agency. When a certificate of completion or verification is provided, that documentation will also be kept in a training file.

If you need any additional information or clarification about the training log, please let me know.

We look forward to when you can finally do a literal visit with us at our offices.

Sincerely,



Bruce N. Cruser
Executive Director