



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

**DCJS Compliance Monitoring:
Enhanced Programmatic Desk Review
Mental Health America of Virginia: Grant # 21-B4722VP19**

October 29, 2020
1:00 P.M.

Optional Video Conference Zoom: <https://us02web.zoom.us/j/87663279000>

Zoom Meeting ID: 876 6327 9000

Zoom Password: **DCJS&mhav1**

Call-in Conference Line: 646-558-8656

Call-in Conference Code: 876 6327 9000

Call-in Passcode: 0405849269

Authority:

The Department of Criminal Justice Services (DCJS) is responsible for monitoring the activities of sub-grantees to ensure that awards are used for authorized purposes and in compliance with 2 C.F.R. §§ 200.303 and 200.331, and other federal statutes, regulations, and the terms and conditions of the awards. The DCJS grant solicitation, subsequent application and statement of grant award (SOGA) contain all of the required information listed in 2 C.F.R. § 200.331 (a). In accordance with this responsibility, DCJS implemented the Grant Monitoring Policy & Procedures (effective March 2019). The policy outlines risk-based compliance methods for conducting monitoring reviews of sub-grantees to objectively evaluate fiscal and programmatic performance. DCJS utilizes several methods to assess compliance to include the risk assessment tool, monitoring plan, fiscal and programmatic desk reviews, on-site monitoring, and enhanced desk monitoring which can be performed remotely.

Purpose:

The Enhanced Desk Review includes an analysis of the sub-grantees records (eg. grant documentation; supporting documentation of expenditures, program policies; performance data and methods to verify data collection; and other documents relevant to the award); interviews with grant-funded staff and authorized project officials to examine the sub-grantees compliance of program requirements.

DCJS Staff:

Chrissy Wengloski, Victims Services Grants Program Specialist, christine.wengloski@dcjs.virginia.gov

Program Staff:

Anna Mendez, Project Administrator, President, Board of Directors, anna@partnerformentalhealth.org

Sheila Crowley, Finance Officer, Treasurer, Board of Directors, sheilamccrowley@gmail.com

Bruce Crusier, Project Director, Executive Director, Mental Health America of VA, bruce.crusier@mhav.org

Jenny Sappington, Outreach Coordinator, Mental Health America of VA, jenny.sappington@mhav.org

AGENDA

- 1:00 PM **Entrance Conference (*Proj. Administrator, Proj. Director and Finance Officer*)***
- DCJS and Program Staff Introductions
 - Overview of Items for Review
 - Enhanced Financial Desk Review Overview
- 1:30 PM **Overview of Organization Status (*Proj. Admin, Proj. Director and Fin. Officer*)***
- Overview of DCJS Grant Portfolio
 - Overview of Activities Funded by DCJS
 - Accomplishments/Challenges/Promising Practices
 - Program Updates for FY21
 - Technical Assistance Needs
- 2:00 PM **Financial Procedures Discussion (*Proj. Director, Financial Staff and Finance Officer*)***
- Grant Accounting Procedures
 - Sustainability and other sources of funding
- BREAK
- 3:00 PM **Interviews with Grant Funded Staff**
- Bruce Crusier, Executive Director, 3:00-3:20PM
 - Jenny Sappington, Outreach Coordinator, 3:30-3:50PM
- 4:00 PM **Discussion of Next Steps (*Project Director*)***
- Preliminary findings
 - Submission method for documentation
 - Post visit letter
 - Questions and comments

***Bodied persons are required for that session, but the Project Director is welcome to invite any additional grant-related persons they deem appropriate.**