



# COMMONWEALTH of VIRGINIA

## *Department of Criminal Justice Services*

Shannon Dion  
Director

Megan Peterson  
Chief Deputy Director

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[www.dcjs.virginia.gov](http://www.dcjs.virginia.gov)

October 8, 2019

Chief Deputy William A. Webb  
Lancaster County Sheriff's Office  
8293 Mary Ball Road  
Lancaster, Virginia 22503-2534

Dear Chief Deputy Webb:

It was a pleasure meeting with you on September 9, 2019 regarding DCJS Grant No. 18-C3247VA17. The purpose of this letter is to provide a detailed list of the outstanding items needed to bring your VSTOP grant into compliance.

The specific items necessary are listed below:

- **As part of the monitoring process, part-time grant funded staff members (dispatchers) need to be interviewed via phone and/or another visit will be necessary. At the earliest opportunity, please provide the contact information for the grant-funded staff and coordinate with the grant monitor to schedule a phone interview. It is imperative that the staff are available to discuss the grant-funded activities.**
- **The VSTOP bi-annual progress report and narrative for January-June 2019 is past due. As stated in the award conditions, the grantee agrees to submit, by the specified deadlines, quarterly financial and bi-annual progress reports as well as any other necessary reports requested by DCJS on forms provided by DCJS. Please note that no current recipient of funding through this grant program will be considered for continuation funding if, as of the continuation application due date, any of the required financial and progress reports for the current grant are more than 30 days overdue. Financial and programmatic reports are due on the 15<sup>th</sup> day following the close of the quarter even if no expenses/activity have incurred.**

- **The special conditions for the FY19 VSTOP grant are past due as they should be submitted within 60 days of the beginning of the grant cycle. Please refer to the attached award package, special condition #30 (A-D), for detailed instructions on what needs to be submitted. The conditions must be met prior to disbursement of grant funds.**

Thank you for your cooperation during the monitoring visit. Please provide a written response detailing actions to address the above issues by **October 31, 2019**. It is important to note that failure to submit reports on time may result in funds being frozen and/or effect future opportunities to receive funding from DCJS. If you should need further information or technical assistance, please contact your grant monitor Courtney Meyer at 804.786.0036 or courtney.meyer@dcjs.virginia.gov.

Sincerely,

Dione Bassett  
Victims Services Program Specialist,  
Division of Programs and Services

Enclosure

cc: Mr. Albert Stokes, Manager, Grants Management Section, Division of Finance and Administration, DCJS

Mr. Mark Fero, Compliance Supervisor, Division of Finance and Administration, DCJS

Ms. Kristina Vadas, Manager, Victims Services Section, Division of Programs and Services, DCJS

Ms. Amia Barrows, Supervisor, Victims Services Section, Division of Programs and Services, DCJS

Ms. Courtney Meyer, Professional Standards Committee Coordinator, Victims Services Section, Division of Programs and Services, DCJS

Mr. Don G. Gill, Assistant County Administrator, Lancaster County  
DCJS Central Files