



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

December 11, 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 and December 2, 2019 regarding DCJS Grant No. 18-C3247VA17 and 19-D3247VA17. 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 dates.

The specific attributes noted by the grant monitor were:

- **Lancaster Sherriff's Office is an accredited law enforcement agency and the VSTOP funds contribute to improving services for victims of domestic violence and sexual assault by having trained dispatchers available 24 hours a day.**

I appreciate your program's efforts and commend your dedication to enhancing your response to victims of crime. I did find, however, one area in which improvements could be made and I am available to provide additional guidance if needed. Please see the specific finding/issue below:

- **Progress reports and financial reports need to be submitted by the established due date and program update forms should be submitted whenever there is a change in grant funded staff members.**

Thank you for your cooperation during the monitoring visit. If you should need further information or technical assistance, please contact your grant monitor Dione Bassett at 804.371.2419 or dione.bassett@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, Victim Services Section, Division of Programs and Services, DCJS
Ms. Amia Barrows, Supervisor, Victim Services Section, Division of Programs and Services, DCJS
Mr. Don G. Gill, Assistant County Administrator, Lancaster County
The Honorable Sheriff Patrick McCranie, Lancaster County
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