



COMMONWEALTH of VIRGINIA

Department of Criminal Justice Services

Shannon Dion
Director

Megan Peterson
Chief Deputy Director

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September 16, 2020

Teresa Berry
Executive Director
SARA
3034 Brambleton Ave SW
Roanoke, VA 24015

Dear Teresa Berry:

It was a pleasure working with you on April 2, 2020 regarding DCJS grants # 20-A2333VP18, 20-J2330SP19 and 20-J2351DV20. 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:

- The program continues to develop relationships with other organizations in their service areas: this is very commendable, and indicates a high level of community collaboration.
- Each year, the program has seen an increasing number of clients, and we recognize and commend you for your hard work.
- The staff are highly competent and committed to expanding services, especially in the underserved population, in an effort to better serve the needs of the community.
- Staff members sought professional development opportunities throughout the year to enhance direct services for victims.
- The program director has been making a continuous effort to advance the program.

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:

- Collaboration through the establishment of a Memorandum of Understanding meets the needs of victims/survivors and more effectively holds offenders accountable. However, the MOUs provided during the on-site review did not include signatures for all of the participating agencies. Each memorandum should have an implementation date, a review date, and should be signed by persons who have the authority to implement the agreement. The subgrantee is asked to obtain signatures from all participating agencies named in the Memorandum of Understanding and provide an updated list of participating agencies to DCJS by **October 30, 2020**.
- Create a policy to track actual hours worked on timesheets for Kaisha Williams since her hours are split between two grant funding sources. Even if her hours are split 50/50, it needs to be apparent which hours of the day were worked on each funding source. Please provide a copy of this policy to DCJS by **October 30, 2020**.
- Evaluating the impact and effectiveness of service delivery is vital to program development. Evaluation documents (e.g., client satisfaction surveys, training evaluation forms), and how the collected information is utilized was provided during the on-site review. However, we ask the grantee to engage in the evaluation of VOCA-funded programs and to seek regular feedback from clients and community stakeholders. The subgrantee must develop a policy that describes the methods/instruments/tools for which evaluation is used to measure the effect and outcome of services. Please provide a copy of this policy to DCJS by **October 30, 2020**.
- Develop a policy to separate Federal and State-General expenditures in Quickbooks for the VSGP grant program to prevent commingling of funds. Please contact DCJS if you have any questions or need assistance with implementing these updates in Quickbooks. Please provide a copy of this policy to DCJS by **October 30, 2020**.
- Segregate the duties for reporting expenditures and requesting funds in GMIS. At the bare minimum, the employee entering the expenditures for the quarterly financial report cannot be the same employee that is approving the report in the capacity of Financial Officer. Please provide a copy of this policy to DCJS by **October 30, 2020**.
- Ensure that internal policies are being followed. For example, no food receipts accompanied Kaisha Williams Employee Travel Expense Report for her trip to Staunton, VA on 12/04/2019.
- Please provide the supporting documentation for \$107.00 payment to “KW PC Repair and Intuit Payroll” charged to the computer services category for grant #20-J2351DV20. No invoices appeared to match this expenditure in the “DVVF 12.31.19” submission. Please submit documentation to DCJS by **October 30, 2020**.

Thank you for your cooperation during the monitoring visit. Please provide a written response detailing actions to address the above issues by October 30, 2020. If you should need further information or technical assistance, please contact your grant monitor Chrissy Smith at 804.371.2638 or Chrissy.smith@dcjs.virginia.gov.

Sincerely,

Chrissy Smith

Victims Services Program Specialist,
Division of Programs and Services

Enclosure

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

Mark Fero, Grants Compliance Supervisor, DCJS

Will Abbott, Grant Fiscal Monitor, DCJS

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Tonia Drewery, Board President, Sexual Assault Resp. & Awareness, Inc

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