

August 11, 2020

Ms. Sheree Hedrick

Executive Director

Hanover Safe Place

629-A N. Washington Hwy

Ashland, VA 23005-1326

Dear Sheree Hedrick:

It was a pleasure engaging in an Enhanced Desk Review (EDR) with you on June 29, 2020regarding DCJS Grant**# 20-A3582VP18,20-K2212SP19, 20-X9411VA19.**  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 EDR on the above date as well as the comprehensive review of requested documents.

The specific attributes noted by the grant monitor were:

* **The Project Director has cultivated a strong rapport with local law enforcement which has aided in optimizing victims services and allowing for local law enforcement to engage in practices that are trauma-informed**
* **Program has a strong network of community partnerships to provide adequate resource referrals to ensure that all victims’ needs are met beyond the scope of the project. This was verified through staff interviews as well as a review of current cooperative agreements**
* **Project Director has been capable of safely continuing client services in spite of the COVID-19 pandemic**
* **Program has developed a service tracking method to ensure accurate recording of services provided to ensure valid reporting to DCJS**
* **Program brochure provides an extensive overview of VWGP services as well as Victim’s Rights. (Document included required grant statement)**
* **Program staff exemplifies extensive knowledge of project goals and objectives**

We are impressed by your program’s progress and commend your dedication to enhancing 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:

* **Given previous findings regarding items being purchases that were not a part of the approved budget, this monitor recommends that the locality implement a pre-approval process prior to all items being charged to the grant. \*This will promote internal controls.**
* **All grant-funded staff are to maintain timesheets which indicate: the name of the staff, work hours performed, Grant # that hours are being charged to as well as a supervisor signature.**
* **Since volunteers are also providing victims services, please provide the confidentiality statement that is given to them prior to the delivery of services**
* **Please revise your confidentiality statement to include: *Employees and volunteers of the Amelia County VWAP***
* **The Civil Rights Compliance document was provided, however a review of documents indicates staff has attended additional trainings and events, please provide documentation of training records for program staff to include grant trainings, academies attended, workshops, etc.**
* **Please update your inventory log to include the location, cost, and condition of each item**

Thank you for your cooperation and flexibility during the EDR process. DCJS is committed to ensuring that all grant sub-recipients are in a position to continue to provide services to the best of their ability. We appreciate your patience during this time. Please provide a written response detailing actions to address the above issues or verification of documents via e-mail by **August 10, 2020.** If you should need further information or technical assistance, please contact your Grant Monitor Tierra Smith, at **804-786-1165 or tierra.smith@dcjs.virginia.gov.**

Sincerely,

Tierra Smith, MSW

Victims Services Grants & V-STOP Coordination Specialist

Division of Programs and Services

Enclosure

ec: Albert Stokes, Manager, Office of Grants Management, Division of Finance and Administration, DCJS

 Kristina Vadas, Manager, Office of Victims Services, Division of Programs and Services, DCJS

 Amia Barrows, Victims Services Grant Monitor Supervisor, Office of Victims Services, Division of Programs and Services, DCJS

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