



COMMONWEALTH of VIRGINIA

Department of Criminal Justice Services

Francine C. Ecker
Director

1100 Bank Street
Richmond, Virginia 23219
(804) 786-4000

July 12, 2017

Debra Evans
Division Chief
Sexual Assault Center and Domestic Violence Program
421 King Street, Suite 400
Alexandria, VA 22314

Dear Debra Evans:

It was a pleasure meeting with you on May 8, 2017 regarding DCJS grant #16-T9393VA15, #16-C3124SP15, and #16-Q3458SA14. 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 appears to be an organized and efficiently run organization.
- The program has secured cooperative agreements with other agencies: this is very commendable, and indicates a high level of community collaboration.
- All major components of the program appear to be in place and working smoothly. Staff were well prepared for this monitoring visit, and all documents were readily available for review.

We are impressed by your program's efforts 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:

- As a reminder, grant goals and objectives provides a description of what your organization hopes to achieve and spells out specific, concrete results or outcomes you plan to accomplish. Please, submit revised goals and objectives to include measurable targets, to your grant monitor by August 23, 2017.
- As a reminder, grant programs can have different progress report requirements. To see a list of these requirements, please refer to "Victims Services Grant Cycles and Progress Reporting" found on the forms page of the Victim Services section of the DCJS website. <https://www.dcjs.virginia.gov/victims-services/forms>.

Thank you for your cooperation during the monitoring visit. If you should need further information or technical assistance, please contact your grant monitor Michelle Miles at 804-225-1846 or michelle.miles@dcjs.virginia.gov.

Sincerely,

Michelle Miles
Victim Services Program Specialist,
Division of Programs and Services

Enclosure

cc: Ms. Janice Waddy, Manager, Grants Management Section, Division of Finance and Administration, DCJS
Ms. Kassandra Bullock, Manager, Victim Services Section, Division of Programs and Services, DCJS
Mr. Mark Jinks, City Manager, City of Alexandria
Ms. Tammie Wilson, Fiscal Officer II, City of Alexandria
DCJS Central Files