



U.S. Department of Justice

Office of Justice Programs

Office for Victims of Crime

Washington, D.C. 20531

April 16, 2021

Mark Fero  
Financial Manager  
Virginia Department of Criminal Justice Services  
1100 Bank Street  
Richmond, Virginia 23219-1991

RE: 2018-V2-GX-0011, 2019-V2-GX-0054, and 2020-V2-GX-0048, Virginia Department of Criminal Justice Services

Dear Mr. Fero,

**This letter is to confirm that the U.S. Department of Justice, Office of Justice Programs (OJP), Office for Victims of Crime (OVC) will conduct a Remote Monitoring Visit of the Virginia Department of Criminal Justice Services' scheduled for June 21-23, 2021 beginning at 11:00 a.m.** The dates of this Remote Monitoring Visits were confirmed with Anya Shaffer, VOCA Grant Award Administrator via email on March 31, 2021. The Remote Monitoring Visits will include a review of the programmatic, financial, and administrative activities related to the awards listed above.

This Remote Monitoring Visit is part of OJP's federally-mandated requirement (see Uniform Guidance 2 C.F.R. § 200) to conduct award monitoring and oversight of the financial, administrative, and programmatic activities of grantees. The focus of the Remote Monitoring Visit will be to assess and ensure compliance with the regulations, terms, and conditions for each award under review, examine the programmatic progress of each award, validate information that has been reported, and provide technical assistance for grant management requirements.

In addition, the Remote Monitoring Visit will provide an opportunity to discuss any open recommendations from the recent audit. Grantees should provide information on the activities conducted to resolve the open audit issue or challenges experienced while resolving the open audit issues during the Remote Monitoring Visit.

Activities during the Remote Monitoring Visit will include observation of grant program activities and discussion of programmatic progress, as well as a review of the award file, grantee policies and procedures, expenditure documents, performance measurement data collection and validation, and other documentation. **To assist with this effort, please ensure that all key personnel are available to answer any questions I may have during the Remote Monitoring Visit.**

OJP requires that grantees provide selected documentation in order to determine the organization's compliance with the terms and conditions of the grant(s). **Please provide the following documents (as applicable) electronically via email to [Ramesa.Pitts@ojp.usdoj.gov](mailto:Ramesa.Pitts@ojp.usdoj.gov) by May 17, 2021:**

**FINANCIAL:**

- Financial system report with the expenditure amounts for each approved budget category cumulative through the end of the last fiscal quarter (general ledger and budget to actual)
- Written explanation of process used to complete the quarterly Federal Financial Report (FFR). The explanation should address the following elements:
  - How grantee uses the financial system report to report amounts on the quarterly FFR
  - How grantee accounts for grant costs separately from other grants/projects
  - How grantees' accounts map to OJP budget categories

- How grantees' subrecipient expenditures are compiled into the FFR, if applicable
- Supporting documentation for any cash or in-kind matches, trust fund accounts, and/or interest allocated to grant account(s)

#### ADMINISTRATIVE:

- List of all key personnel as described in the grant application, including grant-funded personnel, consultants, and contractors (name, title, assigned projects, date of hire, current salary, and fringe benefit costs)
- Organization chart
- Written explanations for the following, as applicable (if not included in policies and procedures manual):
  - Process to track and maintain property and equipment
  - Process to apply payroll costs to the grant
  - Overtime approval process
  - Procurement process for vendors, contractors, and consultants including the process in place to ensure that contracts are not awarded to contractors or individuals on the Lists of Parties Excluded from Federal Procurement and Non-procurement Programs (found on SAM.gov)
- Most recent inventory records
- List of all conferences held, the amount expended for each conference, approved conference request forms, and post reports submitted
- List of all subrecipients, the amount of funds disbursed to each subrecipient, as well as expenditures incurred by each subrecipient, as of the most recent quarter ended

**During the Remote Monitoring Visit, please make the following documents (as applicable) available for review and possible collection.** Additional documents may be requested and collected as necessary.

#### FINANCIAL:

- Supporting documentation for a **sample of expenditures** to be selected from the financial system report during the Remote Monitoring Visit.

#### ADMINISTRATIVE:

- Award file
- Policies and procedures manual to include, as applicable:
  - Grant accounting to include procedures for financial management
  - Cash management
  - Procurement
  - Travel
  - Inventory controls
  - Personnel/time and attendance
  - Sub-recipient monitoring
  - Sub-recipient award process
  - Conference costs
- Voucher packages for major purchases
- Timesheets for grant-funded employees - one timesheet per person selected by the grant manager for the last three pay periods for employees
- Supporting documentation for costs and services of consultants
- Supporting documentation for sole source contracts
- Supporting documentation for subrecipient award process including pre-award, post-award monitoring, and closeout
- Subrecipient monitoring plan
- Subrecipient site visit and/or desk review reports
- Privacy certificates
- Institutional Review Board approval documentation

#### PROGRAMMATIC:

- Evidence that services/activities described in progress reports have been completed

- Evidence to support the performance measurement data reported to OJP

If you have any questions or concerns regarding the requested documentation, or if there are issues or questions you would like to address during the Remote Monitoring Visit, please contact me at Ramesa.Pitts@ojp.usdoj.gov or (202) 307-1521.

Thank you in advance for your assistance. I look forward to meeting with you and your staff.

Sincerely,

Ramesa Pitts  
Grants Management Specialist  
Office for Victims of Crime  
Office of Justice Programs  
U.S. Department of Justice