



U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

Washington, D.C. 20531

April 23, 2021

Mark Fero
Grants Compliance Supervisor
Virginia Department of Criminal Justice Services
1100 Bank St.
12th Floor
Richmond, VA 23219

RE: 2016-DJ-BX-0482, 2017-DJ-BX-0082, and 2020-VD-BX-0141

Dear Mr. Fero,

This letter is to confirm that the U.S. Department of Justice, Office of Justice Programs (OJP), Bureau of Justice Assistance (BJA) will conduct an Enhanced Programmatic Desk Review (EPDR) of Virginia Department of Criminal Justice Services (DCJS) in conjunction with the review being conducted by Jonathan Walker of the Office of the Chief Financial Officer (OCFO). The review is scheduled for June 21-24, 2021, as confirmed in the letter Mr. Walker sent to DCJS via email on April 22, 2021.

The EPDR will include a review of the programmatic, financial, and administrative activities related to the awards listed above. This monitoring review 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 EPDR 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.

Activities during the EPDR will include discussion of grant program activities and 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 EPDR.** I will coordinate with you the specific date and time during that week in June to do the programmatic portion of the review, based around the agenda that Mr. Walker provides.

OJP requires that grantees provide selected documentation in order to determine the organization's compliance with the terms and conditions of the grant(s). Mr. Walker included in his April 22 letter a list of documents to send by June 1 in preparation for the review; **please copy me when sending those and any other documents for this review.** In addition, please make the documents listed below available for review during the EPDR. Additional documents may be requested and collected as necessary.

- Award file
- 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, if applicable
- Institutional Review Board approval documentation, if applicable
- 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 EPDR, please contact me at Kathryn.Manning@usdoj.gov or 202-616-1722.

Thank you in advance for your assistance. I look forward to talking with you and your team.

Sincerely,

Kathy Manning
State Policy Advisor
Bureau of Justice Assistance
Office of Justice Programs
U.S. Department of Justice

C: Tracy Matthews
Albert Stokes