



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

Washington, D.C. 20531

May 20, 2021

Mark Fero  
Grants Compliance Supervisor  
Virginia Department of Criminal Justice Services  
1100 Bank St.  
12<sup>th</sup> Floor  
Richmond, VA 23219-3640

RE: 2018-YS-BX-0045, 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), Bureau of Justice Assistance will conduct an Enhanced Programmatic Desk Review (EPDR) for the Virginia Department of Criminal Justice Services scheduled for June 21-24, 2021.** The dates of this EPDR were confirmed in outreach communication with Shellie Evers, School Safety Training and Conference Coordinator via phone on May 19, 2021. The Office of the Chief Financial Officer will coordinate programmatic review dates and times. A final date and time will be confirmed. The EPDR will include a review of the programmatic, financial, and administrative activities related to the awards listed above.

This Enhanced Programmatic Desk 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 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.**

**In preparation for the Remote Monitoring, please submit the following documentation via email to me at [Crystal.Crews@ojp.usdoj.gov](mailto:Crystal.Crews@ojp.usdoj.gov) by **COB June 10, 2021**. Some of the items may not be applicable to your grant-funded project(s). Note that some items require a written explanation. The files should be named/numbered as listed below and combined where possible, with a table of contents and a note on which items you believe are not applicable. I may follow up before our scheduled conference call with questions or additional requests for documentation.**

**FINANCIAL:**

- **F.1:** Financial system report (i.e. General ledger, budget to actual spreadsheets) with cumulative expenditure amounts for each approved budget category, as of the most recent quarter end.
- **F.2:** Written explanation which includes: how your agency uses the financial system report (F.1) to report amounts on the quarterly FFR; how your agency accounts for grant costs separately from other grants/projects; how your agency's accounts map to OJP budget categories; and how your subrecipient expenditures are compiled into the FFR, if applicable.
- **F.3:** Your agency's formal accounting policies and procedures documents.

- F.4: Supporting documents (e.g., invoice, receipts, etc.) for sample expenditures listed in your financial system report. You should provide at least one sample from each funded budget category.
- F.5: Program income, if applicable. If you are collecting program income, you must provide documentation that you are tracking it separately from grant funds.
- F.6: Matching funds: if the grant project includes non-federal matching funds, either cash or in-kind, you must provide documentation of how matching funds are accounted for and reported in the FFR.
- F.7: If this is a JAG award and your agency is drawing down funds up front, you must provide documentation that the funds are being deposited in a trust fund. This fund must be interest-bearing unless it is excluded per 2 CFR 200.305(b)(8).

#### **ADMINISTRATIVE:**

- A.1: Copy of your complete grant file. If this file is not available electronically you can submit sample pages from the file, and during the conference call the full contents will be discussed.
- A.2: If the grant is used to purchase Equipment (see definition in the DOJ Grants Financial Guide), you must provide: a written explanation of how your agency tracks and maintains property and equipment (can include formal policies/procedures); most recent inventory records; and voucher package for all purchased equipment to include: purchase order, signed requisition, shipping receipt, invoice, serial numbers, proof of purchase, and photos.
- A.3: List of all key personnel as described in the application. This includes grant-funded personnel, consultants, and contractors (name, title, assigned projects, date of hire, current salary, and fringe benefit costs).
- A.4: If the grant is paying costs for your agency's employees (salary and fringe), provide a written explanation of how your agency is charging payroll costs to the grant (Can include formal policies and procedures).
- A.5: Provide copies of one timesheet per person paid with grant funds for the last three pay periods. Please redact any personally identifiable information (PII).
- A.6: If overtime was paid using grant funds, provide overtime approval documentation.
- A.7: Provide an organizational chart as evidence that all timesheets were approved by the position supervisor.
- A.8: If consultants are paid with grant funds, provide a copy of all agreements with individual consultants.
- A.9: If the grant is used for any procurement action (to include individual consultants), provide a copy of your agency's procurement policies and procedures. They must include a process for checking to make sure that any individual or contractor paid with grant funds have not been excluded from doing business with the government.
- A.10: **If the grant is used to fund subrecipients, provide all of the following:** a) List of all subrecipients and their awards; b) copy of your agency's subrecipient award process policies and procedures(s); c) up to three sample subrecipient file(s) that includes all of the subrecipient agreement documentation which includes but is not limited to: the subaward itself (with all of the required information listed in 200.331), documentation of the results of the risk assessment, documentation of your agency's monitoring of the subrecipient, documentation of correction action taken if deficiencies were identified with the subrecipient's work, documentation of subrecipient audit compliance; copy of the FFATA report submitted in FRS.gov (for any subaward over \$25,000 cumulative).
- A.11: If the award (grant or cooperative agreement) was used to fund a conference (as defined in the Financial Guide), provide all of the following: a copy of your agency's written conference policies and procedures related to conferences; a financial system report that shows the conference related costs separate from other costs; expenditure documentation for the conference.
- A.12: If this this a cooperative agreement that was used to fund a conference (as defined in the Financial Guide), provide documentation to indicate the conference received prior approval from OJP via conference cost approval process. If the event was over \$20,000, provide a copy of the post-conference report submitted to OJP.

#### **PROGRAMMATIC:**

- P.1: Documentation of progress for each service/activity related to the grant-funded project. Documentation may vary depending on the nature of the project. Examples include: participant lists and related information (please redact any PII), training rosters, meeting agendas/notes/sign-in sheets,

draft and final publications (papers, websites, curriculum), and any other internal written documentation related to tracking and reporting performance toward meeting the project goals/objectives. **Note:** you should not submit copies of your PMT and/or progress reports to fulfill this request. BJA already has this information. The documentation above relates to any/all documentation used to complete your PMT and progress reports, as well as all project deliverables.

- **P.2:** Data collection plan. In reviewing the above information, BJA will need either a written description of how your agency uses this documentation to fulfill the data collection plan outlined in its application or this will need to be discussed in detail during the site visit/EPDR conference. Key project staff should be available to discuss this.

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 Enhanced Programmatic Desk Review, please contact me at [Crystal.Crews@ojp.usdoj.gov](mailto:Crystal.Crews@ojp.usdoj.gov) or (202) 598-1992.

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

Sincerely,

Crystal Crews  
State Policy Advisor  
Bureau of Justice Assistance  
Office of Justice Programs  
U.S. Department of Justice