



FS24-04

COMMONWEALTH of VIRGINIA

Department of Criminal Justice Services

The Honorable Jackson H. Miller
Director

Tracy Louise Winn Banks, Esq.
Chief Deputy Director

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November 29, 2023

James Parajon
City of Alexandria, City Manager
301 King Street, Rm 3500
Alexandria, Virginia 22314

Dear Mr. Parajon:

We appreciate your cooperation during the compliance monitoring visit regarding DCJS grant 22-C3458VP20. As the awarding agency, it is critical for DCJS to assess the agency's overall compliance with applicable state and federal regulations and grant requirements; to document that records are maintained to ensure fiscal control; and to confirm that state funds are disbursed in accordance with state statutes. This is done through consistent, reasonable, and accurate reporting by sub-recipients and through appropriate monitoring and technical assistance by DCJS staff to 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 onsite compliance monitoring review that occurred November 8, 2023. The purpose of the visit was to ensure compliance with the recommendations issued by the Office of the Inspector General (OIG). In response to the OIG recommendations, DCJS noted the following:

- Starting in State fiscal year 2024, Alexandria's financial team implemented a new internal process to create separate accounting codes for federal and state award allocations in MUNIS (financial accounting system).
- Each project code tracks grant revenue and expenditures by source and additional codes are established to track line-item expenses (i.e. personnel and travel).
- Financials are reconciled monthly and the staff meet frequently to review spending, discuss concerns, and ensure that the grant is properly tracked in MUNIS and reported to DCJS.
- The internal process has been documented and distributed to relevant staff.
- Further, Alexandria provided assurance that all claims for reimbursement will be for actual expenditures in accordance with the approved budget in the DCJS On-line Grant Management System (OGMS).

Upon completion of the visit, DCJS determined that Alexandria is in compliance with the OIG findings and recommendations. Ongoing monitoring will be conducted according to the Monitoring Policy. Thank you for your continued dedication to serving victims in the Commonwealth of Virginia. For questions, please do not hesitate to contact me directly via email at Jowanna.bassfield@dcjs.virginia.gov or phone at (804) 573-1792.

Sincerely,

Jowanna Bassfield
Victims Services Grant Program Specialist
Division of Programs and Services
Department of Criminal Justice Services

Enclosure

cc: Joseph Thompson, Grants Financial Compliance Supervisor, Division of Grants & Financial Administration, DCJS
Kimberly Sabb-Williams, Grants Financial Specialist, Division of Grants & Financial Administration, DCJS
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Andi Martin, SIPV Grant Program Coordinator, Victims Services Section, Division of Programs and Services, DCJS
Raphael Obenwa, Fiscal Officer II, Finance Officer, City of Alexandria
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