


City of Alexandria, Virginia

MEMORANDUM

DATE: JUNE 12, 2024
TO: JAMES PARAJON, CITY MANAGER
THROUGH: ROBERT SNYDER, CHIEF INTERNAL AUDITOR 
SUBJECT: APD JAG AND BYRNE GRANT MONITORING VISIT (FS24-09)

The Alexandria Police Department received a successful monitoring visit of the Justice Assistance Grants (JAG) and the Byrne Discretionary Grant awards.

Background

On March 8, 2024, the U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Bureau of Justice Assistance notified the Alexandria Police Department (APD) that they would be conducting an on-site monitoring of our JAG and the Byrne grant awards. The on-site monitoring included a review of the programmatic, financial, and administrative activities related to these grants. The JAG award is used for overtime to support operations dealing with Part 1 Crime and the Byrne is being used to support the Body Worn Camera (BWC) program.

Monitoring Visit

On April 25, 2024, the DOJ State Policy Advisor met with APD operational and fiscal staff members and reviewed documentation requested as part of the monitoring process. The monitoring visit included a tour of the facility and a briefing on the BWC program and equipment.

Conclusion:

On June 7, 2024, the DOJ State Policy Advisor notified the APD that they had completed the monitoring review and identified no programmatic or administrative issues requiring formal resolution. Furthermore, they stated that the JAG and Byrne Discretionary Grants align with the approved grant applications and comply with Federal, OJP, and Bureau of Justice Assistance (BJA) guidelines. I would like to thank the APD Fiscal Staff for their work regarding this grant monitoring visit. Should you have any questions, please contact me at internalaudit@alexandriava.gov or via phone at 703.746.4742.

Cc. Raul Pedroso, Interim Chief of Police
Kendel Taylor, Director of Finance



U.S. Department of Justice

Office of Justice Programs

Bureau of Justice Assistance

Washington, D.C. 20531

June 7, 2024

James F. Parajon
City Manager
City of Alexandria
3600 Wheeler Avenue
Alexandria, Virginia 22304

RE: 15PBJA-22-GG-02578-JAGX, 15PBJA-23-GG-03877-JAGX, 15PBJA-22-GG-00079-BRND, and 15PBJA-23-GG-00162-BRND – City of Alexandria

Dear Mr. Parajon,

Thank you for the time and assistance your staff provided during the Bureau of Justice Assistance (BJA) on-site monitoring visit on April 25, 2024. The site visit provided valuable information on the status of your awards.

No programmatic or administrative issues requiring formal resolution were identified during the site visit. The Justice Assistance Grants and the Byrne Discretionary Grants appear to be progressing according to the plans presented in the approved applications, and are in compliance with Federal, OJP, and BJA guidelines for these awards.

If you have any further questions concerning the site visit or your awards, please do not hesitate to contact me at [REDACTED] and/or [REDACTED] [@usdoj.gov](mailto:[REDACTED]@usdoj.gov). Thank you and your staff again for your cooperation during my recent site visit.

Sincerely,

[REDACTED]



U.S. Department of Justice

Office of Justice Programs

Bureau of Justice Assistance

Washington, D.C. 20531

March 26, 2024

James F. Parajon
City Manager
City of Alexandria
3600 Wheeler Avenue
Alexandria, Virginia 22304

RE: 15PBJA-22-GG-02578-JAGX, 15PBJA-23-GG-03877-JAGX, 15PBJA-22-GG-00079-BRND, and
15PBJA-23-GG-00162-BRND – City of Alexandria

Dear Mr. Parajon,

This letter is to confirm that the U.S. Department of Justice, Office of Justice Programs (OJP), Bureau of Justice Assistance will monitor on-site the Justice Assistance Grants and the Byrne Discretionary Grant – Congressionally Recommended Awards managed by the City of Alexandria scheduled on April 25, 2024, beginning at 1:00 pm. The on-site monitoring visit will include a review of the programmatic, financial, and administrative activities related to the awards listed above.

This on-site 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 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.

Activities during the on-site monitoring visit will include discussions of grant program activities and progress, as well as a review of the award files, 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 on-site monitoring visit.**

In preparation for the on-site monitoring visit, please submit the following documentation via email to me at [REDACTED]@usdoj.gov by COB April 15, 2024. 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 in person meeting with questions or additional requests for documentation.

FINANCIAL:

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.
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.
3. Your agency's formal accounting policies and procedures documents.
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.

5. Program income, if applicable. If you are collecting program income, you must provide documentation that you are tracking it separately from grant funds.
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.
7. If this is a JAG or CESF award and your agency is drawing down funds in advance, you must provide documentation that the funds are being deposited in an interest-bearing account unless it is excluded per 2 CFR 200.305(b)(8). **For JAG only:** if you are drawing down in advance, you must submit documentation that the funds are deposited in a legislatively required trust fund account.

ADMINISTRATIVE:

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 in-person meeting, have all complete hard copy files available to review and discuss if not electronically available.
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.
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).
4. Copy of training certificate(s) for the individuals serving as the Grant Award Administrator (GAA) and Financial Manager in JustGrants for each award being monitored to show completion of the grants financial management training within 120-days of award acceptance or after the date listed in the award condition for this requirement. See the award conditions in JustGrants or your award document – this condition will be #3, 4 or 5 depending on the fiscal year.
5. If the grants are paying compensation for your agency's employees (salary and fringe), provide written explanations of how your agency is charging payroll costs to each grant (Can include formal policies and procedures).
6. Provide copies of one timesheet per person paid with grant funds for the last three pay periods, or going back to the most recent pay periods when the individual was paid through the grant. Please redact any personally identifiable information (PII).
7. If overtime was paid using grant funds, provide overtime approval documentation.
8. Provide documentation (for example, organizational chart, a letter/memo, etc.) as evidence that all timesheets were approved by the position supervisor.
9. If consultants are paid with grant funds, provide a copy of all agreements with individual consultants.
10. If the grant is used for any procurement action (to include individual consultants), provide a copy of your agency's procurement policies and procedures. The policies 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; non-competitive (sole source) procurement policies; and policies that address conflicts of interest with potential contractors and employee participation in selection, award and administration of contracts.
11. If the grant is FY19 or later and the funded project includes participating minors (individuals under the age of 18), submit documentation that your agency, and any subrecipient at any tier, has made determinations of suitability before certain individuals may interact with participating minors. This requirement applies regardless of an individual's employment status. The details of this requirement are posted at <https://www.ojp.gov/funding/explore/interact-minors> .
12. **If the grants are 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), which must include all of the requirements for pass through entities listed in 2 CFR 200.331 and 200.332; c) 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 200.332), 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; d) and a copy of the FFATA report submitted in FSRS.gov for any subaward over \$30,000 cumulative.

13. 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.
14. If this is 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.
15. If the award funded a contract, subcontract, or subaward at any tier over \$100,000 in cumulative amount, submit copies of the contractor/subcontractor/subrecipient's lobbying certification and disclosure of lobbying activities (SF-LLL).

PROGRAMMATIC:

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 semi-annual performance reports to fulfill this request. BJA already has this information. The documentation above relates to any/all documentation used to complete your PMT and/or performance reports, as well as all project deliverables.
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. 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 on-site monitoring visit, please contact me at

██████████ or ██████████.

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

Sincerely,

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