

*City of Alexandria, Virginia***MEMORANDUM**

DATE: NOVEMBER 13, 2025

TO: JAMES PARAJON, CITY MANAGER

FROM: ROBERT SNYDER, CHIEF INTERNAL AUDITOR

SUBJECT: CWA DCJS VSTOP (FS26-06)

Background

On May 9, 2024, the Department of Criminal Justice Services (DCJS) contacted The Office of the Commonwealth's Attorney (CWA) to inform them that they had been selected for a comprehensive monitoring review as well as a site visit which was scheduled for June 5, 2024. The purpose of the visit was to review the following grants:

- 24-01027VW20
- 23-01027VW19
- 23-A9342VA21
- 24-A9342VA22

DCJS requested that grant documentation such as award agreements, encumbrances, reports, contract documents, invoices, etc. and all authorized personnel that worked on the grants be made available during the time of the audit. The last comprehensive monitoring review of the CWA VSTOP program occurred in FY2018. The results are summarized in Table 1 below:

Table 1 Summary of Prior Audits and Engagements

Date	Engagement Name	Notes
July 12, 2017	FS18-02 CWA DCJS	During this audit CWA had four (4) findings/issues. Note: There was no explanation as to which of the 4 were findings vs which were issues.

Discussion

On June 3, 2025, DCJS contacted CWA to summarize the results of the compliance review as well as the steps for the corrective actions. DCJS informed CWA that they had until September 5, to submit the corrective action plan. DCJS determined that CWA's Victim Witness Program was in compliance for the following requirements:

- Grant documentation is managed in accordance with DCJS guidance
- Financial accounting systems track the receipt, obligation, and expenditure of funds by source. Furthermore, there are policies in place that review expenditure reimbursement requests before being submitted to DCJS

DCJS found three (3) items that were out of compliance but there was no finding issued. DCJS informed CWA that they would provide technical assistance to help bring them into compliance:

- Non-Discrimination Policy and Grievance Procedures for Program Participants
- Civil Rights Training for Authorized Officials and Grant Funded Staff
- Access to services – Limited English Proficiency (LEP)

The following areas required corrective action and/or clarification:

- CWA was required to submit written assurance verifying that all staff received training from Office for Victims of Crime (OVC). **CWA completed this and submitted this with the corrective action plan.**
- CWA was required to update their existing conflict of interest policy to include language regarding reporting potential conflicts to DCJS. **CWA completed this and submitted this with the corrective action plan.**
- CWA was required to create a subsidiary policy to include specific language to notify DCJS in light of personally identifiable information (PII) breach and protocol. **CWA completed this and submitted this with the corrective action plan.**
- CWA submitted background check documentation certifying that all staff had completed background checks that determined suitability with minors. **CWA completed this and submitted this with the corrective action plan.**

CWA submitted their corrective action plan to DCJS on August 25, 2025. On August 26, 2025, DCJS approved the corrective action plan along with supporting documentation, which satisfied all requirements.

Conclusion

Based on the corrective action plan being accepted by DCJS as well our review of the documentation provided to us by CWA, we consider this review closed. Our review of this engagement will end effective the date of this memorandum. Please contact us at internalaudit@alexandriava.gov should you have any questions

CC: Yon Lambert, Deputy City Manager
Kevin Greenlief, Director of Finance



COMMONWEALTH of VIRGINIA

Department of Criminal Justice Services

The Honorable Jackson H. Miller
Director

Tracy Louise Winn Banks, Esq.
Chief Deputy Director

Washington Building
1100 Bank Street
Richmond, Virginia 23219
(804) 786-4000
www.dcjs.virginia.gov

8/26/2025

[REDACTED]
Director of Special Programs
City of Alexandria
520 King St Suite 301
Alexandria, VA, 22314

Dear [REDACTED],

We appreciate your cooperation during the compliance monitoring process regarding DCJS grants #24-O1027VW20,23-O1027VW19, 23-A9342VA21 and 24-A9342VA22. 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.

The documentation submitted on August 25, 2025, following the issuance of the Corrective Action Plan, satisfies all requirements. If you should need further information, please contact your DCJS grant monitor, [REDACTED], by phone at [REDACTED] or via OGMS Correspondence at [REDACTED].

Sincerely,

[REDACTED]
[REDACTED]
Victims Services Grant Program Specialist
Victims Services Section
Division of Programs and Services