

City of Alexandria, Virginia

MEMORANDUM

DATE: APRIL 6, 2026

TO: JAMES PARAJON, CITY MANAGER

FROM: ROBERT SNYDER, CHIEF INTERNAL AUDITOR

THROUGH: DOUGLAS JONES, INTERNAL AUDITOR

SUBJECT: DCHS ACAP HHS MONITORING (FS26-08)

Background

On April 29, 2025, the Department of Health and Human Services (HHS) contacted the Department of Community and Human Services (DCHS) Alexandria Campaign on Adolescent Pregnancy (ACAP) to schedule a monitoring review of activities funded through the Personal Responsibility Education Program (PREP). The monitoring review was scheduled for June 24 – 26, 2025. The purpose of the review was to document DCHS’s performance in meeting the requirements of their PREP program.

ACAP’s mission is to *“To advocate for and elevate youth development and to prevent adolescent (ages 10-19) pregnancy by providing comprehensive sexuality education, technical assistance, connection to services, and prevention programs; raising public awareness; and supporting reproductive rights.”* **ACAP utilizes two non-profit organizations, Tenants & Workers United and Capital Youth Empowerment Program to execute the program and the total funding for this program is \$709,990.00.**

OIA Analysis of Prior Audits of DCHS ACAP

OIA has reviewed our records regarding other engagements involving the DCHS ACAP program and determined that this is the first engagement of this type of which we are aware.

Discussion

The HHS monitoring team conducted their monitoring review on June 24 – 26, 2025, and provided their site monitoring report on September 10, 2025. The report identified five (5) findings.

- Provide written procedures for providing programmatic supervision of subrecipients to include procedures for conducting site observations, training plan, training calendar for required and refresher training.
- Develop a referral list and written procedures for tracking referrals and obtain feedback on partners and referrals sources.
- Develop a plan for monitoring the effectiveness or recruitment/retention strategies to include at least 75% participation by youth enrolled in the program as well as tracking as well as participant dropout.

- Develop a written plan for consistently monitoring fidelity and ensure documentation of fidelity training and fidelity records are kept by primary grant recipient.
- Provide a detailed sustainability plan that describes the organization’s activities, key stakeholders and anticipated milestones.

Conclusion:

ACAP prepared a detailed corrective action plan with attachments and submitted it to HHS. On March 17, 2026, HHS notified ACAP that all required tasks for the PREP Grant Site Monitoring Visit had been fulfilled. Based on the determination that HHS had accepted the DCHS response we consider this engagement as closed.

Department Response

Not Required

Cc.

Alethea Predeoux, Deputy City Manager

Kate Garvey, Director Department of Community and Human Services

Kevin Greenlief, Director of Finance



DEPARTMENT OF HEALTH & HUMAN SERVICES

ADMINISTRATION FOR CHILDREN AND FAMILIES
Administration on Children, Youth and Families
330 C Street, S.W.
Washington, D.C. 20201

██████████
4850 Mark Center Drive
5th floor
Alexandria, VA 22311

Reference Award Number: 90AK0091

September 10, 2025

Dear ██████████,

I would like to thank you and your staff for your time and cooperation during the recent site monitoring visit for your *Competitive PREP* Program which occurred on *June 24, 2025 – January 26, 2025*. The monitoring team appreciates the opportunity to have discussed and observed the educational services that your agency offers youth in the community.

Enclosed please find a copy of the Site Monitoring report as a result of this visit.

Please contact ██████████, Project Officer regarding any concerns and questions you may have regarding this report. Based on the observations made, some conformance issues were found. Recommendations to address the conformance issues can also be found in the Site Monitoring Visit Report as well as in the attached Corrective Action Plan which has been drafted on your behalf to address the following areas:

- *Administration*
- *Collaboration/Partnerships/Referral Sources*
- *Quality Improvement/Internal Assessment*
- *Participant Recruitment and Retention*
- *Staffing/Staff Development*
- *Fidelity/Fidelity Monitoring*
- *Sustainability*

Within 30 days of receiving this conformance letter, please respond to the corrective action plan with the completion of the **Target Date and Grantee Response** columns to *Katherine Godesky*, at ██████████@acf.hhs.gov.

Thank you for your cooperation and for the valuable adolescent pregnancy prevention services that your organization provides to youth in your community.

Sincerely,

██████████

██████████, Project Officer
Adolescent Pregnancy Prevention Program

Division of Positive Youth Development
Family and Youth Services Bureau

Enclosure:

cc: [REDACTED], Program Manager, APP Program]
[REDACTED], Grant Specialist, Office of Grants Management]