

City of Alexandria, Virginia

MEMORANDUM

DATE: JUNE 26, 2026
TO: JAMES PARAJON, CITY MANAGER
FROM: ROBERT SNYDER, CHIEF INTERNAL AUDITOR *RJS*
SUBJECT: DCHS SACDVP DCJS Desk Review FS26-09

Background

On January 13, 2026, the Department of Criminal Justice Services (DCJS) contacted the Division Chief for the Department of Community and Human Services (DCHS) Sexual Assault Center and Domestic Violence Program (SACDVP) to inform them that they had been selected for a desk review. The desk review must be completed in advance of a required onsite visit which would occur no later than November 30, 2027. The purpose of the desk review was to review the following grants:

- VSGP 26-F3458VPNC-23; Org # Fed 21641182
- VSGP 26-F3458VPNC-23; Org # State 21643358
- SASP 26-M3124SP25; Org #20643397
- VSTOP 26-B9393VA24; Org #20643407

DCJS requested that grant documentation be made available during the time of the review and that it be submitted no later than June 30, 2026. Previous engagements involving this program most recently occurred in 2025. The results are summarized in Table 1 below:

Table 1 Prior Audits or Monitoring Reviews

Date	Engagement Name	Notes
05/16/25	FS25-09 DCHS SACDVP VDSS Site Monitoring Review	VDSS identified two (2) requirements and made one (1) recommendation.
02/25/25	FS25-06 DCHS SACDVP DOJ Site Visit	DOJ identified no programmatic or administrative issues. OIA recommended that they request an extension of the grant.
12/06/23	FS24-04 DCHS SACDVP DCJS Follow-up Monitoring Review	DCJS confirmed that recommendations to federal audit had been implemented.
04/17/23	FS23-10 DCHS -SACDVP DOJ OIG Monitoring Visit	One (1) finding related to accounting treatment of expenditures.
01/07/23	FS23-09 DCHS SACDVP VDSS Monitoring Review	Three (3) required actions and two (2) recommendations largely related to program officiation.
07/14/22	FS23-01 DCHS Sexual Assault Domestic Violence (SACDVP) Site Visit	No recommendations made.

Discussion

DCJS submitted all required materials in advance of the deadline and on June 16, 2026, DCJS notified DCJS that they had completed their desk review of all materials. Based on discussion with the DCJS monitoring team an update was made to the SAC/DVP Clients' Rights and Responsibilities document and the DCJS grant fiscal policy. This is the text of the update:

- **Conflict of Interest** If there is a conflict of interest involving the agency and the client, notification will be made to the state awarding agencies per the grant requirements. In addition, if there is a conflict of interest between the agency and the client, other arrangements will be made to ensure the client is receiving appropriate services.
- **Conflict of Interest** If there is a conflict of interest involving the agency, notification will be made to the state awarding agencies per the grant requirements

Conclusion

Based on the fact that DCJS did not issue a formal report or issue findings and recommendations, we conclude that this engagement is closed. Please contact us at internalaudit@alexandriava.gov should you have any questions

CC: Alethea Predeoux, Deputy City Manager