FS27-04

City of Alexandria, Virginia

MEMORANDUM

DATE: OCTOBER 29, 2026

TO: JAMES PARAJON, CITY MANAGER

THROUGH: ROBERT SNYDER, CHIEF INTERNAL AUDITOR

FROM: DOUGLAS JONES, INTERNAL AUDITOR I

SUBJECT: APD BYRNE GRANT MONITORING REVIEW (FS27-04)

Background

On July 6, 2026, 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 a virtual monitoring review of our Byrne grant awards. The Edward Byrne Memorial Justice Assistance Grant (JAG) Program is a formula grant program which serves as the leading source of federal justice funding to state and local jurisdictions. The monitoring review included examination of programmatic, financial, and administrative activities related to these grants. The Bryne grant is being used to support the APD's technology capabilities, with the City receiving $356,187.16 year-to-date

Table 1 Prior audit engagements for this program

Date	Audit Title	Comments
06/12/2024	APD JAG and Byrne Grant Monitoring Visit	No Discrepancies

Monitoring Review

On July 20, 2026, 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 review included a briefing on public safety cameras and the In-Car camera program.

Conclusion:

On August 26, 2026, 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 City's use of the Byrne Discretionary grant funds aligns with the approved grant applications and complies with Federal guidelines. Should you have any questions, please contact our office at internalaudit@alexandriava.gov or via phone at 703.746.4742.

Cc. Yon Lambert, Deputy City Manager
Tarrick McGuire, Chief of Police
Kevin Greenlief, Director of Finance

US Department of Justice
Office of Justice Programs
Washington, D.C. 20531

Saturday, August 26, 2026

Re: DUS5BPME67V8 Prepared by:

15PBJA-24-GG-00309-BRND

Grantee City of Alexandria

Program Office	BJA	Monitoring Start Date	7/20/2026
Monitoring ID	M-429786	Monitoring End Date	7/23/2026
OCFO ID	N/A		

Dear Authorized Representative,

Thank you for the time and assistance you and your staff provided during the Monitoring Event. I appreciated having the opportunity to discuss the status of the grant program and related issues.

No programmatic, financial, or administrative issues requiring formal resolution were identified during the virtual monitoring. The City of Alexandria appears to be progressing according to the plan presented in the approved application, and it is in compliance with Federal, OJP, and Program Office guidelines for this award.

If you have any further questions concerning the Monitoring Event, your program, or available technical assistance, please do not hesitate to contact me.

Thank you again for your cooperation and assistance during the Monitoring Event. I look forward to continuing to work with you and your staff.

Sincerely,

U.S. Department of Justice

Office of Justice Programs

Bureau of Justice Assistance

Washington, D.C. 20531

July 6, 2026

City of Alexandria
301 King Street
Alexandria, VA 22314

RE: 15PBJA-24-GG-00309-BRND,
FY24 Byrne Discretionary Community Project Grants/Byrne Discretionary Grants Program

Dear ,

This letter is to confirm that the U.S. Department of Justice, Office of Justice Programs (OJP), Bureau of Justice Assistance will conduct a remote monitoring of the City of Virginia, scheduled for July 20, 2026, beginning at 10:00 AM. The dates of this remote monitoring were confirmed by you via email on July 6, 2026. The remote monitoring will include a review of the programmatic, financial, and administrative activities related to the award listed above.

This remote monitoring 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 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 monitoring will include discussion of grant program activities and progress, as well as a review of the award file, 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 remote monitoring.**

In preparation for the remote monitoring, I have created a "JEFS Box" for ease in submitting the requested documentation. Please use the following link:
https://jefs.app.box.com/f/317c570c98ae40ea9372a30c896000b6

All requested documentation should be uploaded no later than noon Friday, July 17, 2026. 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 remote monitoring with questions or additional requests for documentation.

FINANCIAL:

- F.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.
- F.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.

- F.3: Your agency's formal accounting policies and procedures documents.
- F.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.
- F.5: Program income, if applicable. If you are collecting program income, you must provide documentation that you are tracking it separately from grant funds.
- F6: 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.
- F.7: If this is a JAG award and your agency is drawing down funds up front, you must provide documentation that the funds are being deposited in a trust fund. This fund must be interest-bearing unless it is excluded per 2 CFR 200.305(b)(8).

ADMINISTRATIVE:

- A.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 conference call the full contents will be discussed.
- A.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.
- A.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).
- A.4: If the grant is paying costs for your agency's employees (salary and fringe), provide a written explanation of how your agency is charging payroll costs to the grant (Can include formal policies and procedures).
- A.5: Provide copies of one timesheet per person paid with grant funds for the last three pay periods. Please redact any personally identifiable information (PII).
- A.6: If overtime was paid using grant funds, provide overtime approval documentation.
- A.7: Provide an organizational chart as evidence that all timesheets were approved by the position supervisor.
- A.8: If consultants are paid with grant funds, provide a copy of all agreements with individual consultants.
- A.9: If the grant is used for any procurement action (to include individual consultants), provide a copy of your agency's procurement policies and procedures. They 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.
- A.10: **If the grant is 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); c) up to three sample 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 200.331), 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; copy of the FFATA report submitted in FSRS.gov (for any subaward over $25,000 cumulative).
- A.11: 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.
- A.12: If this this 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.

PROGRAMMATIC:

- P.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 progress reports to fulfill this request. BJA already has this information. The documentation above relates to any/all documentation used to complete your PMT and progress reports, as well as all project deliverables.
- P.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/EPDR conference. 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 site visit, please contact me at or

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

Sincerely,

Grants Management Specialist
Bureau of Justice Assistance
Office of Justice Programs
U.S. Department of Justice