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# COMMONWEALTH of VIRGINIA

Erik C. Johnston  
Director

## DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

March 15, 2019

Jessica Lurz  
Director, Office of Community Services  
City of Alexandria  
Department of Community and Human Services  
2525 Mount Vernon Avenue  
Alexandria, VA 22301-1174

Dear Jessica Lurz:

This letter transmits the results of the March 5, 2019 monitoring of the agency's Emergency Shelter, Targeted Prevention, and Coordinated Entry activities as part of the City of Alexandria CoC, funded by the Virginia Homeless Solutions Program (VHSP). The monitoring consisted of a review of organizational policies, client service provision, and financial procedures. This letter outlines in specific detail the results of findings or concerns.

A finding constitutes a specific identifiable violation of a statutory or regulatory requirement. A concern represents a deficiency in program performance that is considered worthy of your attention along with recommendations for correcting the listed deficiency. The grantee has the opportunity to contest the validity of the finding, undertake the recommended corrective action, or propose an alternative corrective action for consideration. The grantee has 30 calendar days from the date of this letter to respond to the results of our review. Failure to do so may result in delays or denials of grant payments.

### Organizational Review

No findings or concerns were noted.

### Client Services Review

No findings or concerns were noted.

### Financial Review

#### Finding #1

Condition: Supplies are limited to those directly related to meeting basic health and safety needs of program participants during the shelter stay. These include but are not limited to office supplies, cleaning supplies, food costs for meals provided, and bathroom supplies. Supplies do not include luxury items or items that go beyond meeting basic health and safety needs of program participants. (HSNH - VHSP Guidelines, pg. 26)

During the review of selected financial source documentation, the monitor found that books/educational materials were purchased and charged to VHSP under Emergency Shelter Operations – Supplies. The total for this ineligible expense was \$67.65.





City of Alexandria, Virginia  
Department of Community and Human Services  
Center for Economic Support/Office of Community Services

March 19, 2019

Ms. Kendall Cloeter  
Housing Program Administrator  
Department of Housing and Community Development  
Main Street Center  
600 East Main Street, Suite 300  
Richmond, VA 22319

Dear Ms. Cloeter:

This letter is in response to the results of the March 5, 2019 monitoring of the City of Alexandria, Department of Community and Human Services administration of the Virginia Homeless Solutions Program (VHSP). The concerns and implemented corrective actions are as follows:

**Concern #1**

"During the review of selected financial source documentation, the monitor found that books/educational materials were purchased and charged to VHSP, under Emergency Shelter Operations- Supplies. The total for this expense was \$67.65."

*Corrective Action:* A check will be sent to DHCD on Thursday, March 21, 2019 in the amount of \$67.65 to repay the funds used for the ineligible expense.

Thank you for taking the time to monitor the program and provide feedback so that we may continue to offer quality services to persons at risk of becoming homeless in the City of Alexandria.

Sincerely,

Clara Roberson  
Homeless Services Coordinator

CC: Jessica Lurz, Director, Office of Community Services  
Gwen McQueeny, Vice President for Virginia Services Volunteers of America Chesapeake  
Debra Evans, Division Chief, Sexual Assault Center & Domestic Violence Program  
Lesa Gilbert, Center Director for the Center for Economic Support  
Stefan Caine, Continuum of Care Lead Administrator  
Shannon Steene, Executive Director of Carpenter's Shelter  
Robert Synder, Chief Internal Auditor City of Alexandria



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Governor

R. Brian Ball  
Secretary of  
Commerce and Trade

## COMMONWEALTH of VIRGINIA

Erik C. Johnston  
Director

### DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

April 12, 2019

Jessica Lurz  
Director, Office of Community Services  
City of Alexandria  
Department of Community and Human Services  
2525 Mount Vernon Avenue  
Alexandria, VA 22301-1174

Dear Jessica Lurz:

The Virginia Department of Housing and Community Development (DHCD) agency's Emergency Shelter, Targeted Prevention, and Coordinated Entry activities as part of the City of Alexandria CoC, funded by the Virginia Homeless Solutions Program (VHSP). The monitoring occurred on March 5, 2019, and the results of that monitoring were addressed in a letter dated March 15, 2019.

The agency appears to have sufficiently implemented the corrective actions needed to resolve the findings outlined in the DHCD monitoring letter. DHCD appreciates the efforts of the City of Alexandria Department of Community and Human Services to provide homeless services to those in need in the Commonwealth of Virginia. Should there be any questions, contact me at (804) 371-7101.

Sincerely,

Kendall S. Cloeter, MSW  
Housing Program Administrator

CC: Lesa Gilbert, Director of the Center for Economic Support  
Clara Roberson, Homeless Services Coordinator  
Monitoring File

Partners for Better Communities



[www.dhcd.virginia.gov](http://www.dhcd.virginia.gov)