



Town of Fairfield
Community and Economic Development

August 31, 2020

Nadine Nevins
Managing Attorney, Bridgeport Office
Connecticut Legal Services
1000 Lafayette Street, Suite 900
Bridgeport, CT 06604

**RE: Community Development Block Grant (CDBG) Sub-Recipient Monitoring PY45
Connecticut Legal Services**

Dear Ms. Nevins:

On May 30, 2020 the Town of Fairfield Community and Economic Development Department conducted a desk top review of Connecticut Legal Services. The following is a summary of the:

- As of March 31, 2020, eight (8) clients have been served. This is 14.3% of the total goal of 56 individual clients for the program year.
- Clients are screened by State wide service and income is verified.
- Budget is on target and 50% of the funds have been drawn down as of June 30, 2020.
- Leveraging of funds is also on target for this program year.
- Next two quarterly reports will provide information on the outreach and education sessions that have taken place during this program year.
- Records are retained for at least four (4) years and are backed up electronically.

Connecticut Legal Services has been recommended for continued funding and we look forward to working with you and your staff in the new program year. Your official PY46 (10/1/20 – 9/30/21) allocation will be \$4,000. If you have any questions please do not hesitate to contact me at 203 256-3120.

Sincerely,

Sonia C Hine
Town Of Fairfield
Economic & Community Development
Grants Coordinator & Programs Manager

Cc: Astrid Lebron, Director of Development



CONNECTICUT JUDICIAL BRANCH
OFFICE OF VICTIM SERVICES
225 Spring Street, Wethersfield, Connecticut 06109

Administrative Unit
Telephone: 860-263-2760
Toll-free: 800-822-8428
Fax: 860-263-2777
TDD: 711 or 1-800-842-9710

November 25, 2019

Deborah R. Witkin
Executive Director
Connecticut Legal Services
62 Washington Street, 4th Floor
Middletown, CT 06457

Re: OVS Grant Monitoring Visit
Domestic Violence and Sexual Assault Legal Representation Project
U.S. DOJ Grant # 2016-VA-GX-0025
Contract #03-1600-19
Review Period: 07/01/17 – 06/30/19

Dear Ms. Witkin:

The Office of Victim Services (OVS) has completed its' review of the grant awarded to Connecticut Legal Services for the Domestic Violence and Sexual Assault Legal Representation Project under the U.S. Department of Justice's Victims of Crime Act (VOCA) Victim Assistance Program. The onsite review consisted of a review of financial and program records related to the grant-funded project as well as a review of general agency policies and procedures.

Financial Records

Connecticut Legal Services complies with established financial rules governing the management of the grant. No findings were noted during the review of the financial records for the Domestic Violence and Sexual Assault Legal Representation Project.

- The accounting system reports project funds separately from other agency funds as required by state and federal regulations.
- Procedures are in place to ensure that expenses allocated to the project are in accordance with the approved budget.

- Sufficient documentation exists to support the allocation and allowability of expenditures charged to the project.
- Sufficient documentation exists to support the allocation and allowability of expenditures used as required match for the project.
- Systems are in place to provide sufficient documentation for project-related time and attendance.
- Systems are in place to provide sufficient documentation that Connecticut Legal Services adequately monitors subcontracted financial activity.

Policies and Procedures/Client Files/Program Records

No findings were noted during the review of the agency's policies and procedures, client files, and other program records, however, we do have two items for follow-up as noted below.

- *Civil Rights/Equal Access Compliance* – The agency is compliant with federal civil rights requirements regarding equal access to services.
- *Client Records* – Based upon a review of project files and client records, all reviewed files appear complete with adequate documentation to indicate that services meet VOCA guidelines.
- *Policies and Procedures* – Policies and procedures are complete and well documented.
- *Recordkeeping and Reporting* – Client records are maintained in a secure manner to ensure confidentiality.
- *Recordkeeping and Reporting* – The recordkeeping and reporting systems are maintained in a manner that allows for verification of reported statistics.

Acknowledgement of Federal Funding Support

During the OVS review of project materials, it was noted that program brochures do not contain an acknowledgement of VOCA funding. The Project Manager indicated that it would be included in the next reprint.

Please include the following acknowledgement and provide a copy of the updated brochure to OVS:

- *This project is funded in part by a grant from the U.S. Department of Justice, Office for Victims of Crime, Victims of Crime Act Victim Assistance Grant Program.*

Note: Brochures or pamphlets that discuss general agency services do not need the acknowledgement.

Assistance with Victim Compensation

During the review of client files, it was noted that the files do not have a specific box to check when information regarding the OVS Compensation Program is provided to project clients. The Project Manager indicated that she is working on having a spot added to the electronic time records where attorney staff can enter a Victim Compensation Code indicating that the client has been informed or assisted in filing for compensation.

Please provide a printed screen copy of a sample time record after the system has been updated for the new code related to assistance with victim compensation.

OVS thanks you for the cooperation and assistance you and other agency staff provided to us in our efforts to ensure that grant-funded programming is carried out efficiently, effectively, and in compliance with applicable laws and regulations. Thank you for allowing OVS to visit your agency. If you have any questions, please contact me at 860-263-2760 or James.Morgan@jud.ct.gov.

Sincerely,



James V. Morgan
Program Manager



November 15, 2019

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To: Lorraine Carcova
Managing Attorney
Connecticut Legal Services
Stamford, CT
(Sent by Email)

Re: Notice on Monitoring Review Completion -
Equal Justice Works Crime Victims Justice Corps

Dear Ms. Carcova:

Equal Justice Works recently conducted with your organization on August 20, 2019. We have completed the review of the site visit documentation and your organization's status is identified below:

SATISFACTORY

Please retain this document and the enclosed monitoring report for your files. If you have any questions or require further clarifications, please contact me at 202-372-9335 or lroach@equaljusticeworks.org.

Thank you,

Laura Roach

Laura Roach
Program Manager

Crime Victims Justice Corps Post-Review Monitoring Report

- Program Name: Crime Victims Justice Corps
- Program Year: 2018-2020
- Subgrantee: Connecticut Legal Services (2018-CVJC-009)
- Monitoring Type: Site Visit
- Review Dates: 8/20/2019
- Equal Justice Works Staff: Allie Yang-Green, Zabi Bigzad

Performance Tracking			
Area	Complete	Incomplete	Comments
Financial Management	x		
Program Management	x		
Organizational Capacity	x		
Grant Management	x		
Administrative Management	x		
Corrective Action Plan Required?			
<input type="checkbox"/> YES <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A			