


*City of Alexandria, Virginia*

MEMORANDUM

DATE: APRIL 1, 2025  
TO: JAMES PARAJON, CITY MANAGER  
FROM: ROBERT SNYDER, CHIEF INTERNAL AUDITOR   
SUBJECT: DCHS HIDTA GRANT COMPLIANCE AUDIT (FS25-08)

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**Background**

On February 8<sup>th</sup>, 2024, the Executive Board of the Washington/Baltimore High Intensity Drug Trafficking Area (HIDTA) notified the Department of Community and Human Services (DCHS) that they were subject to a compliance audit due to federal grant regulations. Funding received from the HIDTA grant is used to pay for salary and fringe benefits for DCHS staff members working at the City Detention Center. **The total amount of funding from HIDTA is \$227,298.**

**Discussion**

HIDTA attached a questionnaire to the notification letter and provided a deadline to DCHS of March 9, 2024. The questionnaire asked about the following:

- Controls in place to ensure policies of HIDTA funds
- Internal controls in place to ensure billed expenses are proper
- Procedures to verify allowable costs under HIDTA
- Requested copies of several documents including chart of accounts, consolidated HIDTA project personnel roster, general ledger for the grant year under review, and a copy of the single audit.
- Internal policies and procedures and purchasing policy for charges against HIDTA
- Compliance with registration with the Schedule of Awards Management (SAM)
- Any changes in the budget request

On March 6<sup>th</sup>, 2024, DCHS submitted the completed questionnaire as well as supporting documents to HIDTA. On February 25<sup>th</sup>, 2025, HIDTA reached out to DCHS to inform them that they were able to complete their processes with the information provided and informed them that they had successfully passed the audit.

**Conclusion:**

Based on the department's completion of the measures specified by HIDTA, we consider this engagement closed. Should you have any questions, please contact me at [internalaudit@alexandriava.gov](mailto:internalaudit@alexandriava.gov) or via phone at 703.746.4742.