



Audit of the Office of Justice Programs Victim
Assistance Funds Subawarded by the Minnesota
Department of Public Safety Office of Justice
Programs to the Committee Against Domestic
Abuse, Incorporated, Mankato, Minnesota



AUDIT DIVISION

25-095

SEPTEMBER 2025



EXECUTIVE SUMMARY

Audit of the Office of Justice Programs Victim Assistance Funds Subawarded by the Minnesota Department of Public Safety Office of Justice Programs to the Committee Against Domestic Abuse, Incorporated, Mankato, Minnesota

Background

The U.S. Department of Justice (DOJ) Office of Justice Programs (OJP) provided funds to the Minnesota Department of Public Safety Office of Justice Programs (Minnesota OJP) to make subawards to support victim assistance programs in the state of Minnesota. The Minnesota OJP awarded \$1,049,410 in crime victim assistance funds to the Committee Against Domestic Abuse, Incorporated (CADA), to be used between October 2023 and September 2025. The purpose of CADA's subaward was to enhance funding in support of its mission to provide safety and support to victims of domestic and sexual violence through education, advocacy, and shelter. As of June 2025, the Minnesota OJP had reimbursed CADA for a cumulative amount of \$742,423 for the subaward we reviewed.

Audit Objective

The objective of this DOJ Office of the Inspector General audit was to review how CADA used Victims of Crime Act funds to assist crime victims and assess whether it accounted for these funds in compliance with select award requirements, terms, and conditions.

Summary of Audit Results

We concluded that CADA provided education, advocacy, and shelter to domestic violence and sexual assault victims of crime in south-central Minnesota. However, we found that CADA could enhance its internal controls with written policies and procedures related to performance reporting and separately accounting for funding from different sources.

Program Performance Accomplishments

The audit concluded that CADA provided education, advocacy, and shelter to crime victims. However, the audit also found that CADA included inaccurate data in the performance reports we tested and that it does not have written policies and procedures for capturing and reporting performance.

Financial Management

The audit concluded that the subaward costs we tested were generally accurate, allowable, supported, and in accordance with the subaward requirements. However, while we found that CADA separately tracked funding sources in its accounting system, CADA's financial procedures did not include a policy specific to tracking award funds separately by source.

Recommendations

Our report contains two recommendations for DOJ OJP to work with the Minnesota OJP to assist CADA in improving its internal controls. We requested a response to our draft audit report from CADA, Minnesota OJP, and DOJ OJP officials. The responses can be found in Appendices 2, 3, and 4, respectively. Our analysis of those responses can be found in Appendix 5.

Table of Contents

Introduction.....	1
The Committee Against Domestic Abuse, Incorporated.....	1
OIG Audit Approach	2
Audit Results.....	3
Program Performance and Accomplishments	3
Program Implementation.....	3
Program Services.....	4
Financial Management	5
Financial Policies and Procedures	5
Subaward Expenditures	6
Conclusion and Recommendations	7
APPENDIX 1: Objective, Scope, and Methodology	8
Objective.....	8
Scope and Methodology.....	8
Internal Controls.....	9
APPENDIX 2: The Committee Against Domestic Abuse, Incorporated, Response to the Draft Audit Report	10
APPENDIX 3: The Minnesota Department of Public Safety Office of Justice Programs Response to the Draft Audit Report.....	12
APPENDIX 4: The Department of Justice Office of Justice Programs Response to the Draft Audit Report	14
APPENDIX 5: The Office of the Inspector General Analysis and Summary of Actions Necessary to Close the Audit Report	17

Introduction

The U.S. Department of Justice (DOJ) Office of the Inspector General (OIG) completed an audit of victim assistance funds received by the Committee Against Domestic Abuse, Incorporated (CADA), which is located in Mankato, Minnesota. DOJ's Office of Justice Programs (DOJ OJP) Office for Victims of Crime (OVC) provided this funding to the Minnesota Department of Public Safety Office of Justice Programs (Minnesota OJP), which serves as the state administering agency for Minnesota and makes subawards to direct service providers. As a direct service provider, CADA received a subaward from the Minnesota OJP totaling \$1,049,410 to be used between October 1, 2023, and September 30, 2025. These funds originated from the Minnesota OJP's federal grant, as shown in Table 1.

Table 1

Audited Subaward to CADA from the Minnesota OJP

Minnesota OJP Subaward Identifier	DOJ OJP Prime Award Number	Project Start Date	Project End Date	Subaward Amount
A-CVS-2024-CADA-064	15POVC-23-GG-00443-ASSI	10/01/2023	09/30/2025	\$1,049,410

Source: Minnesota OJP

Established by the Victims of Crime Act (VOCA) of 1984, the Crime Victims Fund (CVF) is used to support crime victims through DOJ programs and state and local victim assistance and compensation initiatives.¹ According to DOJ OJP's program guidelines, victim assistance services eligible to receive VOCA support must: (1) respond to the emotional, psychological, or physical needs of crime victims, (2) assist victims of crime to stabilize their lives after a victimization, (3) assist victims to understand and participate in the criminal justice system, or (4) restore a measure of safety and security for the victim. Direct service providers receiving VOCA victim assistance subawards thus may provide a variety of support to victims of crime, to include offering help filing restraining orders, counseling in crises arising from the occurrence of crime, crisis intervention, and emergency shelter.

The Committee Against Domestic Abuse, Incorporated

CADA is a 501(c)(3) non-profit organization located in Mankato, Minnesota, whose mission is to provide safety and support to victims of domestic and sexual violence through education, advocacy, and shelter. Founded in 1979 as a grassroots advocacy organization to serve victims and survivors of relationship abuse and sexual violence throughout south-central Minnesota, CADA opened its first shelter in 1981. Today, CADA provides services in nine counties throughout the Mankato region to individuals of all backgrounds, including an emergency safety shelter, community-based advocacy, and supervised parenting time and exchanges. Our audit focused on two of CADA's programs for which it receives VOCA funding: shelter and

¹ The CVF is funded under 34 U.S.C. § 20101 through federal criminal fines, penalties, forfeited bail bonds, gifts, donations, deferred prosecution agreements, and non-prosecution agreements, and special assessments. The total amount of funds that the OVC may distribute each year depends upon the amount of CVF deposits made during the preceding years and limits set by Congress.

community advocacy. According to the Minnesota OJP, CADA has been a subrecipient of VOCA grants for at least 30 years.

OIG Audit Approach

The objective of this audit was to review how CADA used the VOCA funds received through a subaward from the Minnesota OJP to assist crime victims and assess whether CADA accounted for VOCA funds in compliance with select award requirements, terms, and conditions. To accomplish this objective, we assessed program performance and accomplishments and financial management.

To gain a further understanding of victim assistance subaward oversight, as well as to evaluate subrecipient performance and administration of VOCA-funded programs, we solicited feedback from Minnesota OJP officials regarding CADA's records of delivering crime victim services, accomplishments, and compliance with Minnesota OJP award requirements.² We also tested compliance with what we considered to be the most important conditions of the subaward. The DOJ Grants Financial Guide; VOCA Guidelines and Final Rule; 2 C.F.R. § 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; Minnesota OJP guidance; and the OVC and Minnesota OJP award documents contain the primary criteria we applied during this audit.

The results of our analysis are discussed in detail in the following sections of this report. Appendix 1 contains additional information on this audit's objective, scope, and methodology.

² As an SAA, the Minnesota OJP is responsible for ensuring that subawards are used for authorized purposes, in compliance with federal statutes, regulations, and the terms and conditions of the subawards; and that subaward performance goals are achieved. As such, we considered the results of our audit of victim assistance grants awarded to the Minnesota OJP in performing this separate review. See [U.S. Department of Justice Office of the Inspector General, Audit of the Office of Justice Programs Victim Assistance and Victim Compensation Formula Grants Awarded to the Minnesota Department of Public Safety Office of Justice Programs, Saint Paul, Minnesota](#), Audit Report GR-50-17-003 (August 2017), oig.justice.gov/reports/victim-assistance-and-victim-compensation-formula-grants-awarded-minnesota-department.

Audit Results

Program Performance and Accomplishments

As established by the VOCA legislation, VOCA subawards are available to subrecipients for the purpose of providing direct services to victims. The purpose of CADA's subaward we audited was to enhance funding to support its mission of providing safety and support to victims of domestic and sexual violence through education, advocacy, and shelter. We obtained an understanding of CADA's standard operating procedures in relation to the subaward-funded services, and we observed CADA's facilities. We also compared the subaward solicitation, project application, and subaward agreement against available evidence of accomplishments to determine whether CADA provided these services. Overall, we concluded that CADA provided education, advocacy, and emergency shelter to victims of domestic and sexual violence. However, we found that CADA lacked policies and procedures for capturing performance information and overreported its performance statistics on its quarterly performance reports.

Program Implementation

According to the DOJ Grants Financial Guide, recipients of federal awards should maintain a well-designed and tested system of internal controls. The DOJ Grants Financial Guide further defines internal controls as a process designed to provide reasonable assurance regarding the achievement of objectives in: (1) the effectiveness and efficiency of operations, (2) reliability of reporting for internal and external use, and (3) compliance with applicable laws and regulations.

To obtain an understanding of its standard operating procedures in relation to audited victim services, we conducted interviews with CADA leadership and staff who provide direct services to victims. We also requested CADA's written policies and procedures that govern the VOCA-funded programs. Based upon the interviews we conducted and our review of CADA's policies and procedures, we believe that CADA has adequate internal controls in place to appropriately deliver subaward-funded services to victims of domestic and sexual violence.

To further assess CADA's provision of services to victims, we reviewed CADA's quarterly performance reports covering the emergency shelter and community advocacy programs, as well as the controls in place over CADA's input, maintenance, and reporting of performance data. The quarterly performance reports, which are submitted through OVC's Performance Measurement Tool (PMT), contain details on victim services provided, such as the number of specific services provided, total victims served, and types of victimizations. Further, CADA utilizes case management software to capture the services provided to victims, which it uses to help gather information for preparing the quarterly PMT reports. However, we found that CADA did not have any policies and procedures related to performance reporting. Therefore, we asked CADA officials to summarize the PMT reporting process. CADA officials described that its process involves a single person generating a report from the case management software and another person manually entering the results from the case management software report into PMT.

We selected a judgmental sample of three quarterly PMT reports from the audit period and compared select data points to CADA's associated data reports that summarized the type of victimization, when the service

was provided, and total number of victims served.³ We identified differences between the quarterly performance reports and the supporting documentation for the total number of victims served. Specifically, CADA overreported the total number of victims served in all three performance reports tested. These differences resulted in reporting that CADA had served between 6 percent and 29 percent more victims than reflected in CADA's supporting data. We discussed these discrepancies with CADA officials and were told that the differences were the result of human error.

Without accurate performance reports, the DOJ OJP and Minnesota OJP cannot adequately assess the impact grant funds have on serving victims of crime. To promote effective and efficient operations, reliable reporting, and compliance with federal grant requirements, we believe CADA should formalize its procedures for tracking of victim services data and reporting of performance within written policies and procedures, which would help ensure the continued and consistent execution of the process. As a result, we recommend that DOJ OJP work with the Minnesota OJP to ensure that CADA establishes and implements written policies and procedures for its VOCA performance reporting to accurately capture and report performance statistics.

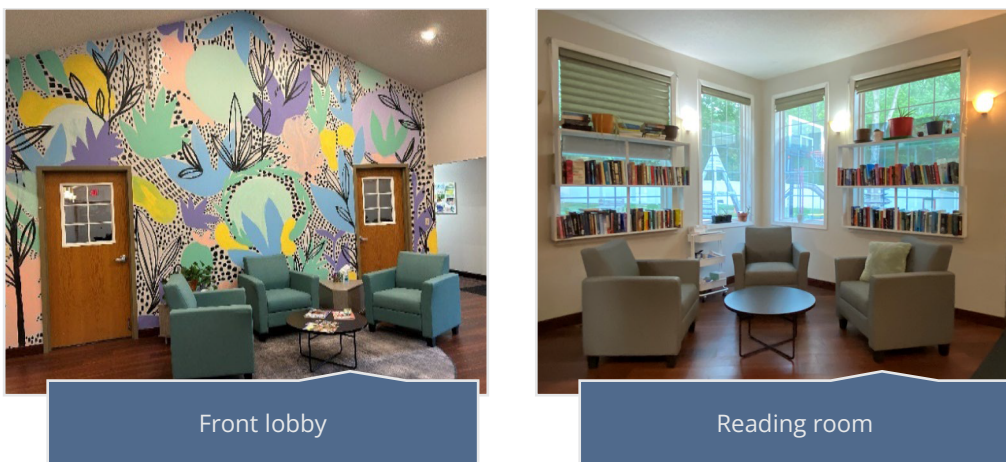
Program Services

As previously mentioned, the purpose of CADA's VOCA subaward we audited was to help support its mission to provide safety and support to victims of domestic and sexual violence through education, advocacy, and shelter. We interviewed staff, reviewed client files, reviewed quarterly performance reports, compared staff duties with written position descriptions outlined in each program's policies and procedures, and toured both the emergency shelter and a nearby community advocacy office to understand the services provided to individuals who are victims of crime. Based on our review, we believe that CADA provided services to victims of crime through community education events, advocacy for and assistance with restraining orders or temporary housing, and its emergency shelter program. Further, we noted that the Minnesota OJP requested all subrecipients to submit a workplan detailing how they would meet additional statewide goals of providing community outreach and improving subrecipients' working relationships with similar organizations that serve victims of crime through coordinated community events and sharing resources. CADA reported that it made progress on its workplan by completing two community needs assessments and participating in community meetings and educational activities. Overall, we believe that CADA is using its VOCA funding to provide services to victims, which includes efforts to meet the specific statewide goals.

³ The three quarterly performance reports reviewed included October 1, 2023, through December 31, 2023; July 1, 2024, through September 30, 2024; and January 1, 2025, through March 30, 2025.

Figure 1

CADA's Shelter Facilities



Source: Photos taken during OIG site visit

Financial Management

According to the DOJ Grants Financial Guide, all grant recipients and subrecipients are required to establish and maintain adequate accounting systems and financial records to accurately account for awarded funds. We interviewed CADA's program and financial staff, examined financial policies and procedures, reviewed subaward documents and CADA's single audit reports, and performed expenditure testing to determine whether CADA adequately accounted for the subaward funds audited. Overall, we determined that the costs paid with VOCA funds were generally accurate, allowable, supported, and in accordance with VOCA program requirements. We also determined that CADA generally designed appropriate internal controls to account for the subaward expenditures we reviewed. However, we found that CADA did not have written policies and procedures specific to accounting for separate funding sources.

Financial Policies and Procedures

We reviewed CADA's written fiscal policies and procedures, interviewed the Executive Director and the Finance Director, and compared written policies and procedures with our observations of CADA staff executing financial activities. While we found that CADA's policies and procedures generally reflected adequate controls over financial activities, we found that CADA did not have written policies and procedures to account for funding sources separately.⁴ According to the DOJ Grants Financial Guide, award recipients must establish procedures to account for awarded funds separately. Although we found that CADA's subaward accounting records were accurate and appropriately tracked the different sources of CADA's funding, we believe CADA should formalize its process for separately tracking funding sources in written policies and procedures to help ensure the continued and consistent execution of the process and to comply with federal grant requirements. As such, we recommend that DOJ OJP work with the Minnesota OJP

⁴ CADA receives funding from federal and state sources, as well as private donations.

to ensure that CADA formally documents its procedures to help ensure compliance with the DOJ Grants Financial Guide requirement to track award funds separately.

Subaward Expenditures

CADA requested monthly reimbursement from the Minnesota OJP through an electronic grants management system.⁵ For the subaward we audited, CADA's approved budget included salary, fringe benefits, travel, client assistance (such as interpreters, food, and vehicle expenses), rent, office supplies, and technology support. As of June 2025, we found that the Minnesota OJP reimbursed CADA a total of \$742,423 under the audited VOCA subaward for costs incurred in these areas.

We selected a judgmental sample of personnel and non-personnel expenditures, totaling \$57,683, to determine whether the costs charged to the subaward and paid with VOCA funds were accurate, allowable, supported, and in accordance with the VOCA program requirements. In particular, we tested 27 personnel and fringe benefit transactions for two non-consecutive pay periods, including monthly medical and dental benefits applicable within these pay periods, totaling \$39,092. We also tested 14 non-personnel transactions from various categories, including rent, technology support and client assistance, totaling \$18,591. We reconciled the sample transactions to supporting documentation, including payroll records, timesheets, and invoices. Overall, we found that the costs we tested were generally accurate, allowable, supported, and in accordance with VOCA program requirements.

⁵ Following guidance from the VOCA Fix to Sustain the Crime Victims Fund Act of 2021, the Minnesota OJP allowed its subrecipients to waive the requirement to provide matching funds from non-federal sources. After the VOCA Fix match waiver expired, the Minnesota OJP extended the match waiver to its subrecipients, including CADA, for the duration of the subawards in place. Therefore, we did not perform testing in this area except for verifying that the waiver was provided and in place for the life of the audited subaward.

Conclusion and Recommendations

As a result of our audit testing, we concluded that CADA provided education, advocacy, and shelter to victims of domestic and sexual violence and was taking steps to achieve additional statewide goals related to community outreach and program partnering. We also found that the expenditures tested were generally accurate, supported, and allowable. However, CADA did not have written policies and procedures in place to help ensure adequate performance reporting or to account for funding sources separately. We provide two recommendations to DOJ OJP to work with the Minnesota OJP to address these deficiencies.

We recommend that DOJ OJP work with the Minnesota OJP to:

1. Ensure that CADA establishes and implements written policies and procedures for its VOCA performance reporting to accurately capture and report performance statistics.
2. Ensure CADA formally documents its procedures to help ensure compliance with the DOJ Grants Financial Guide requirement to track award funds separately.

APPENDIX 1: Objective, Scope, and Methodology

Objective

The objective of this audit was to review how the Committee Against Domestic Abuse, Incorporated (CADA), used the Victims of Crime Act (VOCA) funds received through a subaward from the Minnesota Department of Public Safety Office of Justice Programs (Minnesota OJP) to assist crime victims and assess whether it accounted for VOCA funds in compliance with select award requirements, terms, and conditions. To accomplish this objective, we assessed program performance and accomplishments and grant financial management.

Scope and Methodology

We conducted this performance audit in accordance with generally accepted government auditing standards. Those standards require that we plan and perform the audit to obtain sufficient, appropriate evidence to provide a reasonable basis for our findings and conclusions based on our audit objective. We believe that the evidence obtained provides a reasonable basis for our findings and conclusions based on our audit objective.

This was an audit of a subaward to CADA, totaling \$1,049,410, funded by the Minnesota OJP from primary VOCA grant 15POVC-23-GG-00443-ASSI awarded by the U.S. Department of Justice Office of Justice Programs (DOJ OJP) Office for Victims of Crime (OVC). As of June 2025, the Minnesota OJP had reimbursed CADA \$742,423 in subaward funds.

Our audit concentrated on, but was not limited to, the period of October 2023 through April 2025. The Department of Justice (DOJ) Grants Financial Guide; the VOCA Guidelines and Final Rule; 2 C.F.R. § 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards; Minnesota OJP guidance; and the OVC and Minnesota OJP award documents contain the primary criteria we applied during the audit.

To accomplish our objective, we tested compliance with what we considered to be the most important conditions of CADA's activities related to the audited subaward. Our work included conducting interviews with CADA's programmatic and financial staff, examining policies and procedures, touring facilities, and reviewing subaward documentation and financial records. We performed sample-based audit testing for personnel costs, direct client assistance expenditures, and program performance information. In this effort, we employed a judgmental sampling design to obtain broad exposure to numerous facets of the subaward reviewed. This non-statistical sample design did not allow projection of the test results to the universe from which the samples were selected.

During our audit, we obtained information from DOJ's JustGrants System, CADA's financial and programmatic records, and the Minnesota OJP specific to the management of DOJ funds during the audit period. We did not test the reliability of those systems as a whole; therefore, any findings identified involving information from those systems were verified with documentation from other sources.

Internal Controls

In this audit, we performed testing of internal controls significant within the context of our audit objective. We did not evaluate the internal controls of CADA to provide assurance on its internal control structure as a whole. CADA management is responsible for the establishment and maintenance of internal controls in accordance with 2 C.F.R. § 200. Because we do not express an opinion on CADA's internal control structure as a whole, we offer this statement solely for the information and use of CADA, the Minnesota OJP, and DOJ OJP.⁶

In planning and performing our audit, we identified internal control components and underlying internal control principles as significant to the audit objective. Specifically, we assessed the design and implementation of CADA's policies and procedures. We also tested the implementation and operating effectiveness of specific controls over subaward execution and compliance with laws and regulations in our audit scope.

The internal control deficiencies we found are discussed in the Audit Results section of this report. However, because our review was limited to those internal control components and underlying principles that we found significant to the objective of this audit, it may not have disclosed all internal control deficiencies that may have existed at the time of this audit.

⁶ This restriction is not intended to limit the distribution of this report, which is a matter of public record.

APPENDIX 2: The Committee Against Domestic Abuse, Incorporated, Response to the Draft Audit Report



September 2, 2025

Todd A. Anderson
Regional Audit Manager
Office of the Inspector General
U.S. Department of Justice
Provided electronically at: Todd.A.Anderson@usdoj.gov

Subject: Response to Draft Audit Report – Audit of OJP Victim Assistance Funds Subawarded by the Minnesota Department of Public Safety Office of Justice Programs to the Committee Against Domestic Abuse, Inc.

Dear Mr. Anderson,

Committee Against Domestic Abuse, Inc. (CADA) appreciates the opportunity to respond to the above noted draft audit report connected to Sub-Award A-CVS-2024-CADA-064, made by the Minnesota Department of Public Safety Office of Justice Programs (Minnesota OJP), under OJP's Victims of Crime Act, Victim Assistance Formula Grant Program, Award Number 15POVC-23-GG-00443-ASSI.

The following are the two recommendations made by the audit report, as well as CADA's response:

1. Ensure that CADA establishes and implements written policies and procedures for its VOCA performance reporting to accurately capture and report performance statistics.

Response: We agree with this recommendation. These written policies and procedures will be developed by February 2026.

2. Ensure CADA formally documents its procedures to help ensure compliance with the DOJ Grants Financial Guide requirement to track award funds separately.

Response: We agree with this recommendation. These written policies and procedures will be developed by February 2026.

Our mission is to provide safety and support to victims of domestic and sexual violence through education, advocacy, and shelter.

P.O. Box 466, Mankato, MN 56002-0466 Phone: (507) 625-8688 Fax: (507) 625-9431 www.cadaMN.org

CADA is committed to addressing the audit recommendations and ensuring full compliance with the noted requirements. We appreciate the guidance provided and will work with the Minnesota Office of Justice Programs to implement the necessary changes.

Respectfully submitted,



Brittany Wojtowicz, LGSW
Executive Director
CADA, Inc.

CC: Cecilia Miller
Grants Director
Minnesota Department of Public Safety
Provided electronically at: Cecilia.miller@state.mn.us

Chris Anderson
Grant Award Administrator
Minnesota Department of Public Safety
Provided electronically at: Chris.anderson@state.mn.us

Jennifer Leholm
Deputy Director for Operations
Minnesota Department of Public Safety
Provided electronically at: Jennifer.leholm@state.mn.us

Melonie Threatt
Acting Team Leader
Audit Coordination Branch
Audit and Review Division
Office of Audit, Assessment, and Management
U.S. Department of Justice Office of Justice Programs
Provided electronically at: OAAMAuditResponses@usdoj.gov

Brad Guss
Finance Director
CADA, Inc
Provided electronically at: Bradg@cadamn.org

Our mission is to provide safety and support to victims of domestic and sexual violence through education, advocacy, and shelter.

P.O. Box 466, Mankato, MN 56002-0466 Phone: (507) 625-8688 Fax: (507) 625-9431 www.cadaMN.org

APPENDIX 3: The Minnesota Department of Public Safety Office of Justice Programs Response to the Draft Audit Report

MINNESOTA DEPARTMENT OF PUBLIC SAFETY



Alcohol
and Gambling
Enforcement

Bureau of
Criminal
Apprehension

Driver
and Vehicle
Services

Emergency
Communication
Networks

Homeland
Security and
Emergency
Management

Minnesota
State Patrol

Office of
Communications

Office of
Justice Programs

Office of
Pipeline Safety

Office of
Traffic Safety

State Fire
Marshal



Office of Justice Programs

445 Minnesota Street • Suite 2300 • Saint Paul, Minnesota 55101-1515
Phone: 651.201.7300 • Fax: 651.296.5787 • TTY: 651.205.4827 • Toll Free 1.888.622.8799
www.ojp.dps.mn.gov

September 17, 2025

Todd A. Anderson
Regional Audit Manager
Office of the Inspector General
U.S. Dept. of Justice
Provided electronically at: Todd.A.Anderson@usdoj.gov

Subject: Response to Draft Audit Report – Audit of OJP Victim Assistance Funds Sub-awarded by the Minnesota Department of Public Safety Office of Justice Programs to the Committee Against Domestic Abuse, Inc.

Dear Mr. Anderson,

The Minnesota Department of Public Safety, Office of Justice Programs (MN OJP), appreciates the opportunity to respond to the draft audit report for subaward # A-CVS-2024-CADA-064 to Committee Against Domestic Abuse, Inc. (CADA), under the Victim Assistance Formula Grant Program, Award #15POVC-23-GG-00443-ASSI.

The following are the two recommendations made by the audit report, followed by the responses from CADA, and responses from MN OJP:

1. Ensure that CADA establishes and implements written policies and procedures for its VOCA performance reporting to accurately capture and report performance statistics.

CADA's Response: We agree with this recommendation. These written policies and procedures will be developed by February 2026.

MN OJP's Response: MN OJP will provide technical assistance to CADA and ensure the written policies and procedures addressing the audit finding are complete and will result in clearing the finding. MN OJP will submit the written policies and procedures to Ms. Melonie Threatt at the U.S. DOJ for final approval. Additionally, MN OJP will request documentation from CADA that the appropriate staff received the new policies and have been trained on the procedures.

2. Ensure CADA formally documents its procedures to help ensure compliance with the DOJ Grants Financial Guide requirement to track award funds separately.

CADA's Response: We agree with this recommendation. These written policies and procedures will be developed by February 2026.

MN OJP's Response: MN OJP will provide technical assistance to CADA and ensure the written policies and procedures addressing the audit finding are complete and will result in clearing the finding. MN OJP will submit the written policies and procedures to Ms. Melonie Threatt at the U.S. DOJ for final approval. Additionally, MN OJP will request documentation from CADA that the appropriate staff received the new policies and have been trained on the procedures.

Sincerely,

Cecilia Miller

Cecilia Miller
Crime Victim Grants Director
Minnesota Department of Public Safety

CC:

Jennifer Leholm
Deputy Director for Operations
Minnesota Department of Public Safety
Provided electronically at: jennifer.leholm@state.mn.us

Paul Mathe
Management Analyst, Fiscal Services
Minnesota Department of Public Safety
Provided electronically at: paul.mathe@state.mn.us

Melonie Threatt
Acting Team Leader
Audit Coordination Branch
Audit and Review Division
Office of Audit, Assessment, and Management
U.S. Department of Justice Office of Justice Programs
Provided electronically at: QAAMAuditResponses@usdoj.gov

Brad Guss
Finance Director
CADA, Inc.
Provided electronically at: bradg@cadamn.org

Brittany Wojtowicz, LGSW
Executive Director
CADA, Inc.
Provided electronically at: brittanyw@cadamn.org

APPENDIX 4: The Department of Justice Office of Justice Programs Response to the Draft Audit Report



U.S. Department of Justice

Office of Justice Programs

Office of Audit, Assessment, and Management

Washington, D.C. 20531

September 19, 2025

MEMORANDUM TO: Todd A. Anderson
Regional Audit Manager
Chicago Regional Audit Office
Office of the Inspector General

FROM: Iyauta I. Green
Director

Iyauta Iyeesha Green Digitally signed by Iyauta Iyeesha Green
Date: 2025.09.19 13:20:33 -04'00'

SUBJECT: Response to the Draft Audit Report, *Audit of the Office of Justice Programs Victim Assistance Funds, Subawarded by the Minnesota Department of Public Safety Office of Justice Programs to the Committee Against Domestic Abuse, Incorporated, Mankato, Minnesota*

This memorandum is in reference to your correspondence, dated August 20, 2025, transmitting the above-referenced draft audit report for the Committee Against Domestic Abuse, Incorporated (CADA). CADA received sub-award funds from the Minnesota Department of Public Safety Office of Justice Programs (Minnesota OJP), under the U.S. Department of Justice, Office of Justice Programs' (DOJ OJP), Office for Victims of Crime, Victims of Crime Act (VOCA), Victim Assistance Formula Grant Program, Grant Number 15POVC-23-GG-00443-ASSI. We consider the subject report resolved and request written acceptance of this action from your office.

The draft report contains two recommendations and no questioned costs. The following is OJP's analysis of the draft audit report recommendations. For ease of review, the recommendations are restated in bold and are followed by OJP's response.

1. **We recommend that DOJ OJP work with Minnesota OJP to ensure that CADA establishes and implements written policies and procedures for its VOCA performance reporting to accurately capture and report performance statistics.**

OJP agrees with this recommendation. In its response, dated September 17, 2025, Minnesota OJP stated that it would provide technical assistance to CADA and ensure that its written policies and procedures addressing the audit finding are complete. In addition, Minnesota OJP stated that it would request documentation from CADA as evidence that the appropriate staff received and were trained on the procedures.

Accordingly, we will coordinate with Minnesota OJP to obtain a copy of CADA's written policies and procedures, developed and implemented, to ensure that its VOCA performance reporting includes accurately captured and reported performance statistics.

2. **We recommend that DOJ OJP work with Minnesota OJP to ensure CADA formally documents its procedures to help ensure compliance with the DOJ Grants Financial Guide requirement to track award funds separately.**

OJP agrees with this recommendation. In its response, dated September 17, 2025, Minnesota OJP stated that it would provide technical assistance to CADA and ensure that its written policies and procedures addressing the audit finding are complete. In addition, Minnesota OJP stated that it would request documentation from CADA as evidence that the appropriate staff received and were trained on the procedures.

Accordingly, we will coordinate with Minnesota OJP to obtain a copy of CADA's written policies and procedures, developed and implemented, to ensure that it formally documented its procedures to ensure compliance with the DOJ Grants Financial Guide requirement to track award funds separately.

We appreciate the opportunity to review and comment on the draft audit report. If you have any questions or require additional information, please contact me on (202) 820-6807.

cc: Maureen A. Henneberg
Deputy Assistant Attorney General

LeToya A. Johnson
Senior Advisor
Office of the Assistant Attorney General

Katherine Darke Schmitt
Acting Director
Office for Victims of Crime

James Simonson
Director of Operations, Budget, and
Performance Management
Office for Victims of Crime

Jeffrey Nelson
Deputy Director of Operations, Budget, and
Performance Management Division
Office for Victims of Crime

Willie Bronson
Director, State Victim Resource Division
Office for Victims of Crime

cc: Joel Hall
Associate Director, State Victim Resource Division
Office for Victims of Crime

Abria Humphries
Grants Management Specialist
State Victim Resource Division
Office for Victims of Crime

Nathanial Kenser
Acting Deputy General Counsel

Phillip Merkle
Acting Director
Office of Communications

Rachel Johnson
Chief Financial Officer

Christal McNeil-Wright
Associate Chief Financial Officer
Grants Financial Management Division
Office of the Chief Financial Officer

Joanne M. Suttington
Associate Chief Financial Officer
Finance, Accounting, and Analysis Division
Office of the Chief Financial Officer

Aida Brumme
Manager, Evaluation and Oversight Branch
Grants Financial Management Division
Office of the Chief Financial Officer

Louise Duhamel
Assistant Director, Audit Liaison Group
Internal Review and Evaluation Office
Justice Management Division

OJP Executive Secretariat
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APPENDIX 5: The Office of the Inspector General Analysis and Summary of Actions Necessary to Close the Audit Report

The U.S. Department of Justice Office of the Inspector General (OIG) provided a draft of this audit report to the U.S. Department of Justice (DOJ) Office of Justice Programs (OJP), the Minnesota Department of Public Safety Office of Justice Programs (Minnesota OJP), and the Committee Against Domestic Abuse, Incorporated (CADA). DOJ OJP's response is incorporated in Appendix 4, the Minnesota OJP's response is incorporated in Appendix 3, and CADA's response is incorporated in Appendix 2 of this final report. In response to our draft audit report, DOJ OJP agreed with our recommendations; as a result, the status of the audit report is resolved. The Minnesota OJP did not state whether it agreed or disagreed with the recommendations in its response, but the Minnesota OJP's response states actions it will take to help CADA in addressing the recommendations. CADA agreed with the two recommendations. The following provides the OIG analysis of the responses and summary of actions necessary to close the report.

Recommendations for DOJ OJP to work with the Minnesota OJP to:

- 1. Ensure that CADA establishes and implements written policies and procedures for its Victims of Crime Act (VOCA) performance reporting to accurately capture and report performance statistics.**

Resolved. DOJ OJP agreed with our recommendation. DOJ OJP stated in its response that it will coordinate with the Minnesota OJP to obtain a copy of CADA's written policies and procedures, developed and implemented, to ensure that CADA establishes and implements written policies and procedures for its VOCA performance reporting to accurately capture and report performance statistics. Therefore, this recommendation is resolved.

The Minnesota OJP stated in its response that it will provide CADA technical assistance to ensure CADA's written policies and procedures addressing the audit finding are complete, as well as request documentation that appropriate CADA staff received the new policies and have been trained on the procedures.

CADA agreed with our recommendation and stated that the written policies and procedures will be developed by February 2026.

This recommendation can be closed when we receive evidence that CADA established and implemented written policies and procedures for its VOCA performance reporting to accurately capture and report performance statistics.

2. Ensure CADA formally documents its procedures to help ensure compliance with the DOJ Grants Financial Guide requirement to track award funds separately.

Resolved. DOJ OJP agreed with our recommendation. DOJ OJP stated in its response that it will coordinate with the Minnesota OJP to obtain a copy of CADA's written policies and procedures, developed and implemented, to ensure that it formally documented its procedures to ensure compliance with the DOJ Grants Financial Guide requirement to track award funds separately. Therefore, this recommendation is resolved.

The Minnesota OJP stated in its response that it will provide CADA technical assistance to ensure CADA's written policies and procedures addressing the audit finding are complete, as well as request documentation that appropriate CADA staff received the new policies and have been trained on the procedures.

CADA agreed with our recommendation and stated that the written policies and procedures will be developed by February 2026.

This recommendation can be closed when we receive evidence that CADA formally documented its procedures to help ensure compliance with the DOJ Grants Financial Guide requirement to track award funds separately.