

VICTIM ASSISTANCE PROGRAM MONITORING CHECKLIST

Our federal funders require us to monitor each subaward-recipient. Our goal is to support you in your work, provide technical assistance, and assure that programs are: (a) providing services as described in subaward agreements; (b) spending subawards as agreed; (c) working toward funding objectives; and (d) following appropriate fiscal procedures.

CVSSD monitoring will include, but is not limited to, financial and administrative risk assessments, financial report verifications, program policy and procedure reviews, and on-site visits. We have included a monitoring tool checklist for your convenience. We hope this creates an opportunity for you to prepare in your own timeframe and allows you the ease of gathering, reviewing and updating documents far ahead of an actual review. While additional documents may be requested by your Fund Coordinator when on site, this list encompasses the majority of documents required for review. As you gather these documents, you might consider utilizing a tabbed binder to facilitate both your time and your Fund Coordinator's review time when on site.

PROGRAM

- DA Office Mission Statement
- VAP Mission Statement
- Provide copy of VAP Brochure

PERSONNEL – STAFF, VOLUNTEERS & INTERNS

- VAP Organizational Chart with funding source(s), including vacancies
- Staff timesheets demonstrating how time is tracked per funding source
- DA or VAP Employee Handbook or Personnel Policy Manual
- Job descriptions for each staff title, regardless of funding source
- Job description for volunteers & interns
- Criminal Background check policy for staff, volunteers & interns
- Conflict of Interest policy for staff, volunteers & interns
- Volunteer training application
- Volunteer training schedule with number of hours trained per topic
- Volunteer training manual (for viewing)
- All staff has met the required training criteria for their job title
- Organizational roster in E-Grants is current, including job title & trainings

SERVICES

- Emergency Service (EMS) policy of how expenditures are tracked
- Confidentiality Policy and Agreements
- Release of Information Form regarding confidentiality
- Written procedures for collecting CVSSD Common Outcome Measures
- Common Outcome Measure survey/form/card
- Sample of efforts made by VAP to increase public awareness & community outreach, including tribes, rural and homeless population

OPERATIONAL POLICIES

- Grievance policies
- Civil Rights statement of non-discrimination
- Procurement policy and procedures
- Whistleblower policy
- Travel policy
- Record retention policy
- Limited English Proficiency (LEP) policy
- Equal Employment Opportunity Plan (EEO)
- Disability Discrimination Policy
- Drug Free Workplace Policy
- Mandatory Child Abuse Reporting policy
- Policy regarding handling of Petty Cash in the office, if applicable

VEHICLE, if applicable

- Vehicle Insurance Certificate
- Vehicle Insurance Policy
- Vehicle Maintenance and Use Policy
- Vehicle Maintenance and Use Record/Log

ASSESSMENTS (should be completed with VOCA RFA)

- Administration Risk Assessment completed for 2019
- Financial Risk Assessment completed for 2019

While you are not required to provide written documentation for the following list of services, you will be asked to discuss how these services are provided:

- Intake
- Safety Planning & Assistance with basic needs
- Referrals for community resources
- VAP case management system