Program
Monitoring Checklist

CVSSD is required to monitor each federal fund sub-recipient. CVSSD monitoring includes, but is not limited to, financial and administrative risk assessment, financial report verification, program policy & procedure review, and an on-site programmatic visit. We have provided a checklist below to help you prepare for each step of the monitoring process. This checklist affords you the opportunity to prepare in your own timeframe, and allows you the ease of gathering, reviewing & updating documents ahead of an actual review. This list of required documents is not an all-inclusive list and will be updated as information changes. We recommend that sub-recipients periodically check the CVSSD website to ensure you have the most recent version (revision dates will be noted in the footer).

Through proactive monitoring, the CVSSD Fund Coordinator:

- Provides consultation and technical assistance to sub-recipients;
- Ensures that programs maintain fiscal accountability and programmatic integrity;
- Ensures that sub-recipients initiate and carry out projects in a manner consistent with their stated implementation plan;
- Identifies and resolves problems that may impede effective project implementation; and
- Collects data to provide comprehensive fiscal information and specified progress reports to the federal or state granting agency.

While your CVSSD Fund Coordinator may request additional documents, this list encompasses the majority of documents required of a federal fund sub-recipient. These documents must be available for CVSSD review. You might consider utilizing a tabbed binder to organize your materials. This may help to facilitate both your time and your Fund Coordinator's review time when on site.

PROGRAM
☐ Organization/Program Mission Statement
☐ Organization/Program Brochure

PERSONNEL – STAFF, VOLUNTEERS & INTERNS
☐ Organizational Chart with funding source(s), including vacancies
☐ Staff timesheets demonstrating how time is tracked per funding source
☐ Employee Handbook or Personnel Policy Manual
☐ Job descriptions for each staff position, regardless of funding source
☐ Job description for volunteers & interns
☐ Criminal Background check policy for staff, volunteers & interns
☐ Conflict of Interest policy for staff, board, volunteers & interns
☐ Volunteer 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
☐ Staff & Board rosters in E-Grants is current, including job title & trainings

SERVICES
- ☐ Emergency Service 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 organization/program to increase public awareness & community outreach, including tribes, rural and homeless population

OPERATIONAL POLICIES
- ☐ Breach of Personally Identifiable Information
- ☐ Grievance policy (including process for staff, volunteers, and clients to file complaints)
- ☐ Civil Rights policy and statement of non-discrimination
- ☐ Procurement policy & procedures
- ☐ Whistleblower policy
- ☐ Travel policy
- ☐ Records Retention policy
- ☐ Limited English Proficiency (LEP) policy
- ☐ Equal Employment Opportunity Plan (EEOP) (if applicable)
- ☐ Disability Discrimination policy
- ☐ Drug Free Workplace policy
- ☐ Mandatory Child Abuse Reporting policy (if applicable)
- ☐ Policy regarding handling of Petty Cash in the office (if applicable)

VEHICLE, if purchased or leased using CVSSD funding
- ☐ Vehicle Insurance Certificate
- ☐ Vehicle Insurance policy
- ☐ Vehicle Maintenance & Use policy
- ☐ Vehicle Maintenance & Use Record/Log

ASSESSMENTS (completed during application process or as requested by CVSSD Fund Coordinator)
- ☐ Administrative Risk Assessment
- ☐ Financial Risk Assessment

While you are not required to provide written documentation for the following list of services, sub-recipients should be prepared to discuss how services are provided, to include:
- Intake
- Safety planning & assistance with basic needs
- Referrals for community resources
- Case management