

1	Governance, Staff and Volunteers
a	<p>Nonprofit Board of Directors <input type="checkbox"/> Not applicable</p> <ul style="list-style-type: none"> <input type="checkbox"/> Directors devote adequate time to governing the organization (regular attendance at meetings, meetings reach quorum, participation in decision making and events, etc.). <input type="checkbox"/> Directors spend time discussing matters of financial oversight at each board meeting, including oversight of CVSSD grant funded programs. <input type="checkbox"/> Directors each have a copy of the current governing documents (bylaws, articles of incorporation, meeting minutes, recent IRS return). <input type="checkbox"/> Directors ensure organization complies with state and federal requirements (IRS Form 990, registration and annual renewal with Secretary of State, registration and annual report to Oregon DOJ Charitable Activities, payroll withholding taxes). <input type="checkbox"/> Directors receive a treasurer’s report with periodic financial statements at every board meeting (income statement explaining revenue and expenses and balance sheet explaining assets and liabilities). <input type="checkbox"/> Staff are permitted to communicate with the board and attend board meetings; Directors have access to staff who can answer technical questions. <input type="checkbox"/> Directors are consulted on staff policy decisions. <input type="checkbox"/> Staff complaints regarding alleged management misconduct are taken seriously and addressed objectively. <input type="checkbox"/> The organization has a written conflict of interest policy that is regularly reviewed, signed by and enforced for both paid staff and Board of Directors. <input type="checkbox"/> Directors complete annual performance evaluations of executive staff. <input type="checkbox"/> Directors comply with IRS and state standards for setting key employee compensation.
b	<p>Grant funded personnel</p> <ul style="list-style-type: none"> <input type="checkbox"/> Staff has read applicable grant materials including project goals and objectives. Staff understands grant activity and reporting requirements. <input type="checkbox"/> Criminal history is checked for all staff and volunteers. <input type="checkbox"/> The conflict of interest policy is regularly reviewed, signed by and enforced for paid staff. <input type="checkbox"/> Staff understands and follows VAWA confidentiality and privacy provisions and Oregon advocate/victim privilege requirements. <input type="checkbox"/> Staff is informed of the organization/agency’s internal grievance process and whistleblower policy. <input type="checkbox"/> Staff participates in collecting CVSSD common outcome measures.
c	<p>Volunteers and interns</p> <ul style="list-style-type: none"> <input type="checkbox"/> Volunteers’ average length of service: <input type="checkbox"/> What marginalized and underserved communities are represented by volunteers? <input type="checkbox"/> How are volunteers recruited? <input type="checkbox"/> Describe how volunteers are initially trained and receiving on-going training: <input type="checkbox"/> Volunteers sign confidentiality agreements as a condition of their service. <input type="checkbox"/> The conflict of interest policy is regularly reviewed, signed by and enforced for volunteers. <input type="checkbox"/> Volunteers understand and follow VAWA confidentiality and privacy provisions and Oregon advocate/victim privilege requirements. <input type="checkbox"/> Volunteers are informed of the organization/agency’s internal grievance process and whistleblower policy.
Proof	<p>List of Board meeting dates over past two years</p> <p>Board meeting minutes (two examples within last 12 months)</p>

	Additional documentation for the Board of Directors not already provided in EGrants describing positions, representations, vacancies, function, etc. <i>(optional)</i>
	Mission statement
	Organizational chart
	Statement of non-discrimination
	Personnel policies and/or employee handbook
	Volunteer policies and/or handbook
	Confidentiality policy and agreements
	Internal grievance policy for staff and volunteers
	Written procedures for collecting CVSSD common outcome measures
Note	
2	Administrative Policies and Procedures
<input type="checkbox"/>	Insurance needs are reviewed annually and adjusted accordingly.
<input type="checkbox"/>	Property and equipment acquisition, management and disposition policy complies with Section 3.7 of the DOJ Grants Financial Guide. https://www.ojp.gov/funding/financialguidedojo/overview
<input type="checkbox"/>	Procurement policy complies with Section 3.8 of the DOJ Grants Financial Guide. https://www.ojp.gov/funding/financialguidedojo/overview
<input type="checkbox"/>	Records retention policy complies with Section 5 of CVSSD’s grant agreements.
<input type="checkbox"/>	Follows the organization/agency’s established travel policy. (Refer to Section 3.9 of the DOJ Grants Financial Guide at https://www.ojp.gov/funding/financialguidedojo/overview)
<input type="checkbox"/>	Follows a policy for purchases and distribution of gift cards to participants. https://www.doj.state.or.us/wp-content/uploads/2017/09/VOCA_Allowable_Unallowable_Costs_Services.pdf
<input type="checkbox"/>	Releases of information are client centered, informed, and reasonably time-limited and specific.
<input type="checkbox"/>	Survivors are informed of the organization/agency’s grievance procedure and of CVSSD’s grievance process.
Proof	Policy for property and equipment acquisition, management and disposition (and/or fixed assets and capital purchase policy)
	Procurement and contracting policy
	Records retention policy
	Travel policy
	Client gift card policy
	Copy of release of information form
	Policy for informing victims and survivors on how to file a complaint or grievance
	For vehicles purchased with CVSSD grant funds: Vehicle maintenance and use policy, maintenance records and use log
Note	

3	Civil Rights, Drug-Free Workplace, Whistleblower Rights https://www.ojp.gov/sites/g/files/xyckuh241/files/media/document/civil_rights_compliance_checklist.pdf
<input type="checkbox"/>	Notifies program participants, beneficiaries and employees that the program does not discriminate on the basis of disability <u>and</u> on the basis of race, color, national origin, religion, sex, disability (and if a VAWA recipient, sexual orientation and gender identity) in employment practices).
<input type="checkbox"/>	Written policies are in place to notify employees and program beneficiaries of how to file complaints alleging discrimination by the organization or agency. https://www.ojp.gov/program/civil-rights/filing-civil-rights-complaint https://www.doj.state.or.us/crime-victims/victims-resources/other-resources/cvssd-complaint-procedure/
<input type="checkbox"/>	There have been <u>no</u> complaints or findings of discrimination filed against the organization or agency with OJP or DOJ CVSSD. If yes, please describe: https://www.ojp.gov/program/civil-rights/filing-tips
<input type="checkbox"/>	Persons with limited English proficiency (LEP) have meaningful access to services. https://www.ojp.gov/program/civil-rights/limited-english-proficient-lep
<input type="checkbox"/>	If the organization or agency segregate services on the basis an individual's sex, then comparable services are provided. https://www.ojp.gov/sites/g/files/xyckuh241/files/media/document/vawafaqs.pdf
<input type="checkbox"/>	The organization or agency serves male victims of domestic violence, dating violence, sexual assault, and stalking. https://www.ojp.gov/sites/g/files/xyckuh241/files/media/document/vawafaqs.pdf
<input type="checkbox"/>	If required, an EEO Plan has been prepared and is on file for review. https://www.ojp.gov/program/civil-rights/equal-employment-opportunity-plans
<input type="checkbox"/>	If required, an EEO Utilization Report has been submitted to OJP Office of Civil Rights. Date submitted: https://www.ojp.gov/program/civil-rights/equal-employment-opportunity-plans
<input type="checkbox"/>	Employees are informed of whistleblower rights and protections including to whom disclosures must be made, what to do if they believe retaliation has occurred, and how to report a wrongdoing. https://www.ojp.gov/funding/implement/whistleblower-protections-employees-ojp-recipients
<input type="checkbox"/>	Subcontractors are informed of their requirements under 41 U.S.C. §4712 that requires subcontractors to inform any employees working under a federal award of their whistleblower rights and protections. https://www.ojp.gov/funding/implement/whistleblower-protections-employees-ojp-recipients
<input type="checkbox"/>	A good faith effort is made to maintain a drug-free workplace, and measures are taken to publish a drug-free workplace statement and to establish a drug-free awareness program. Title 28 C.F.R. Part 83
<input type="checkbox"/>	Federally funded services are provided to eligible beneficiaries regardless of religion, a religious belief, a refusal to hold a religious belief, or a refusal to attend or participate in a religious practice. https://www.ojp.gov/sites/g/files/xyckuh241/files/media/document/faqs_part38.pdf https://www.ojp.gov/program/civil-rights/partnerships-faith-based-and-other-neighborhood-organizations
<input type="checkbox"/>	If applicable: <ul style="list-style-type: none"> Federal funds are not used to conduct inherently religious activities, such as prayer, religious instructions, or proselytization.

	<ul style="list-style-type: none"> • Explicitly religious activities are separate in either time or location from the federally funded activities. Participation in explicitly religious activities is voluntary for participants. • Appropriate notice is given to program beneficiaries that the faith-based organization or religious institution does not discriminate on the basis of religion in the delivery of services. • Appropriate notice and reasonable effort are made to find an acceptable alternative provider in close geographic proximity that offers comparable services if a program beneficiary objects to the “religious character” of the organization. https://www.ojp.gov/sites/g/files/xyckuh241/files/media/document/faqs_part38.pdf https://www.ojp.gov/program/civil-rights/partnerships-faith-based-and-other-neighborhood-organizations
<input type="checkbox"/>	<p>If applicable:</p> <ul style="list-style-type: none"> • The education program or activity has adopted grievance procedures to respond to Title IX of the Education Amendments of 1972 (28 C.F.R. Part 54) which prohibits discrimination on the basis of sex • A person coordinates compliance with the prohibitions contained in 28 C.F.R. Part 54. • Notifies applicants for admission and employment, employees, students, parents and others that the program does not discriminate on the basis of sex in its education programs or activities.
Proof	Policy of non-discrimination in employment
	Policy of non-discrimination for program beneficiaries
	Limited English Proficiency (LEP) policy
	Equal Employment Opportunity Plan
	Whistleblower policy
	Drug-free workplace policy
Note	