

CVSSD Desk Review – Required Documentation or Proof

	Required documentation or proof	Page #
<input type="checkbox"/>	List of Board meeting dates over past two years	
<input type="checkbox"/>	Board meeting minutes (two examples within last 12 months)	
<input type="checkbox"/>	Additional documentation for the Board of Directors not already provided in EGrants describing positions, representations, vacancies, function, etc. <i>(optional)</i>	
<input type="checkbox"/>	Mission statement	
<input type="checkbox"/>	Organizational chart	
<input type="checkbox"/>	Statement of non-discrimination	
<input type="checkbox"/>	Personnel policies and/or employee handbook	
<input type="checkbox"/>	Volunteer policies and/or handbook	
<input type="checkbox"/>	Confidentiality policy and agreements	
<input type="checkbox"/>	Internal grievance policy for staff and volunteers	
<input type="checkbox"/>	Written procedures for collecting CVSSD common outcome measures	
<input type="checkbox"/>	Policy for property and equipment acquisition, management and disposition (and/or fixed assets and capital purchase policy)	
<input type="checkbox"/>	Procurement and contracting policy	
<input type="checkbox"/>	Travel policy	
<input type="checkbox"/>	Records retention policy	
<input type="checkbox"/>	Client gift card policy	
<input type="checkbox"/>	Copy of release of information form	
<input type="checkbox"/>	Policy for informing victims and survivors on how to file a complaint or grievance	
<input type="checkbox"/>	Vehicle maintenance and use policy, maintenance records and use log (for vehicles purchased with CVSSD grant funds only)	
<input type="checkbox"/>	Policy of non-discrimination in employment	
<input type="checkbox"/>	Policy of non-discrimination for program beneficiaries	
<input type="checkbox"/>	Limited English Proficiency (LEP) policy	
<input type="checkbox"/>	Equal Employment Opportunity Plan	
<input type="checkbox"/>	Whistleblower policy	
<input type="checkbox"/>	Drug-free workplace policy	
<input type="checkbox"/>	Internal controls (financial procedures) policy	
<input type="checkbox"/>	Screen shot of accounting system log in page	
<input type="checkbox"/>	Policy for financial data security and storage (if separate from internal controls policy)	
<input type="checkbox"/>	Donation acceptance policy	
<input type="checkbox"/>	Annual budget	
<input type="checkbox"/>	Board minutes documenting review and approval of the current FY budget	
<input type="checkbox"/>	Screen shot of the tracking system for recording volunteer hours (match)	
<input type="checkbox"/>	Most recent statement of financial activity	
<input type="checkbox"/>	Copy of general ledger for CVSSD grants only	
<input type="checkbox"/>	Policy and procedures for financial management	
<input type="checkbox"/>	Policy and procedures for management of contracts and agreements	
<input type="checkbox"/>	Example of staff timesheet (name redacted and details about time distribution)	
<input type="checkbox"/>	Other:	
<input type="checkbox"/>	Other:	