Items for Review During Victims Services Site Visits

The following documents must be organized and made available to DCJS upon request:

General Grant Documentation (*the following documents must be maintained onsite and is not required to send to DCJS in advance of the site visit)*

- ☐ Signed Statement of Grant Award (SOGA) documents for the current grant year and past three grant years;

- ☐ Signed and approved grant applications (including budget, budget narratives, and other required application components) for the current grant year and past three grant years;

- ☐ Approved status reports for the current grant year and past three grant years;

- ☐ Approved claims (to include all supporting documentation) for the current grant year and past three grant years to include match and/or project income (if applicable);

- ☐ Approved grant adjustment documentation (e.g., budget amendments, in-line budget revisions, project scope changes, changes in grant funded staff, no-cost extensions) for the current grant year and past three grant years;

- ☐ Approved encumbrances (if applicable);

- ☐ Inventory list and property records for all major supplies and any grant-funded equipment, to include purchase orders, invoices, serial numbers, liquidation policy, and/or proofs of purchase, for the current grant year and past three grant years and labeled by grant number;

- ☐ Evidence of compliance with all applicable DCJS Grant Award Conditions and Requirements; and

- ☐ Grant related correspondence (if applicable).

Financial Accountability (*send to DCJS thirty days in advance of site visit*)

- ☐ Cumulative budget to actual amounts for each approved budget category, as of the most recent quarter end in the form of a general ledger, report, spreadsheet, financial statement, etc.;

- ☐ A copy of the most recent financial audit or financial review (if applicable);

- ☐ Personnel time sheets for grant-funded employees, including any overtime approval documentation for three to six pay periods of the most recently completed quarter;

- ☐ Accounting records (ex. payroll ledgers, pay stubs) for the breakdown/percentages of how staff are paid from each funding source;

- ☐ Supporting documentation for all reported expenditures to include match for selected claims listed on the monitoring tool, see #9 (i.e. purchase invoice, vendor receipt, payroll register, timecard, dates of training, description of training, travel authorization, etc.)

- ☐ Inventory list and property records for all major supplies and grant-funded equipment for the current grant year and past three years;

- ☐ Written financial management policies and procedures to include grant management.

Evidence of Performance (*send to DCJS thirty days in advance of site visit*)

☐ For each grant performance measure, provide evidence that supports the information reported to DCJS for the most recent quarter end (e.g., statistical reports on required demographics and performance measures, dated direct service logs, sign in sheets for training or focus groups, lists of taskforce or steering committee members);

☐ Cooperative agreements with allied agencies (must be updated every three years);

☐ Program brochures developed on grant-funded time or printed with grant funds, to include the required publication disclaimer and grant number in accordance with the grant program specific DCJS Award Conditions & Requirements. For example: "*This project was supported by DCJS Subgrant No. _____ awarded by the Virginia Department of Criminal Justice Services for the Office on Violence Against Women, U.S. Department of Justice's Formula Grant Program. The opinions, findings, conclusions, and recommendations expressed in this publication/program/exhibition are those of the author(s) and do not necessarily reflect the views of the state or the U.S. Department of Justice.*"

☐ Evaluation documents (e.g., client satisfaction surveys, training evaluation forms), and how the collected information is utilized;

☐ Board of Directors membership list and the meeting dates for the grant period being reviewed (if applicable).

Policies/Protocols (*send to DCJS thirty days in advance of site visit*) refer to section VI of the Monitoring Tool

- ☐ Human resource policies for hiring, employment eligibility, termination and grievance practices, compensatory time, I-9 employment eligibility, Equal Employment Opportunity Program (EEOP), non- discrimination statement and policies for employees and program participants, whistleblower, and drug-free workplace and other applicable policies required by the Grant Award Conditions and Requirements;

- ☐ Volunteer program documents (policies on recruitment/training, time logs, manuals, etc.) if applicable can be viewed on site if file is too large to send in advance;

- ☐ Three (3) samples of client records (redact all personally identifiable information) can be viewed on site if file is too large to send in advance;

- ☐ Confidentiality policies, to include those provided to clients and those provided to staff, board members, volunteers, and others. This also includes release of information forms;

- ☐ Language access plan to meet the Limited English Proficiency requirement;

- ☐ Policies that respond in the event of an actual breach of personally identifiable information (PII);

- ☐ Written determination of suitability to interact with minors policy (if applicable);

- ☐ Conflict of interest policy;

- ☐ Office on Violence Against Women (OVW) SASP & VSTOP funded programs: Policy for response to workplace-related incidents of sexual misconduct, domestic violence, and dating violence.

- ☐ Office on Violence Against Women (OVW) VSTOP Prosecution Certification

Personnel (*send to DCJS thirty days in advance of site visit*)

- ☐ Agency organizational chart, to include position funding sources;

- ☐ Position descriptions for grant-funded positions;

- ☐ Training records for grant-funded staff to include documentation for Civil Rights training/compliance.

Grantees should be prepared to provide documentation of compliance with all applicable Grant Conditions and Requirements for each grant program included in the scope of the site visit and discuss the following:

- ☐ Grant funded activities and model policies;

- ☐ Accomplishments, needs, and challenges in meeting goals and objectives per funding source;

- ☐ How the program's Board of Directors, staff, and volunteers reflect the client population served and the program's service region(s);

- ☐ The community's multidisciplinary response to sexual assault and domestic violence (ex. SART)