

APPENDIX N

Monitoring Forms

DIVISION OF JUSTICE AND COMMUNITY SERVICES

STOP VIOLENCE AGAINST WOMEN GRANT PROGRAM

SUBGRANTEE ON-SITE MONITORING REPORT (State-wide Programs)

The Division of Justice and Community Services staff has completed an on-site visit to your grant program during the current project period to monitor the performance of grant-supported activities. The purpose of the site visit was:

1. Determine progress made toward achieving project objectives
2. Determine compliance with terms, conditions, and purpose of grant
3. Identify technical assistance needs; and
4. Provide guidance of future design or funding of similar projects*

SUBGRANTEE:			
GRANT CATEGORY:			
GRANT NUMBER:			
DATE OF REVIEW:		TIME:	
GRANT PERIOD:			
PREVIOUS REVIEW:			
CURRENT REVIEWER:			

Description of Project:

Agency Staff Interviewed:

NAME	TITLE	PHONE	EMAIL

Part 1: Status of Objectives Approved in Grant Application:

1.			
	Completed	Support Documentation	
	In Progress		Attached
	Scheduled to Begin		Will be Submitted
	Will Not Complete Because		With Monthly Report
	Are the Project Objectives Clearly Written?		
	Are the Project Objectives Measurable?		
Status:			

2.			
	Completed	Support Documentation	
	In Progress		Attached
	Scheduled to Begin		Will be Submitted
	Will Not Complete Because		With Monthly Report
	Are the Project Objectives Clearly Written?		
	Are the Project Objectives Measurable?		
Status:			

3.			
	Completed	Support Documentation	
	In Progress		Attached
	Scheduled to Begin		Will be Submitted
	Will Not Complete Because		With Monthly Report
	Are the Project Objectives Clearly Written?		
	Are the Project Objectives Measurable?		
Status:			

4.			
	Completed	Support Documentation	
	In Progress		Attached
	Scheduled to Begin		Will be Submitted
	Will Not Complete Because		With Monthly Report
	Are the Project Objectives Clearly Written?		
	Are the Project Objectives Measurable?		
Status:			

5.		
	Completed	Support Documentation
	In Progress	Attached
	Scheduled to Begin	Will be Submitted
	Will Not Complete Because	With Monthly Report
	Are the Project Objectives Clearly Written?	
	Are the Project Objectives Measurable?	
Status:		

- | | | | | |
|----|---|-----|----|-----|
| 1. | Are the project objectives realistic and attainable, with consideration given to the available resources? | Yes | No | N/A |
| 2. | Have the project's proposed activities matched the services offered to date? | Yes | No | N/A |
3. How do the projects activities provide in-direct services to victims and do it use a Victim Centered Approach?
Describe:
4. Has the grant period been extended? If yes, did the program revise and update their goals Objectives and timelines?

Part 2: Program Site

- | | | | | |
|----|--|-----|----|-----|
| 1. | Are the facilities appropriate for the services being offered, for both staff? | Yes | No | N/A |
|----|--|-----|----|-----|
2. Are the facilities easily accessed by the disabled?
Describe:
- | | | |
|-----|----|-----|
| Yes | No | N/A |
|-----|----|-----|
- 2a. Does the program have access to materials or resources for the blind, deaf and speech impaired?
Describe:
- | | | |
|-----|----|-----|
| Yes | No | N/A |
|-----|----|-----|

Part 3: Records

- | | | | | |
|----|--|-----|----|-----|
| 1. | Does the grant file include the following: approved grant application, special conditions, project budget adjustments and approval, and Monthly reports? | Yes | No | N/A |
|----|--|-----|----|-----|

2. Is the sub-grantee in compliance with all the standard and special conditions attached to the grant award?

Yes	No	N/A
3. Did project implementation occur within 60 days of the designated start date?

Yes	No	N/A
4. Does the project director have a copy of the Administrative Manual?

Yes	No	N/A
5. Does the project keep copies of grant files at a minimum for three years after the Federal Grant Period ends? Where are they kept?
6. Is the project being evaluated (including self-evaluations, training)?

Yes	No	N/A
- 6a. Does the evaluation ensure confidentiality? **(attach a copy of evaluation to report)**

Yes	No	N/A
7. Are required project reports submitted in a timely and satisfactory manner?

Yes	No	N/A
- 7a. Are monthly statistical/progress report forms submitted?

Yes	No	N/A
- 7b. Are copies of Board of Directors and/or Advisory Board Meeting Minutes submitted with reports?

Yes	No	N/A
8. If the program has a database, is information aggregate information only and is it password protected and has back-up?

Yes	No	N/A
10. Does the sub-grantee have a written confidentiality policy on file? **(Attach confidentiality policy to report)**

Yes	No	N/A
- 10a. Does it comply with the requirements of VAWA 2005?

Yes	No	N/A
11. Is the Project using the most recent approved/required Monthly report forms for this grant?

Yes	No	N/A

12. Does the Project have a DUNS Number?

Yes	No	N/A

13. Is the Project Registered with the System for Award Management (SAM) and is up to date? (Attach Copy)

Yes	No	N/A

Expires:

Part 4: Civil Rights/Equal Employment Opportunity Plans:

1. Is the sub-grantee required to have an EEOP Short Form As required by 28 C.F.R. § 42.301-.308 on file?

Yes	No	N/A

2. If yes, on what date did the sub-grantee prepare the EEOP?

Date/Comment:

2b. Has the EEOP been submitted to proper authorities?

Yes	No	N/A

3. If not required to submit an EEOP Short Form has the Sub-grantee submitted a certification form to OCR Claiming a partial or complete exemption from the EEOP requirements?

Yes	No	N/A

3a. If yes, on what date did the sub-grantee submit and prepare the EEOP Certificate claiming exemption?

Date/Comment:

4. How does the sub-grantee notify program participants and beneficiaries that it doesn't discriminate on the basis of race, color, national origin, religion, sex, disability, and age in the delivery of services (e.g. posters, inclusion in brochures or program materials, etc.)?

5. How does the sub-grantee notify employees that it does not discriminate on the basis of race, color, national origin, religion, sex, disability, and age in employment practices (e.g. posters, dissemination of relevant orders, or policies, inclusion in recruitment materials, etc.)?

6. Does the sub-grantee have a written policy for notifying Clients or staff on how to file complaints alleging Discrimination by the sub-grantee with DJCS or the ORC?
Describe:

7. If the sub-grantee has 50 or more employees and receives DOJ funding of \$25,000 or more, have they taken the following actions:

7a. Adopted grievance procedures that incorporate due process standards and provide for the prompt and equitable resolution of complaints alleging discrimination on the basis of a disability in employment practices and delivery of services?

Yes	No	N/A

7b. Designated a person to coordinate compliance with the Prohibitions Against disability contained in 28. C.F.R. Part 42, Subpart G?

Yes	No	N/A

7c. Notified participants, beneficiaries, employees, applicants, and others that the sub-grantee doesn't discriminate on the basis of disability?

Yes	No	N/A

8. If the sub-grantee operates an education program or activity, have taken the following actions:

8a. Adopted grievance procedures that provide for the prompt and equitable resolution of complaints alleging a violation of the DOJ regulations implementing Title IX of the Education of 1972, which prohibits discrimination on the basis of sex?

Yes	No	N/A

Comment:

8b. Designated a person to coordinate compliance with the prohibitions against sex discrimination contained in 28. C.F.R. Part 54?

Yes	No	N/A

8c. Notified participants, beneficiaries, employees, applicants, and others that the sub-grantee doesn't discriminate on the basis of sex in its educational programs or activities?

Comment:

9. Has the program complied with the requirements to Submit to the OCR any findings of discrimination against the program issued by a Federal or state court or federal or state agency on the grounds of race, color, religion, national origin, or sex?

Yes	No	N/A

Comment:

10. Does the program have a limited language proficiency plan to serve victims who are non-English speaking?

Yes	No	N/A

Comment:

11. Does the program conduct any training for its staff on the Requirements under federal civil rights laws?

Yes	No	N/A

Comment:

12. If the program conducts religious activities as part of its programs or services do they do the following:

12a Provide services to everyone regardless of religion or belief?

Yes	No	N/A

12b Ensure it doesn't use Federal funds to conduct religious activities such as prayer, religious instructions, or proselytization and that these activities are kept separate in time and place from federally funded activities?

Yes	No	N/A

12c Ensure that the participation in religious activities is voluntary for participants of the federally funded program?

Yes	No	N/A

Part 5: Financial

1. Is the project budget adequate for the goals and objectives as approved?

Yes	No	N/A

2. Are financial documents provided to DJCS in a timely and satisfactory manner?

Yes	No	N/A

Comment:

3. Do expenditures and obligations coincide with the projected budget?

Yes	No	N/A

4. Are vouchers, invoices, time sheets, and supporting documents appropriately canceled (stapled/perforated) to prevent duplicate reimbursement requests?

Yes	No	N/A

Method of control:

5. Do check numbers coincide with information in monthly reports?

Yes	No	N/A

6. Are matching funds utilized in this project and are they available as needed and in addition to funds that would be otherwise for this project?

Yes	No	N/A

6a. Are matching funds submitted at least on a quarterly basis?

Yes	No	N/A

6b. Explain if the sub-grantee submits in-kind or cash match and explain what is utilized for match (space, donations, volunteer time, etc.).
Describe:

6c. What type of documentation is submitted for match?
Describe:

7. Does the sub-grantee separate VAWA funds from other sources of funds?

Yes	No	N/A

Describe:

8. Does the sub-grantee have regular audits?

Yes	No	N/A

8a. Have copies been provided to DJCS as required?
 *Copies are not required for County Commissions

Yes	No	N/A

9. Are there any outstanding audit issues?

Yes	No	N/A

10. Are purchases, cash advances, payrolls, travel expenses, etc., approved by authorized personnel?
Who/Title:

11. Does your agency have a plan for sustainability in the event that VAWA funds are eliminated?

Yes	No	N/A

12. Has VAWA funds been used to print program literature such as program brochures, posters, etc.?

Yes	No	N/A

12a. Was the VAWA grant number, USDOJ-OVC, and DJCS listed on the brochure?

Yes	No	N/A

12b. Was a copy of the printed program literature submitted to DJCS for

Yes	No	N/A

pre-approval 90 days prior to the printing of said materials?

Part 6: Personnel

1. Are there personnel records on file for each of the VAWA funded staff?

Yes	No	N/A

- 1a. Where are these files kept?
Describe:

- 1b. Does all the VAWA funded staff have employee appraisals or evaluations?

- 1c. Are evaluations completed annually?

Yes	No	N/a

2. Are personnel assigned to the project adequate to accomplish the goals and objectives of the project?

Yes	No	N/A

3. Are grantee personnel being paid in accordance with the salary approved in the application?

Yes	No	N/A

4. Are all authorized staff positions filled?
If no,
Why:
When to be hired:
Estimated Slippage: \$ _____

Yes	No	N/A

5. Did the hiring of any of these positions require a backfilling of a position?

Yes	No	N/A

- 5a. If so, who backfilled the position and what was the hiring date?
Comment:

6. Does the sub-grantee have written job descriptions for each VAWA funded staff?

Yes	No	N/A

Comment: Enclosed in the grant file.

7. Do employees possess qualifications as stated in the job description?

Yes	No	N/A

8. Are duties of staff and time allocations are consistent with the approved grant award.

Yes	No	N/A

9. Are daily time and attendance records for personnel assigned to the project maintained and signed by both the employee and supervisor?

Yes	No	N/A

10. Are receipts kept as proof of payment (check stubs, payroll Registers, etc.) by employee and supervisor?

Yes	No	N/A

11. Does the grantee comply with Minimum wage and Maximum hours provisions of the Fair Labor and Standards Act?

Yes	No	N/A

12. Does the Project have a written hiring and firing and grievance procedure?

Yes	No	N/A

13. Is staff aware of the hiring/firing and grievance process?
Describe:

Yes	No	N/A

Part 7: Professional and Contractual Services

1. Are contract or consultant services included in the grant award?

Yes	No	N/A

2. Is there a formal written contract on file outlining the specific work to be performed by the consultant?

Yes	No	N/A

3. Has a copy of the formal written contract been submitted to DJCS for written approval prior to execution of same?

Yes	No	N/A

4. Does the statement of work to be performed agree with the grant award?

Yes	No	N/A

Part 8: Travel

1. Are travel expenses included in the grant award?

Yes	No	N/A

2. Are expenditures for travel adequately documented with travel form, Invoices, proof of payment, and agenda/certificates.

Yes	No	N/A

3. Are travel expenditures in compliance with those outlined in the VAWA Program Administrative Manual?

Yes	No	N/A

Part 9: Training

1. Are training expenses for staff included in the grant award?

Yes	No	N/A

2. If yes, list the training attended funded by VAWA; also list any new procedures/practices been implemented as a result of the training.

Describe:

3. Are expenses to host a training event included in the Grant award?

Yes	No	N/A

- 3a. If yes, was agenda topics and speaker bios submitted to and approved by DJCS prior to training?

Yes	No	N/A

4. Have the VAWA funded staff completed the 8 hour minimum training requirement and submitted certificate of attendance to DJCS?

5. Were training evaluations completed by participants and submitted to DJCS?

5. What does the project consider the greatest training need(s) for its VAWA funded staff?

6. What does the project consider the greatest training need(s) for the community it serves?

Part 10: General Equipment

1. Has computer, laptop and/or equipment been purchased with VAWA Funds in the past three years?

Yes	No	N/A

2. If yes, are the items purchased marked "Purchased with funds provided by the WV Division of Justice & Community Services?" (List all computer/equipment with ID numbers):

3. Does computer equipment purchased meet specifications stated in grant application?

Yes	No	N/A

4. If a computer has been purchased, has the project submitted a Computer Listing Form to DJCS?

Yes	No	N/A

5. If yes, how is the laptop utilized for VAWA and security maintained?
Describe:

6. What system does the grantee utilize to ensure grant funded computers and/or equipment is properly controlled, preserved, used, maintained, disposed of and/or returned to DJCS?
Describe:

7. If the program has a computer network system, are there network blocks for viewing, downloading and exchanging of pornography? (this does not refer to investigations or prosecutions)

Part 11: Volunteers

1. Is the program utilizing volunteers for the VAWA funded Project?

Yes	No	N/A

2. How many volunteers are donating time to this project?
Number of volunteers: _____

3. Is there a method of logging volunteer hours?
Method used:

Yes	No	N/A

4. If volunteer hours are used as in-kind match, is the agency meeting match requirement?

Yes	No	N/A

Part 12: Underserved Populations

1. Does the project currently serve underserved populations?

Yes	No	N/A

2. What is your identified underserved population(s)?
Describe:

3. What efforts have been made to reach underserved populations?
Describe:

Part 13: Crime Victims Compensation

1. Does the project assist victims in informing and filing Victim Compensation claims?

Yes	No	N/A

Part 14: Project Coordination

1. Is there project coordination with:

Prosecution

Law Enforcement

Victim Services

Linguistic/Cultural Specific Organization

Faith-based Organization

Other

2. Explain extent of coordination:

Victim Services:

Law Enforcement:

Prosecution:

Cultural Specific Organization:

Faith-based Organization:

Other:

3. Explain how the project coordinates with non-profit organizations in the development of their application and project (State Agencies Only):

5. Challenges of the Project:

Part 15: Project Implementation/Impact

1. Are changes in the project required/recommended?

Yes	No	N/A

Comment: See page

2. Are the costs of the project reasonable?

Yes	No	N/A

3. Are there plans to continue the project at the end of the grant period?

Yes	No	N/A

4. Are there plans to change, add or eliminate any services for next year's grant proposal?

Yes	No	N/A

Describe:

POST-SITE MONITORING REPORT AND CERTIFICATION

Results from Last Monitoring Visit:

Findings:

Recommendations:

Results from Current Monitoring Visit:

Findings:

Recommendations:

List of Attachments:

Next Monitoring Period:

	6 Months
	12 Months
	Next Monitoring Cycle

Certification:

I certify that all information presented is correct. That the subgrantee, except where noted, is in compliance with the provisions of the STOP Violence Against Women Program and all applicable federal laws, regulations, and guidelines.

Justice Programs Monitor

Date

I have reviewed the above information and agree with the report finding and/or corrective actions taken or proposed. The subgrantee, based on the findings of this review, is in compliance with the STOP Violence Against Women Program and all pertinent federal requirements.

Supervisor

Date

DIVISION OF JUSTICE AND COMMUNITY SERVICES

STOP VIOLENCE AGAINST WOMEN GRANT PROGRAM

(STOP Teams) SUBGRANTEE ON-SITE MONITORING REPORT

The Division of Justice and Community Services staff has completed an on-site visit to your grant program during the current project period to monitor the performance of grant-supported activities. The purpose of the site visit was:

1. Determine progress made toward achieving project objectives
2. Determine compliance with terms, conditions, and purpose of grant
3. Identify technical assistance needs; and
4. Provide guidance of future design or funding of similar projects*

SUBGRANTEE:			
GRANT CATEGORY:			
GRANT NUMBER:			
DATE OF REVIEW:		TIME:	
GRANT PERIOD:			
PREVIOUS REVIEW:			
CURRENT REVIEWER:			

Description of Project:

Agency Staff Interviewed:

NAME	TITLE	PHONE	EMAIL

Part 1: Status of Objectives Approved in Grant Application:

1.			
	Completed	Support Documentation	
	In Progress		Attached
	Scheduled to Begin		Will be Submitted
	Will Not Complete Because		With Monthly Report
	Are the Project Objectives Clearly Written?		
	Are the Project Objectives Measurable?		
Status:			

2.			
	Completed	Support Documentation	
	In Progress		Attached
	Scheduled to Begin		Will be Submitted
	Will Not Complete Because		With Monthly Report
	Are the Project Objectives Clearly Written?		
	Are the Project Objectives Measurable?		
Status:			

3.			
	Completed	Support Documentation	
	In Progress		Attached
	Scheduled to Begin		Will be Submitted
	Will Not Complete Because		With Monthly Report
	Are the Project Objectives Clearly Written?		
	Are the Project Objectives Measurable?		
Status:			

4.			
	Completed	Support Documentation	
	In Progress		Attached
	Scheduled to Begin		Will be Submitted
	Will Not Complete Because		With Monthly Report
	Are the Project Objectives Clearly Written?		
	Are the Project Objectives Measurable?		
Status:			

5.		
	Completed	Support Documentation
	In Progress	Attached
	Scheduled to Begin	Will be Submitted
	Will Not Complete Because	With Monthly Report
	Are the Project Objectives Clearly Written?	
	Are the Project Objectives Measurable?	
Status:		

1. Are the project objectives realistic and attainable, with consideration given to the available resources?

Yes	No	N/A
2. Have the project's proposed activities matched the services offered to date?

Yes	No	N/A

3. Do the project activities provide direct services to victims?

Yes	No	N/A

4. Are there objectives for each funded agency (e.g. Law Enforcement, Victim Services, and Prosecution)?

Yes	No	N/A

5. Are there objectives for the STOP Team as a whole?

Yes	No	N/A

6. Does the program ensure that victims are afforded their victim rights?
Describe:

Yes	No	N/A

7. Do all VAWA funded agencies and/or staff inform victims of their victim rights?
Describe:
Victim Services:
Cultural Specific Services:
Prosecution:
Law Enforcement:

Yes	No	N/A

Part 2: Program Site

1. Are the facilities appropriate for the services being offered, for both staff and clients?

Yes	No	N/A

2. Are the facilities easily accessed by disabled victims?
Describe:
- | Yes | No | N/A |
|-----|----|-----|
| | | |
- 2a. Is the program accessible for the blind, deaf and speech impaired?
Describe:
- | Yes | No | N/A |
|-----|----|-----|
| | | |
3. If children are served, is play space with appropriate toys and equipment provided?
- | Yes | No | N/A |
|-----|----|-----|
| | | |

Part 3: Records

1. Does the grant file include the following: approved grant application, special conditions, project budget adjustments and approval, and Monthly reports?
- | Yes | No | N/A |
|-----|----|-----|
| | | |
2. Is the sub-grantee in compliance with all the standard and special conditions attached to the grant award?
- | Yes | No | N/A |
|-----|----|-----|
| | | |
3. Did project implementation occur within 60 days of the designated start date?
- | Yes | No | N/A |
|-----|----|-----|
| | | |
4. Does the project director have a copy of the Administrative Manual?
- | Yes | No | N/A |
|-----|----|-----|
| | | |
5. Does the project keep copies of grant files at a minimum for three years after the Federal Grant Period ends? Where are they kept?
6. Is the project being evaluated (including self-evaluations)?
- | Yes | No | N/A |
|-----|----|-----|
| | | |
- 6a. Does the evaluation ensure client confidentiality? **(attach a copy of evaluation to report)**
- | Yes | No | N/A |
|-----|----|-----|
| | | |
7. Are required project reports submitted in a timely and satisfactory manner?
- | Yes | No | N/A |
|-----|----|-----|
| | | |
- 7a. Are monthly statistical/progress report forms submitted?
- | Yes | No | N/A |
|-----|----|-----|
| | | |
- 7b. Are copies of Board of Directors and/or STOP Team Meeting Minutes submitted with reports?
- | Yes | No | N/A |
|-----|----|-----|
| | | |

8. Are up-to-date client records being kept?

Yes	No	N/A

8a. Are client records maintained in systematic manner?

Yes	No	N/A

9. Are client records maintained in a secure manner to assure confidentiality?

Yes	No	N/A

9a. Are records secured in a locked file cabinet?

Yes	No	N/A

9b. If client files are kept on a computer, is there a privacy password?

Yes	No	N/A

10. Does the sub-grantee have a written client confidentiality policy on file? **(Attach confidentiality policy to report)**

Yes	No	N/A

10a. Does it comply with the requirements of VAWA 2005?

Yes	No	N/A

11. Is the Project using the most recent approved/required Monthly report forms for this grant?

Yes	No	N/A

12. Does the Project have a DUNS Number?

Yes	No	N/A

13. Is the Project Registered with the System for Award Management (SAM) and is up to date? **(Attach Copy)**

Yes	No	N/A

Expires:

14. Does the project refer to other victim service programs?

Describe method used to track referrals:

Victim Services:

Cultural Specific:

Law Enforcement:

Prosecution:

Part 4: Civil Rights/Equal Employment Opportunity Plans:

1. Is the sub-grantee required to have an EEOP Short Form As required by 28 C.F.R. § 42.301-.308 on file?

Yes	No	N/A

2. If yes, on what date did the sub-grantee prepare the EEOP?

Date/Comment:

2b. Has the EEOP been submitted to proper authorities?

Yes	No	N/A

3. If not required to submit an EEOP Short Form has the Sub-grantee submitted a certification form to OCR Claiming a partial or complete exemption from the EEOP requirements?

Yes	No	N/A

3a. If yes, on what date did the sub-grantee submit and prepare the EEOP Certificate claiming exemption?

Date/Comment:

4. How does the sub-grantee notify program participants and beneficiaries that it doesn't discriminate on the basis of race, color, national origin, religion, sex, disability, and age in the delivery of services (e.g. posters, inclusion in brochures or program materials, etc.)?

5. How does the sub-grantee notify employees that it does not discriminate on the basis of race, color, national origin, religion, sex, disability, and age in employment practices (e.g. posters, dissemination of relevant orders, or policies, inclusion in recruitment materials, etc.)?

6. Does the sub-grantee have a written policy for notifying Clients or staff on how to file complaints alleging Discrimination by the sub-grantee with DJCS or the ORC?
Describe:

7. If the sub-grantee has 50 or more employees and receives DOJ funding of \$25,000 or more, have they taken the following actions:

7a. Adopted grievance procedures that incorporate due process standards and provide for the prompt and equitable resolution of complaints alleging discrimination on the basis of a disability in employment practices and delivery of services?

Yes	No	N/A

7b. Designated a person to coordinate compliance with the Prohibitions Against disability contained in 28. C.F.R. Part 42, Subpart G?

Yes	No	N/A

7c. Notified participants, beneficiaries, employees, applicants, and others that the sub-grantee doesn't discriminate on the basis of disability?

Yes	No	N/A

8. If the sub-grantee operates an education program or activity, have taken the following actions:

8a. Adopted grievance procedures that provide for the prompt and equitable resolution of complaints alleging a violation of the DOJ regulations implementing Title IX of the Education of 1972, which prohibits discrimination on the basis of sex?

Yes	No	N/A

Comment:

8b. Designated a person to coordinate compliance with the prohibitions against sex discrimination contained in 28. C.F.R. Part 54?

Yes	No	N/A

8c. Notified participants, beneficiaries, employees, applicants, and others that the sub-grantee doesn't discriminate on the basis of sex in its educational programs or activities?

Comment:

9. Has the program complied with the requirements to Submit to the OCR any findings of discrimination against the program issued by a Federal or state court or federal or state agency on the grounds of race, color, religion, national origin, or sex?

Yes	No	N/A

Comment:

10. Does the program have a limited language proficiency plan to serve victims who are non-English speaking?

Yes	No	N/A

Comment:

11. Does the program conduct any training for its staff on the Requirements under federal civil rights laws?

Yes	No	N/A

Comment:

12. If the program conducts religious activities as part of its programs or services do they do the following:

12a Provide services to everyone regardless of religion or belief?

Yes	No	N/A

12b Ensure it doesn't use Federal funds to conduct religious activities such as prayer, religious instructions, or proselytization and that these activities are kept separate in time and place from federally funded activities?

Yes	No	N/A

12c Ensure that the participation in religious activities is voluntary for participants of the federally funded program?

Yes	No	N/A

Part 5: Financial

1. Is the project budget adequate for the goals and objectives as approved?

Yes	No	N/A

2. Are financial documents provided to DJCS in a timely and satisfactory manner?

Yes	No	N/A

Comment:

3. Do expenditures and obligations coincide with the projected budget?

Yes	No	N/A

4. Are vouchers, invoices, time sheets, and supporting documents appropriately canceled (stapled/perforated) to prevent duplicate reimbursement requests?

Yes	No	N/A

Method of control:

5. Do check numbers coincide with information in monthly reports?

Yes	No	N/A

6. Are matching funds utilized in this project and are they available as needed and in addition to funds that would be otherwise for this project?

Yes	No	N/A

6a. Are matching funds submitted at least on a quarterly basis?

Yes	No	N/A

6b. Explain if the sub-grantee submits in-kind or cash match and explain what is utilized for match (space, donations, volunteer time, etc.).

Describe:

Victim Services:

Cultural Specific Services:

Law Enforcement:

Prosecution:

6c. What type of documentation is submitted for match?

Describe:
Victim Services:
Cultural Specific Services:
Law Enforcement:
Prosecution:

7. Does the sub-grantee separate VAWA funds from other sources of funds?

Yes	No	N/A

Describe:

8. Does the sub-grantee have regular audits?

Yes	No	N/A

8a. Have copies been provided to DJCS as required?
 *Copies are not required for County Commissions

Yes	No	N/A

9. Are there any outstanding audit issues?

Yes	No	N/A

10. Are purchases, cash advances, payrolls, travel expenses, etc., approved by authorized personnel?

Yes	No	N/A

Who/Title:

11. Does the sub-grantee charge client fees for services?

Yes	No	N/A

12. Does your agency have a plan for sustainability in the event that VAWA funds are eliminated?

Yes	No	N/A

13. Has VAWA funds been used to print program literature such as program brochures, posters, etc.?

Yes	No	N/A

13a Was the VAWA grant number, USDOJ-OVC, and DJCS listed on the brochure?

Yes	No	N/A

13b Was a copy of the printed program literature submitted to DJCS for pre-approval prior to the printing of said materials?

Yes	No	N/A

12. If the sub-grantee has multiple agencies/budgets under the sub-grant are all funded agencies have been reimbursed within 30 days after receiving reimbursement from DJCS/Auditor's Office?

Part 6: Personnel

1. Are there personnel records on file for each of the VAWA funded staff?

Yes	No	N/A

1a. Where are these files kept?
Describe:
Victim Services:
Cultural Specific Services:
Law Enforcement:
Prosecution:

1b. Does all the VAWA funded staff have employee appraisals or evaluations?
Victim Services:
Cultural Specific Services:
Law Enforcement:
Prosecution:

1c. Are evaluations completed annually?

Yes	No	N/a

2. Are personnel assigned to the project adequate to accomplish the goals and objectives of the project?

Yes	No	N/A

3. Are grantee personnel being paid in accordance with the salary approved in the application?

Yes	No	N/A

4. Are all authorized staff positions filled?

Yes	No	N/A

If no,
Why:
When to be hired:
Estimated Slippage: \$ _____

5. Did the hiring of any of these positions require a backfilling of a position?

Yes	No	N/A

5a. If so, who backfilled the position and what was the hiring date?
Comment:

6. Does the sub-grantee have written job descriptions for each VAWA funded staff?

Yes	No	N/A

Comment: Enclosed in the grant file.

- | | | | | |
|-----|--|-----|----|-----|
| 7. | Do employees possess qualifications as stated in the job description? | Yes | No | N/A |
| | | | | |
| 8. | Are duties of staff and time allocations are consistent with the approved grant award. | Yes | No | N/A |
| | | | | |
| 9. | Are daily time and attendance records for personnel assigned to the project maintained and signed by both the employee and supervisor? | Yes | No | N/A |
| | | | | |
| 10. | Are receipts kept as proof of payment (check stubs, payroll Registers, etc.) by employee and supervisor? | Yes | No | N/A |
| | | | | |
| 11. | Does the grantee comply with Minimum wage and Maximum hours provisions of the Fair Labor and Standards Act? | Yes | No | N/A |
| | | | | |
| 12. | Does the Project have a written hiring and firing and grievance procedure? | Yes | No | N/A |
| | | | | |
| 13. | Is staff aware of the hiring/firing and grievance process?
Describe: | Yes | No | N/A |
| | | | | |

Part 7: Professional and Contractual Services

- | | | | | |
|----|---|-----|----|-----|
| 1. | Are contract or consultant services included in the grant award? | Yes | No | N/A |
| | | | | |
| 2. | Is there a formal written contract on file outlining the specific work to be performed by the consultant? | Yes | No | N/A |
| | | | | |
| 3. | Has a copy of the formal written contract been submitted to DJCS for written approval prior to execution of same? | Yes | No | N/A |
| | | | | |
| 4. | Does the statement of work to be performed agree with the grant award? | Yes | No | N/A |
| | | | | |

Part 8: Travel

- | | | | | |
|----|--|-----|----|-----|
| 1. | Are travel expenses included in the grant award? | Yes | No | N/A |
| | | | | |

2. Are expenditures for travel adequately documented with vouchers?

Yes	No	N/A

3. Are travel expenditures in compliance with those outlined in the VAWA Program Administrative Manual?

Yes	No	N/A

Part 9: Training

1. Are training expenses for staff included in the grant award?

Yes	No	N/A

2. If yes, list the training attended funded by VAWA; also list any new procedures/practices been implemented as a result of the training.
Describe:

3. Are expenses to host a training event included in the Grant award?

Yes	No	N/A

3a If yes, was agenda topics and speaker bios submitted to and approved by DJCS prior to training?

Yes	No	N/A

4. Have the VAWA funded staff completed the 8 hour minimum training requirement and submitted certificate of attendance to DJCS?

Yes	No	N/A

5. What does the project consider the greatest training need(s) for its VAWA funded staff?

- Victim Services:**
- Law Enforcement:**
- Prosecution:**
- Cultural Specific Organization:**
- Faith-based Organization:**
- Other:**

6. What does the project consider the greatest training need(s) for the community it serves?

Part 10: General Equipment

1. Has computer, laptop and/or equipment been purchased with VAWA Funds in the past three years?

Yes	No	N/A

2. If yes, are the items purchased marked “Purchased with funds provided by the WV Division of Justice & Community Services?” (List all computer/equipment with ID numbers):

3. Does computer equipment purchased meet specifications stated in grant application?

Yes	No	N/A

4. If a computer has been purchased, has the project submitted a Computer Listing Form to DJCS?

Yes	No	N/A

5. If yes, how is the laptop utilized for VAWA and security maintained?
Describe:

6. What system does the grantee utilize to ensure grant funded computers and/or equipment is properly controlled, preserved, used, maintained, disposed of and/or returned to DJCS?
Describe:

7. If the program has a computer network system, are there network blocks for viewing, downloading and exchanging of pornography? (this does not refer to investigations or prosecutions)

Part 11: Volunteers

1. Is the program utilizing volunteers for the VAWA funded Project?

Yes	No	N/A

2. How many volunteers are donating time to this project?
Number of volunteers: _____

3. Is there a method of logging volunteer hours?
Method used:

Yes	No	N/A

4. If volunteer hours are used as in-kind match, is the agency meeting match requirement?

Yes	No	N/A

Part 12: Underserved Populations

1. Does the project currently serve underserved populations?

Yes	No	N/A

2. What is your identified underserved population(s)?
Describe:

3. What efforts have been made to reach underserved populations by the STOP Team?
Describe:

Part 13: Crime Victims Compensation

1. Does the project assist victims in informing and filing Victim Compensation claims?

Yes	No	N/A

Part 14: Project Coordination

1. Is there project coordination with:

Prosecution

Law Enforcement

Victim Services

Linguistic/Cultural Specific Organization

Faith-based Organization

Other

2. Explain extent of coordination:
Victim Services:
Law Enforcement:
Prosecution:
Cultural Specific Organization:
Faith-based Organization:
Other:

3. Extent of attendance by core STOP Team/Advisory Committee Members:
July-
August –
September –
October –
November –
December –
January –
February –
March –
April –
May –
June -
4. Explain how the STOP Team utilizes, evaluates the County-specific VAWA Protocol and if it has been reviewed and updated:
5. Challenges of the Project:

Part 15: Project Implementation/Impact

1. Are changes in the project required/recommended?

Yes	No	N/A

Comment: See page
2. Are the costs of the project reasonable?

Yes	No	N/A
3. Are there plans to continue the project at the end of the grant period?

Yes	No	N/A
4. Are there plans to change, add or eliminate any services for next year's grant proposal?

Yes	No	N/A

Describe:

POST-SITE MONITORING REPORT AND CERTIFICATION

Results from Last Monitoring Visit:

Findings:

Recommendations:

Results from Current Monitoring Visit:

Findings:

Recommendations:

List of Attachments:

Next Monitoring Period:

	6 Months
	12 Months
	Next Monitoring Cycle

Certification:

I certify that all information presented is correct. That the subgrantee, except where noted, is in compliance with the provisions of the STOP Violence Against Women Program and all applicable federal laws, regulations, and guidelines.

Justice Programs Monitor

Date

I have reviewed the above information and agree with the report finding and/or corrective actions taken or proposed. The subgrantee, based on the findings of this review, is in compliance with the STOP Violence Against Women Program and all pertinent federal requirements.

Supervisor

Date

DIVISION OF JUSTICE AND COMMUNITY SERVICES

STOP Violence Against Women Grant Program SUBGRANTEE SELF MONITORING REPORT (State Projects)

SUBGRANTEE AGENCY:			
MAILING ADDRESS:			
CONTACT PERSON		TITLE:	
CONTACT PHONE:		FAX:	
CONTACT EMAIL			

GRANT CATEGORY:	STOP Violence Against Women Grant
PROJECT NUMBER:	
GRANT PERIOD:	July 1, 2014 – June 30, 2015
DATE OF SUBMISSION:	

Please answer the following questions or attach requested information (in the order as listed):

Part 1: Status of Objectives Approved in Grant Application:

1.		
	Completed	Support Documentation
	In Progress	Attached
	Scheduled to Begin	Will be Submitted
	Will Not Complete Because	With Monthly Report

	Are the Project Objectives Clearly Written?	
	Are the Project Objectives Measurable?	
Status:		

2.		
	Completed	Support Documentation
	In Progress	Attached
	Scheduled to Begin	Will be Submitted
	Will Not Complete Because	With Monthly Report

	Are the Project Objectives Clearly Written?	
	Are the Project Objectives Measurable?	
Status:		

3.		
	Completed	Support Documentation
	In Progress	Attached

	Scheduled to Begin		Will be Submitted
	Will Not Complete Because		With Monthly Report
	Are the Project Objectives Clearly Written?		
	Are the Project Objectives Measurable?		
Status:			

4.			
	Completed		Support Documentation
	In Progress		Attached
	Scheduled to Begin		Will be Submitted
	Will Not Complete Because		With Monthly Report
	Are the Project Objectives Clearly Written?		
	Are the Project Objectives Measurable?		
Status:			

5.			
	Completed		Support Documentation
	In Progress		Attached
	Scheduled to Begin		Will be Submitted
	Will Not Complete Because		With Monthly Report
	Are the Project Objectives Clearly Written?		
	Are the Project Objectives Measurable?		
Status:			

- How do the projects activities provide in-direct services to victims and do it use a Victim Centered Approach?
Describe:
- Has the grant period been extended? If yes, did the program revise and update their Goals, Objectives and timelines?

Part 3: Records

- Does the grant file include the following: approved grant application, special conditions, project budget adjustments and approval, and monthly reports?
- Does the project keep copies of grant files at a minimum for three years after the Federal Grant Period ends? Where are they kept?

Yes	No	N/A

3. Include the name and title of the person(s) responsible for maintaining the on- site grant file and where it is located:

4. Is the project being evaluated (this includes training evaluations)?

4a. Does the evaluation ensure confidentiality?
(attach a copy of evaluation to report)

Yes	No	N/A

5. Does the sub-grantee have written confidentiality policy on file?
(Attach copy of confidentiality policy to report.)

Yes	No	N/A

6 Does it comply with the requirements of VAWA 2005?

Yes	No	N/A

Part 4: Financial

1. Are vouchers, invoices, time sheets, and supporting documents appropriately canceled stapled/perforated)

Method of control:

2. Does the sub-grantee comply with both the Federal and State Audit Requirements?

Yes	No	N/A

3. Are there any outstanding audit issues?

Yes	No	N/A

Describe:

4. Are purchases, cash advances, payrolls, travel expenses, Etc., approved by authorized personnel?

Yes	No	N/A

Who/Title:

5. Has VAWA funds been used to print program literature such as program brochures, posters, etc.?

Yes	No	N/A

6. Was the VAWA grant number, USDOJ-OVC, and DJCS listed on the brochure?

Yes	No	N/A

7. Was a copy of the printed program literature submitted to DJCS for pre-approval prior to the printing of said materials?

Yes	No	N/A

Part 5: Personnel

1. Does the VAWA funded staff have employee appraisals or evaluations?

Yes	No	N/A

Explain:

Part 6: Training

1. Are training expenses for staff included in the grant award?

Yes	No	N/A

2. If yes, list the training attended funded by VAWA.

Yes	No	N/A

3. Also list any new procedures/practices been implemented as a result of the training.

Describe:

4. What does the project consider the greatest training need(s) for its staff?

5. What does the project consider the greatest training need(s) for the community it serves?

Part 7 Volunteers:

1. Is the program utilizing volunteers for the STOP funded project?

Yes	No	N/A

2. How many volunteers are donating time to this project?

Number of volunteers: _____

3. Is there a method of logging volunteer hours?

Yes	No	N/A

Method used:

Part 8 Underserved Populations:

1. Does the project currently serve underserved populations?

Yes	No	N/A

If no, explain:

2. What is your identified underserved population(s)?

Describe:

3. What efforts have been made to reach underserved populations?
Describe:

Part 9 Coordination:

- 1.. Is there project coordination with:

<input type="checkbox"/>	Prosecution
<input type="checkbox"/>	Law Enforcement
<input type="checkbox"/>	Victim Services
<input type="checkbox"/>	Linguistic/Cultural Specific Organization
<input type="checkbox"/>	Faith-based Organization
<input type="checkbox"/>	Other

- 2 Extent of coordination:
Victim Services:
Law Enforcement:
Prosecution:
Cultural Specific Organization:
Faith-based Organization:
Other:

3. List and explain any challenges of the project:

4. Are there plans to continue the project at the end of the grant period?

Yes	No	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. Does the project assist victims in informing and/or filing victim compensation claims?

Yes	No	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. Does the Project have a DUNS Number?

Yes	No	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. Is the Project Registered with the System for Award Management (SAM) and is up to date?
Attach a copy of updated SAM

Yes	No	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Part 9 General Equipment:

1. Has computer, laptop and/or equipment been purchased with VAWA Funds in the past three years?

Yes	No	N/A

2. If yes, are the items purchased marked "Purchased with funds provided by the WV Division of Justice & Community Services?" (List all computer/equipment with ID numbers):

3. Does computer equipment purchased meet specifications stated in grant application?

Yes	No	N/A

4. If a computer has been purchased, has the project submitted a Computer Listing Form to DJCS?

Yes	No	N/A

5. If yes, how is the laptop utilized for VAWA and security maintained?
Describe:

6. What system does the grantee utilize to ensure grant funded computers and/or equipment is properly controlled, preserved, used, maintained, disposed of and/or returned to DJCS?
Describe:

7. If the program has a computer network system, are there network blocks for viewing, downloading and exchanging of pornography? (this does not refer to investigations or prosecutions)

Civil Rights/Equal Employment Opportunity Plans:

1. Is the sub-grantee required to have an EEOP Short Form As required by 28 C.F.R. § 42.301-.308 on file?

Yes	No	N/A

Comment:

2. If yes, on what date did the sub-grantee prepare the EEOP?
Date/Comment:

- 2b. Has the EEOP been submitted to proper authorities?
Comment:

Yes	No	N/A

3. If not required to submit an EEOP Short Form has the Sub-grantee submitted a certification form to OCR Claiming a partial or complete exemption from the EEOP requirements?

Yes	No	N/A

Comment:

- 3a. If yes, on what date did the sub-grantee submit and prepare the EEOP Short Form?

Date/Comment:

4. How does the sub-grantee notify program participants and beneficiaries that it doesn't discriminate on the basis of race, color, national origin, religion, sex, disability, and age in the delivery of services (e.g. posters, inclusion in brochures or program materials, etc.)?

5. How does the sub-grantee notify employees that it does not discriminate on the basis of race, color, national origin, religion, sex, disability, and age in employment practices (e.g. posters, dissemination of relevant orders, or policies, inclusion in recruitment materials, etc.)?

6. Does the sub-grantee have a written policy for notifying Clients or staff on how to file complaints alleging Discrimination by the sub-grantee with DJCS or the OCR?

Yes	No	N/A

Describe:

7. If the sub-grantee has 50 or more employees and receives DOJ funding of \$25,000 or more, have they taken the following actions:

- 7a. Adopted grievance procedures that incorporate due process standards and provide for the prompt and equitable resolution of complaints alleging discrimination on the basis of a disability in employment practices and delivery of services?

Comment:

Yes	No	N/A

- 7b. Designated a person to coordinate compliance with the Prohibitions against disability contained in 28. C.F.R. Part 42, Subpart G?

Yes	No	N/A

Comment:

- 7c. Notified participants, beneficiaries, employees, applicants, And others that the sub-grantee doesn't discriminate on the basis of disability?

Yes	No	N/A

Comment:

8. If the sub-grantee operates an education program or activity, have taken the following actions:

- 8a. Adopted grievance procedures that provide for the prompt and equitable resolution of complaints alleging a violation of the DOJ regulations implementing Title IX of the Education of 1972, which prohibits discrimination on the basis of sex?

Yes	No	N/A

Comment:

- 8b. Designated a person to coordinate compliance with the prohibitions against sex discrimination contained in 28. C.F.R. Part 54?

Yes	No	N/A

Comment:

- 8c. Notified participants, beneficiaries, employees, applicants, and others that the sub-grantee doesn't discriminate on the basis of sex in its educational programs or activities?

Yes	No	N/A

Comment:

9. Has the program complied with the requirements to Submit to the OCR any findings of discrimination against the program issued by a Federal or state court or federal or state agency on the grounds of race, color, religion, national origin, or sex?

Yes	No	N/A

Comment:

10. Does the program have a limited language proficiency plan to serve victims who are non-English speaking?

Yes	No	N/A

Comment:

11. Does the program conduct any training for its staff on the Requirements under federal civil rights laws?

Yes	No	N/A

Comment:

12. If the program conducts religious activities as part of its programs or services do they do the following:

Revised June 6, 2014

12a Provide services to everyone regardless of religion or belief?

Yes	No	N/A

Comment:

12b Ensure it doesn't use Federal funds to conduct religious activities such as prayer, religious instructions, or proselytization and that these activities are kept separate in time and place from federally funded activities?

Yes	No	N/A

Comment:

12c Ensure that the participation in religious activities is voluntary for participants of the federally funded program?

Yes	No	N/A

Comment:

Certification:

I certify that all information presented is correct. That the sub-grantee, except where noted, is in compliance with all provisions of the STOP Violence Against Women Grant Program and all applicable federal and state laws, regulations, and guidelines.

Project Director Signature

Date

Attachment Check List:

- Client/Program Evaluation Form
- Confidentiality Policy/Form
- SAM Registration/Expiration Date
- Policy for notifying Clients/Staff on how to file complaints alleging Discrimination.
- Blank Employee Appraisals/Evaluation
- Written Hiring and Firing Policy & Grievance Procedure

Revised June 6, 2014

Please mail your report to:

Sarah J. Brown

State STOP Administrator

WV Division of Justice and Community Services

1204 Kanawha Boulevard East

Charleston, West Virginia 25301

Contact information for questions regarding this report:

Sarah J. Brown

Email: Sarah.J.Brown@wv.gov

Phone Number: (304) 558-8814, extension 53337

DIVISION OF JUSTICE AND COMMUNITY SERVICES

STOP Violence Against Women Grant Program SUBGRANTEE SELF MONITORING REPORT (STOP TEAMS)

SUBGRANTEE AGENCY:			
MAILING ADDRESS:			
CONTACT PERSON		TITLE:	
CONTACT PHONE:		FAX:	
CONTACT EMAIL			

GRANT CATEGORY:	STOP Violence Against Women Grant
PROJECT NUMBER:	
GRANT PERIOD:	July 1, 2014 – June 30, 2015
DATE OF SUBMISSION:	

Please answer the following questions or attach requested information (in the order as listed):

Part 1: Status of Objectives Approved in Grant Application:

1.		
	Completed	Support Documentation
	In Progress	Attached
	Scheduled to Begin	Will be Submitted
	Will Not Complete Because	With Monthly Report
	Are the Project Objectives Clearly Written?	
	Are the Project Objectives Measurable?	
	Status:	

2.		
	Completed	Support Documentation
	In Progress	Attached
	Scheduled to Begin	Will be Submitted
	Will Not Complete Because	With Monthly Report
	Are the Project Objectives Clearly Written?	
	Are the Project Objectives Measurable?	
	Status:	

3.		
	Completed	Support Documentation
	In Progress	Attached

	Scheduled to Begin		Will be Submitted
	Will Not Complete Because		With Monthly Report
	Are the Project Objectives Clearly Written?		
	Are the Project Objectives Measurable?		
Status:			

4.			
	Completed		Support Documentation
	In Progress		Attached
	Scheduled to Begin		Will be Submitted
	Will Not Complete Because		With Monthly Report
	Are the Project Objectives Clearly Written?		
	Are the Project Objectives Measurable?		
Status:			

5.			
	Completed		Support Documentation
	In Progress		Attached
	Scheduled to Begin		Will be Submitted
	Will Not Complete Because		With Monthly Report
	Are the Project Objectives Clearly Written?		
	Are the Project Objectives Measurable?		
Status:			

1. Are there objectives for each funded agency (e.g. Law Enforcement, Victim Services, and Prosecution)?

Yes	No	N/A

2. Are there objectives for the STOP Team as a whole?

Yes	No	N/A

3. Does the program ensure that victims are afforded their victim Rights?

Yes	No	N/A

4. Do **all** VAWA funded agencies and/or staff inform victims of their victim rights?

Yes	No	N/A

Describe:

Victim Services:

Cultural Specific Services:

Prosecution:

Law Enforcement:

Part 2: Program Site

1. Are the facilities easily accessed by disabled victims?

Yes	No	N/A

Describe:

2. Is the program accessible for the blind, deaf and speech impaired?

Yes	No	N/A

Part 3: Records

1. Does the grant file include the following: approved grant application, special conditions, project budget adjustments and approval, and monthly reports?

Yes	No	N/A

2. Does the project keep copies of grant files at a minimum for three years after the Federal Grant Period ends? Where are they kept?

3. Include the name and title of the person(s) responsible for maintaining the on- site grant file and where it is located:

4. Is the project being evaluated (this includes the whole team)?

- 4a. Does the evaluation ensure client confidentiality?

(attach a copy of evaluation to report)

Yes	No	N/A

5. Are up-to-date client records being kept?

Yes	No	N/A

- 5a. Are client records maintained in systematic manner?

Yes	No	N/A

6. Are client records maintained in a secure manner to assure confidentiality?

Yes	No	N/A

- 6a. Are records secured in a locked file cabinet?

--	--	--

- 6b. If client files are kept on computer, is there a privacy password?

--	--	--

Comment:

6. Does the sub-grantee have written a client confidentiality policy on file?
(Attach copy of confidentiality policy to report.)

Yes	No	N/A

- 6a Does it comply with the requirements of VAWA 2005?

Yes	No	N/A

Part 4: Financial

1. Are vouchers, invoices, time sheets, and supporting documents appropriately canceled stapled/perforated)

Method of control:

2. Does the sub-grantee comply with both the Federal and State Audit Requirements?
 3. Are there any outstanding audit issues?

Yes	No	N/A
Yes	No	N/A

Describe:

4. Are purchases, cash advances, payrolls, travel expenses, Etc., approved by authorized personnel?

Yes	No	N/A

Who/Title:

5. Has VAWA funds been used to print program literature such as program brochures, posters, etc.?
 6. Was the VAWA grant number, USDOJ-OVC, and DJCS listed on the brochure?
 7. Was a copy of the printed program literature submitted to DJCS for pre-approval prior to the printing of said materials?

Yes	No	N/A

Yes	No	N/A

Yes	No	N/A

Part 5: Personnel

1. Does the VAWA funded staff have employee appraisals or evaluations?

Yes	No	N/A

Explain:

- Victim Services:**
Cultural Specific Services:
Law Enforcement:
Prosecution:

Part 6: Training

1. Are training expenses for staff included in the grant award?

Yes	No	N/A

2. If yes, list the training attended funded by VAWA.

Yes	No	N/A

3. Also list any new procedures/practices been implemented as a result of the training.

Describe:

Victim Services:

Law Enforcement:

Prosecution:

Cultural Specific Organization:

Faith-based Organization:

Other:

4. What does the project consider the greatest training need(s) for its staff?

Victim Services:

Law Enforcement:

Prosecution:

Cultural Specific Organization:

Faith-based Organization:

Other:

5. What does the project consider the greatest training need(s) for the community it serves?

Part 7 Volunteers:

1. Is the program utilizing volunteers for the STOP funded project?

Yes	No	N/A

2. How many volunteers are donating time to this project?

Number of volunteers: _____

3. Is there a method of logging volunteer hours?

Yes	No	N/A

Method used:

Part 8 Underserved Populations:

1. Does the project currently serve underserved populations?

Yes	No	N/A

If no, explain:

2. What is your identified underserved population(s)?
Describe:
3. What efforts have been made to reach underserved populations?
Describe:
Victim Services:
Law Enforcement:
Prosecution:
Cultural Specific Organization:
Faith-based Organization:
Other:

Part 9 Coordination:

- 1.. Is there project coordination with:

<input type="checkbox"/>	Prosecution
<input type="checkbox"/>	Law Enforcement
<input type="checkbox"/>	Victim Services
<input type="checkbox"/>	Linguistic/Cultural Specific Organization
<input type="checkbox"/>	Faith-based Organization
<input type="checkbox"/>	Other

- 2 Extent of coordination:
Victim Services:
Law Enforcement:
Prosecution:
Cultural Specific Organization:
Faith-based Organization:
Other:

3. Extent of attendance by STOP Team/Advisory (Core) Committee Members (List if a meeting was held and if core members attended):

July:

August:

September:

October:

November:

December:

January:

February:

March:

April:

May:

June:

4. Briefly explain the process, the status (if updated), the accomplishments, and the challenges of developing and implementing the County-specific Protocol for responding to violent crimes against women. (STOP Teams Only):

5. List and explain any challenges of the project:

6. Are there plans to continue the project at the end of the grant period?

Yes	No	N/A

7. Does the project assist victims in informing and/or filing victim compensation claims?

Yes	No	N/A

8. Does the Project have a DUNS Number?

Yes	No	N/A

9. Is the Project Registered with the System for Award Management (SAM) and is up to date?

Attach a copy of updated SAM

Yes	No	N/A

Part 9 General Equipment:

1. Has computer, laptop and/or equipment been purchased with VAWA Funds in the past three years?

Yes	No	N/A

2. If yes, are the items purchased marked "Purchased with funds provided by the WV Division of Justice & Community Services?" (List all computer/equipment with ID numbers):

3. Does computer equipment purchased meet specifications stated in grant application?

Yes	No	N/A

4. If a computer has been purchased, has the project submitted a Computer Listing Form to DJCS?

Yes	No	N/A

5. If yes, how is the laptop utilized for VOCA and security maintained?
Describe:

6. What system does the grantee utilize to ensure grant funded computers and/or equipment is properly controlled, preserved, used, maintained, disposed of and/or returned to DJCS?
Describe:

7. If the program has a computer network system, are there network blocks for viewing, downloading and exchanging of pornography? (this does not refer to investigations or prosecutions)

Civil Rights/Equal Employment Opportunity Plans:

1. Is the sub-grantee required to have an EEOP Short Form As required by 28 C.F.R. § 42.301-.308 on file?

Yes	No	N/A

Comment:

2. If yes, on what date did the sub-grantee prepare the EEOP?

Date/Comment:

2b. Has the EEOP been submitted to proper authorities?

Yes	No	N/A

Comment:

3. If not required to submit an EEOP Short Form has the Sub-grantee submitted a certification form to OCR Claiming a partial or complete exemption from the EEOP requirements?
- | Yes | No | N/A |
|-----|----|-----|
| | | |

Comment:

- 3a. If yes, on what date did the sub-grantee submit and prepare the EEOP Short Form?
Date/Comment:

4. How does the sub-grantee notify program participants and beneficiaries that it doesn't discriminate on the basis of race, color, national origin, religion, sex, disability, and age in the delivery of services (e.g. posters, inclusion in brochures or program materials, etc.)?

5. How does the sub-grantee notify employees that it does not discriminate on the basis of race, color, national origin, religion, sex, disability, and age in employment practices (e.g. posters, dissemination of relevant orders, or polices, inclusion in recruitment materials, etc.)?

6. Does the sub-grantee have a written policy for notifying Clients or staff on how to file complaints alleging Discrimination by the sub-grantee with DJCS or the OCR?
- | Yes | No | N/A |
|-----|----|-----|
| | | |

Describe:

7. If the sub-grantee has 50 or more employees and receives DOJ funding of \$25,000 or more, have they taken the following actions:

- 7a. Adopted grievance procedures that incorporate due process standards and provide for the prompt and equitable resolution of complaints alleging discrimination on the basis of a disability in employment practices and delivery of services?

Comment:

Yes	No	N/A

- 7b. Designated a person to coordinate compliance with the Prohibitions against disability contained in 28. C.F.R. Part 42, Subpart G?

Yes	No	N/A

Comment:

- 7c. Notified participants, beneficiaries, employees, applicants, And others that the sub-grantee doesn't discriminate on the basis of disability?
- | Yes | No | N/A |
|-----|----|-----|
| | | |

Comment:

8. If the sub-grantee operates an education program or activity, have taken the following actions:

- 8a. Adopted grievance procedures that provide for the prompt and equitable resolution of complaints alleging a violation of the DOJ regulations implementing Title IX of the Education of 1972, which prohibits discrimination on the basis of sex?
- | Yes | No | N/A |
|-----|----|-----|
| | | |

Comment:

- 8b. Designated a person to coordinate compliance with the prohibitions against sex discrimination contained in 28. C.F.R. Part 54?
- | Yes | No | N/A |
|-----|----|-----|
| | | |

Comment:

- 8c. Notified participants, beneficiaries, employees, applicants, and others that the sub-grantee doesn't discriminate on the basis of sex in its educational programs or activities?
- | Yes | No | N/A |
|-----|----|-----|
| | | |

Comment:

9. Has the program complied with the requirements to Submit to the OCR any findings of discrimination against the program issued by a Federal or state court or federal or state agency on the grounds of race, color, religion, national origin, or sex?
- | Yes | No | N/A |
|-----|----|-----|
| | | |

Comment:

10. Does the program have a limited language proficiency plan to serve victims who are non-English speaking?
- | Yes | No | N/A |
|-----|----|-----|
| | | |

Comment:

11. Does the program conduct any training for its staff on the Requirements under federal civil rights laws?
- | Yes | No | N/A |
|-----|----|-----|
| | | |

Comment:

12. If the program conducts religious activities as part of its programs or services do they do the following:

Revised June 6, 2014

12a Provide services to everyone regardless of religion or belief?

Yes	No	N/A

Comment:

12b Ensure it doesn't use Federal funds to conduct religious activities such as prayer, religious instructions, or proselytization and that these activities are kept separate in time and place from federally funded activities?

Yes	No	N/A

Comment:

12c Ensure that the participation in religious activities is voluntary for participants of the federally funded program?

Yes	No	N/A

Comment:

Certification:

I certify that all information presented is correct. That the sub-grantee, except where noted, is in compliance with all provisions of the STOP Violence Against Women Grant Program and all applicable federal and state laws, regulations, and guidelines.

Project Director Signature

Date

Attachment Check List:

- Client/Program Evaluation Form
- Confidentiality Policy/Form
- SAM Registration/Expiration Date
- Policy for notifying Clients/Staff on how to file complaints alleging Discrimination.
- Blank Employee Appraisals/Evaluation
- Written Hiring and Firing Policy & Grievance Procedure

Revised June 6, 2014

Please mail your report to:

Sarah J. Brown

State STOP Administrator

WV Division of Justice and Community Services

1204 Kanawha Boulevard East

Charleston, West Virginia 25301

Contact information for questions regarding this report:

Sarah J. Brown

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