

APPENDIX K

Monitoring Report Forms

DIVISION OF JUSTICE AND COMMUNITY SERVICES

VOCA Grant Program

SUBGRANTEE 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:

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:	VOCA - Victim Assistance		
GRANT NUMBER:			
DATE OF REVIEW:		TIME:	
GRANT PERIOD:			
PREVIOUS REVIEW:			
CURRENT REVIEWER:			

Description of Project:

Agency Staff Interviewed:

NAME	TITLE	PHONE	E-Mail

Part 1: Status of Objectives Approved in Grant Application:

1.1		
	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:		

1.2		
	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:		

2.1		
	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:		

3.1		
	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:		

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. Does the advocate have a copy of their Goals/Objectives for the current grant cycle?

Yes	No	N/A

5. Did the VOCA funded advocates assist in the development of the Current VOCA grant application?

Yes	No	N/A

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

Yes	No	N/A

7. How do the VOCA funded advocates ensure that victims are afforded their rights?
Describe:

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

4. Are VOCA funds paying for victim advocate(s) in an Outreach office(s)?

Yes	No	N/A

- 4a. If yes, grantee is to provide a list of the outreach offices that includes the address, phone, hours of operation, and advocate's name.
Outreach Office:

Part 3: Records

1. Does the grant file include the following:
- Approved Grant Application
 - Standard, Special, and Supplemental Conditions
 - Project Budget Adjustments & Other Grant Adjustments
 - Correspondence
 - Monthly Progress Reports & Performance Measures
 - Request for Reimbursements, Financial Project Reports, & Supporting Financial Documents

If no, **please explain:**

2. Is the subgrantee 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?

- Hard Copy of FY 15 Administrative Manual
- FY 15 Administrative Manual CD

If no, **please explain:**

5. Is the project being evaluated (including self-evaluations)?
- | Yes | No | N/A |
|-----|----|-----|
| | | |

- 5a. Does the evaluation ensure client confidentiality? (attach a copy of evaluation to report)
- | Yes | No | N/A |
|-----|----|-----|
| | | |

- 5b. Does the evaluation address victim safety?
- | Yes | No | N/A |
|-----|----|-----|
| | | |

- 5c. Does the evaluation address public awareness?
- | Yes | No | N/A |
|-----|----|-----|
| | | |

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

- 6a. Are monthly performance reports/progress report forms submitted?
- | Yes | No | N/A |
|-----|----|-----|
| | | |

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6b. Are copies of Board of Directors or County Commission Minutes submitted with reports?

Yes	No	N/A

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

Yes	No	N/A

7a. Are client records maintained in systematic manner?

Yes	No	N/A

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

Yes	No	N/A

8a. Are records secured in a locked file cabinet?

Yes	No	N/A

8b. If client files are kept on a computer, is there a privacy password?

Yes	No	N/A

9. Does the subgrantee have a written client confidentiality policy on file? (Attach confidentiality policy to report)

Yes	No	N/A

10. Does the Program receive any VAWA funds?

Yes	No	N/A

10a. If yes, does the confidentiality policy comply with the VAWA Confidentiality Policy?

Yes	No	N/A

11. Is Civil Rights Information (race, sex, national origin, age, and disability) collected on the victims served?
(Attach a Copy of the Intake Form)

Yes	No	N/A

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

Yes	No	N/A

13. Does the Project have a Memorandum of Understanding?

Yes	No	N/A

14. Does the Project have a DUNS Number?

Yes	No	N/A

15. Is the Project Registered with the System for Award Management (SAM) and updated? (Attach Copy).

Yes	No	N/A

Expiration Date:

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

Yes	No	N/A

Describe method used to track referrals:

17. Does the program have copies of documents certifying their non-profit status on file? (Non-Profit Only):

- 501©(3) IRS designation letter
- Secretary of State Letter declaring non-profit status
- Articles of Incorporation

If no, **please explain:**

18. Are financial statements available online for public viewing? (Non-Profit Only):

- Filed IRS Form 990 or similar tax document (e.g., 990-EZ)
- Other (**please Explain**):

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 the certification form to OCR claiming a partial or complete exemption from the EEOP requirements?
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?

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

Who/Title:

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

Yes	No	N/A

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?

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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

Who/Title:

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

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

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

Yes	No	N/A

Describe:

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

Yes	No	N/A

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

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 subgrantee separate VOCA funds from other sources of funds?

Yes	No	N/A

Describe:

8. Has the subgrantee expended \$750,000 or more in Federal awards

Yes	No	N/A

during the fiscal year in which they were awarded?

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8a. If yes, has the program complied with the audit requirements set forth in the OMB Uniform Guidelines to complete an audit and submitted a copy of the audit to DJCS?

Describe:

8b. If not required to submit an audit under OMB Uniform Guidelines, have copies of an audit and/or financial review been provided to DJCS as required per the grant Standard Conditions and Assurances?
*Copies are not required for County Commissions

Yes	No	N/A

9. Are there any outstanding audit issues?

Describe:

Yes	No	N/A

9a. If yes, have the outstanding audit issues been resolved satisfactorily and promptly as required by the Part 200 Uniform Requirements, and/or address other outstanding issues that arise in connection with audits, investigations, or reviews of DOJ awards?

Describe:

Yes	No	N/A

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

Who/Title:

Yes	No	N/A

11. Does the subgrantee charge client fees for services?

Yes	No	N/A

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

Describe:

Yes	No	N/A

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

Yes	No	N/A

13a. Was the VOCA 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

Part 6: Personnel

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

Yes	No	N/A

1a. Where are these files kept?
Describe:

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

Yes	No	N/A

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?
Who/Date:

6. Does the subgrantee have written job descriptions for each VOCA funded staff?

Yes	No	N/A

Comment:

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

Yes	No	N/A

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

Yes	No	N/A

grant award.

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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? **(Attach a Copy)**

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?
Describe:

Yes	No	N/A

2. Are expenditures for travel adequately documented with travel Expense forms, invoices, proof of payment, agendas, and certificates?

Yes	No	N/A

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

Yes	No	N/A

Part 9: Training

1. Has the grantee requested pre-approval for training for the VOCA funded staff per the Special & Supplementary Conditions of the grant and the 8 hour minimum VOCA training requirement?

Yes	No	N/A
2. Have the VOCA funded advocates completed the 8 hour minimum training requirement and submitted certificate of attendance to DJCS?

Yes	No	N/A
- 2a. If yes, list the training attended for each VOCA funded advocate; also list any new procedures/practices that have been implemented as a result of the training.
Describe:
- 2b. If not completed, provide an explanation as to why the requirement has not been met and a plan for completion.
Describe:
3. Are training expenses for staff included in the grant award?

Yes	No	N/A

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

Yes	No	N/A

Describe:
- 3b. If yes, did the project review DOJ Conference Training Requirements and comply with these requirements?

Yes	No	N/A
- 3c. Was the agenda topics and speaker bios submitted to and pre-approved by DJCS prior to training?

Yes	No	N/A
4. What does the project consider the greatest training Need(s) for its staff?
- 4a. How does the agency identify training needs of their staff? Once identified, what resources does the agency utilize to ensure the appropriate trainings are identified?

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

6. Is the agency and staff aware of how to request additional training and/or technical assistance from the West Virginia Division of Justice & Community Services?

Yes	No	N/A

Part 10: Computer Purchases and Accessories

1. Has a computer, laptop and/or equipment been purchased with VOCA grant funds in the past 3 years?

Yes	No	N/A

1a. If yes, are the items purchased marked “Purchased with funds provided by the WV Division of Justice & Community Service?”
(List all computer/equipment with ID numbers):

Yes	No	N/A

2. Does the grantee perform annual inventory checks of all VOCA funded computers/equipment?

Yes	No	N/A

3. Have VOCA funds been awarded to purchase a computer and/or equipment this grant cycle?

Yes	No	N/A

3a. If yes, has the program purchased the approved computer/equipment? **(List & Include ID Numbers)**

Yes	No	N/A

3b. Does computer and/or equipment purchased meet specifications stated in grant application?

Yes	No	N/A

3c. If a computer and/or equipment has been purchased, has the project submitted a Computer Listing Form to DJCS?

Yes	No	N/A

3d. If no, when does the grantee intend to purchase the approved computer/equipment?
Describe:

4. Has a laptop been purchased with grant funds?

Yes	No	N/A

4a. If yes, how is the laptop utilized for VOCA and security maintained?
Describe:

5. 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:

6. If the program has a computer network system, does the program have a policy prohibiting the downloading, viewing and exchanging of pornography? Are there network blocks for viewing, downloading and exchanging of pornography (this does not refer to investigations or prosecutions)?
Describe:

7. Does the program currently have any technological needs (i.e. computer, printer, fax, software) that would enhance the programs ability to provide victim services and/or assist the program with meeting their reporting requirement to DJCS?
Describe

Part 11: Volunteers

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

Yes	No	N/A

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

- 2a. If the program has not utilized volunteers for the VOCA funded project, when and how does the program expect to utilize a volunteer?
Describe:

3. Is there a method of logging volunteer hours?

Yes	No	N/A

Method used:
Please note that it is a Federal Requirement to utilize at least 1 volunteer per grant cycle. Grantee is to **attach a copy of a volunteer log/timesheet for at least ONE volunteer that was utilized or a plan on how and when a volunteer will be utilized.*

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:

4. Please describe some of the services that victims needed but you could not provide. What were the challenges that prevented you from providing those services?

Describe:

Part 13: Crime Victims Compensation

1. Do the VOCA Advocates assist victims in filing Crime Victim Compensation claims?

Yes	No	N/A

1a. Of the following, what steps do the advocates take in assisting victims with Crime Victim Compensation claims:

- Notifying crime victims about the Crime Victims Compensation Fund
- Assisting victims with Crime Victims Compensation Application Forms
- Assistance with Obtaining Necessary Documentation
- Checking on Crime Victims Claim Status

If the answer to question 1 is No, **please explain** why the VOCA advocates are not providing this service:

Part 14: Project Coordination

1. Is there project coordination with:

Prosecution:

Law Enforcement:

Victim Services:

Other:

2. Extent of coordination:

3. What are the challenges of the project in terms of coordination?

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:

1.

Recommendations:

1.

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 Victim Assistance Crime Act Grant 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 Victim Assistance Crime Act Grant Program and all pertinent federal requirements.

Justice Programs Specialist Date

Supervisor Date

DIVISION OF JUSTICE AND COMMUNITY SERVICES

VOCA Grant Program

SUBGRANTEE OUTREACH MONITORING REPORT

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

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

SUBGRANTEE:			
GRANT CATEGORY:	VOCA - Victim Assistance		
GRANT NUMBER:			
OUTREACH OFFICE:			
DATE OF REVIEW:		TIME:	
GRANT PERIOD:			
PREVIOUS REVIEW:			
CURRENT REVIEWER:			

Description of Project:

Agency Staff Interviewed:

NAME	TITLE	PHONE	E-Mail

Part 1: Outreach Office Requirements

1. Does the advocate have a copy of their Goals/Objectives for the current grant cycle?

Yes	No	N/A

2. Did the advocate assist with the development of the current VOCA grant application?

Yes	No	N/A

Describe:

3. Is the advocate(s) utilizing the most current Monthly Reports?

Yes	No	N/A

4. Do the VOCA funded advocates inform victims of their victim rights?

Yes	No	N/A

Describe:

5. How does the advocate ensure that victims are afforded their victim rights?

Describe:

6. Is the Hotline for the Family Protection Service Board posted at the Outreach Office?

Yes	No	N/A

PART 2: Outreach Office Site

1. Is the Outreach Office appropriate for the services being offered, for both staff and clients?

Yes	No	N/A

2. Is the Outreach Office easily accessed by disabled victims?

Yes	No	N/A

Describe:

2a. Is the Outreach Office accessible for the blind, deaf and speech impaired?

Yes	No	N/A

Describe:

3. If children are served, is play space with appropriate toys and equipment provided?

Yes	No	N/A

4. What is the Outreach Office Hours of Operation?

Outreach Office Hours:

5. Does the Outreach Advocate provide evaluation surveys to their Clients?

Yes	No	N/A

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

Yes	No	N/A

7. Are client records maintained in systematic manner?

Yes	No	N/A
8. Are client records maintained in a secure manner to assure confidentiality?

Yes	No	N/A
- 8a. Are records secured in a locked file cabinet?

Yes	No	N/A
- 8b. If client files are kept on a computer, is there a privacy password?

Yes	No	N/A
9. Does the Outreach Office have a written client confidentiality policy on file?

Yes	No	N/A
10. Does the Outreach advocate refer to other victim service agencies?
Describe method used to track referrals:

Yes	No	N/A

Part 3: Civil Rights/Equal Employment Opportunity Plans:

1. How does the advocate notify Outreach Office 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 Outreach Office materials, etc.)?
2. Does the advocate have a written policy for notifying Clients or staff on how to file complaints alleging Discrimination by the sub-grantee with DJCS or the Office of Civil Rights?
Describe:

Yes	No	N/A
3. Does the Outreach Office have a limited language proficiency plan to serve victims who are non-English speaking?
Describe:

Yes	No	N/A
4. Has the Outreach advocate had any training on the requirements under federal civil rights laws?

Yes	No	N/A

Part 4: Personnel

1a. Does the Outreach advocate have employee appraisals or evaluations?

Yes	No	N/A

1b. Are evaluations completed annually?

Yes	No	N/a

2. Is the Outreach Advocate aware of the hiring/firing and grievance process?

Yes	No	N/A

Describe:

Part 5: Training

1. Has the Outreach advocate(s) completed the 8 hour minimum training requirement and submitted certificate of attendance to DJCS?

Yes	No	N/A

2a. If yes, list the training attended for each VOCA funded advocate; also list any new procedures/practices that have been implemented as a result of the training.

Describe:

2b. If not completed, provide an explanation as to why the requirement has not been met and a plan for completion.

Describe:

3. What do you consider to be the greatest training need(s) for yourself as a victim advocate?

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

5. Is the Outreach Advocate aware of how to request additional training and/or technical assistance from the West Virginia Division of Justice & Community Services?

Yes	No	N/A

Part 6: Computer Purchases and Accessories

1. Has a computer, laptop and/or equipment been purchased with VOCA grant funds in the past 3 years?

Yes	No	N/A

1a. If yes, are the items purchased marked "Purchased with funds"

Yes	No	N/A

provided by the WV Division of Justice & Community Service?"

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(List all computer/equipment with ID numbers):

2. Does the Outreach Office perform annual inventory checks of all VOCA funded computers/equipment?

Yes	No	N/A

3. If a laptop has been purchased with VOCA funds, how is it utilized by the advocate for VOCA and how is security maintained?

Describe:

4. What system does the Outreach Office utilize to ensure grant funded computers and/or equipment is properly controlled, preserved, used, maintained, disposed of and/or returned to DJCS?

Describe:

5. If the Outreach Office has a computer network system, does the program have a policy prohibiting the downloading, viewing and exchanging of pornography? Are there network blocks for viewing, downloading and exchanging of pornography (this does not refer to investigations or prosecutions)?

Describe:

7. Does the Outreach Office currently have any technological needs (i.e. computer, printer, fax, software) that would enhance the programs ability to provide victim services and/or assist the program with meeting their reporting requirement to DJCS?

Describe

Part 7: Volunteers

1. Is the Outreach Office utilizing volunteers for the VOCA funded Project?

Yes	No	N/A

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

Number of volunteers: _____

- 2a. If the Outreach Office has not utilized volunteers for the VOCA funded project, when and how does the Outreach Office expect to utilize a volunteer?

Describe:

3. Is there a method of logging volunteer hours?

Method used:

Yes	No	N/A

Part 8: Underserved Populations

1. Does the Outreach Office 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:

4. Please describe some of the services that victims needed but you could not provide. What were the challenges that prevented you from providing those services?

Describe:

Part 9: Crime Victims Compensation

1. Do the VOCA Advocates assist victims in filing Crime Victim Compensation claims?

Yes	No	N/A

1a. Of the following, what steps do the advocates take in assisting victims with Crime Victim Compensation claims:

- Notifying crime victims about the Crime Victims Compensation Fund
- Assisting victims with Crime Victims Compensation Application Forms
- Assistance with Obtaining Necessary Documentation
- Checking on Crime Victims Claim Status

If the answer to question 1 is No, **please explain** why the VOCA advocates are not providing this service:

Describe:

Part 10: Project Coordination

1. Is there project coordination with:

<input type="checkbox"/>	Prosecution:
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<input type="checkbox"/>	Law Enforcement:
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<input type="checkbox"/>	Victim Services:
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<input type="checkbox"/>	Other:
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2. Extent of coordination:

3. What are the challenges of the project?

Part 11: Project Implementation/Impact

1. Are changes in the project required/recommended?

Yes	No	N/A

Comment: See page

POST-SITE OUTREACH OFFICE MONITORING REPORT AND CERTIFICATION

Results From Last Outreach Office Monitoring Visit:

Findings:

1.

Recommendations:

1.

Results from Current Outreach Office Monitoring Visit:

Findings:

Recommendations:

List of Attachments:

Next Outreach Office 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 Victim Assistance Crime Act Grant Program and all applicable federal laws, regulations, and guidelines.

Justice Outreach Offices 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 Victim Assistance Crime Act Grant Program and all pertinent federal requirements.

Justice Outreach Offices Specialist Date

Supervisor Date