CVSSD’s monitoring process ensures grantees meet their financial, administrative, and programmatic requirements to successfully achieve their goals and implement CVSSD funded programs. This form lists the documentation or proof that you are required to provide CVSSD for the monitoring process. Documentation you provide must clearly explain the internal controls, budget, financial management, governance, administrative, and compliance practices of your program. Mark the check boxes on the left for each item that applies to the program. Use the column to the right to identify which document and page number CVSSD may find evidence of that item. Use the comment box if it is necessary to say more about a particular item on the form. This form corresponds with CVSSD’s other monitoring tools:

* CVSSD Monitoring (Desk Review) – Administrative Functions and Compliance
* CVSSD Monitoring (Desk Review) – Internal Controls, Budget Management, Financial Practices

|  |  |  |
| --- | --- | --- |
| **Required documentation or proof of administrative functions and compliance** | **Document and Page #** | **Comment** |
| ***Non-profit organizations only*** |
| [ ]  | List of Board meeting dates over past two years |       |       |
| [ ]  | Board meeting minutes (two examples within last 12 months) |       |       |
| [ ]  | Board bylaws, policies, and board resolutions |       |       |
| [ ]  | Board conflict of interest disclosure |       |       |
| [ ]  | Additional documentation for the Board of Directors not already provided in EGrants describing positions, representations, vacancies, function, etc. *(optional)*  |       |       |
| [ ]  | Board minutes documenting review and approval of the current FY budget |       |       |
| [ ]  | Mission statement |       |       |
| [ ]  | Organizational chart |       |       |
| [ ]  | Personnel policies and/or employee handbook |       |       |
| [ ]  | Staff and volunteer conflict of interest disclosure |       |       |
| [ ]  | Criminal history background check policy and procedures |       |       |
| [ ]  | Policy and procedures for determination of suitability to interact with participating minors |       |       |
| [ ]  | Volunteer policies, handbook, and/or training manual |       |       |
| [ ]  | Confidentiality policy and agreements |       |       |
| [ ]  | Internal grievance policy for staff and volunteers |       |       |
| [ ]  | Policy for informing participants on how to file a complaint or grievance (including option to file with CVSSD) |       |       |
| [ ]  | Written procedures for collecting CVSSD common outcome measures |       |       |
| [ ]  | Policy for property and equipment acquisition, management, and disposition (and/or fixed assets and capital purchase policy)  |       |       |
| [ ]  | Policy and procedures for procurement and management of contracts and agreements  |       |       |
| [ ]  | Policy and procedures for procurement and monitoring of subaward agreements |       |       |
| [ ]  | Travel policy |       |       |
| [ ]  | Document retention and destruction policy |       |       |
| [ ]  | Client gift card policy |       |       |
| [ ]  | Copy of release of information form |       |       |
| [ ]  | Vehicle maintenance and use policy, maintenance records and use log (for vehicles purchased with CVSSD grant funds only) |       |       |
| [ ]  | Policy of non-discrimination in employment  |       |       |
| [ ]  | Policy of non-discrimination for program beneficiaries  |       |       |
| [ ]  | Limited English Proficiency (LEP) policy |       |       |
| [ ]  | Policy for breach of personally identifying information  |       |       |
| [ ]  | Publications and postings with statements of non-discrimination and procedure for filing a civil rights complaint |       |       |
| [ ]  | Whistleblower protection policy for staff, volunteers, and contractors |       |       |
| [ ]  | Drug-free workplace policy |       |       |

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| **Required documentation or proof of internal controls, budget, and financial practices** | **Document and Page #** | **Comment** |
| [ ]  | Internal controls (financial procedures) policy (include URL) |       |       |
| [ ]  | Screen shot of accounting system log in page |       |       |
| [ ]  | Policy for financial data security and storage (if separate from internal controls policy) |       |       |
| [ ]  | Donation acceptance policy |       |       |
| [ ]  | Annual budget |       |       |
| [ ]  | Most recent statement of financial activity |       |       |
| [ ]  | Copy of general ledger for CVSSD grants only |       |       |
| [ ]  | Example of staff timesheet (name redacted and details about time distribution) |       |       |
| [ ]  | Other (optional):       |       |       |
| [ ]  | Other (optional):       |       |       |

Many of these references directly pertain to CVSSD grant awards and agreements:

* <https://www.ojp.gov/funding/financialguidedoj/iii-postaward-requirements>
* <https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200?toc=1>
* <https://www.ojp.gov/funding/financialguidedoj/overview>
* <https://www.doj.state.or.us/wp-content/uploads/2019/04/CVSSD_VOCA_Contract_Subaward_checklist.pdf>
* <https://www.doj.state.or.us/wp-content/uploads/2017/09/VOCA-Allowable-and-Unallowable-Costs-and-Services-Guiddance-04.2021.pdf>
* <https://www.doj.state.or.us/crime-victims/for-grantees/complaint-process/>
* <https://www.ojp.gov/funding/explore/interact-minors>
* <https://www.ojp.gov/sites/g/files/xyckuh241/files/media/document/civil_rights_compliance_checklist_may2020.pdf>
* <https://www.doj.state.or.us/crime-victims/for-grantees/civil-rights-requirements/>
* <https://www.ojp.gov/program/civil-rights/filing-civil-rights-complaint>
* <https://www.doj.state.or.us/crime-victims/victims-resources/other-resources/cvssd-complaint-procedure/>
* <https://www.ojp.gov/program/civil-rights/filing-tips>
* <https://www.ojp.gov/program/civil-rights/limited-english-proficient-lep>
* <https://www.ojp.gov/funding/explore/interact-minors>
* <https://www.doj.state.or.us/crime-victims/for-grantees/grant-guidance-documents/>
* <https://www.ojp.gov/program/civil-rights/equal-employment-opportunity-plans>
* <https://www.ojp.gov/funding/implement/whistleblower-protections-employees-ojp-recipients>
* [Title 28 C.F.R. Part 83](https://www.ecfr.gov/cgi-bin/text-idx?SID=7046b488a83d85494405465fc3b0dc21&tpl=/ecfrbrowse/Title28/28cfr83_main_02.tpl)
* <https://www.ojp.gov/sites/g/files/xyckuh241/files/media/document/faqs_part38.pdf>
* <https://www.ojp.gov/program/civil-rights/partnerships-faith-based-and-other-neighborhood-organizations>
* <https://www.ojp.gov/training-and-technical-assistance/tfmc>
* <https://www.councilofnonprofits.org/running-nonprofit>
* <https://www.doj.state.or.us/charitable-activities/>