

Required Documentation for Grant Monitoring Visit

Please review the following list, check off the policies you have, and submit in ShareFile prior to the grant monitoring visit. When submitting electronically, please include the file name and page number that each requirement is saved under.

Financial Policy and Procedures, Including:

| | |
|--------------------------|--|
| <input type="checkbox"/> | Personnel payroll policies |
| <input type="checkbox"/> | Process for tracking grant expenditures by fund source |
| <input type="checkbox"/> | Process for documenting in-kind match |
| <input type="checkbox"/> | Process and documentation for employees to track time/attendance by fund source |
| <input type="checkbox"/> | Policy, process, and documentation for administering and tracking Gift Cards and/or Emergency Assistance Funds |
| <input type="checkbox"/> | Process for tracking program income |
| <input type="checkbox"/> | Process for ensuring non-supplanting and no comingling |
| <input type="checkbox"/> | Checking debarment for subawards/subcontracts? |
| <input type="checkbox"/> | Procurement Policy |
| <input type="checkbox"/> | Physical (Equipment and Property) Inventory Procedure |
| <input type="checkbox"/> | VOCA Vehicle Policy and Mileage Charts (if applicable) |

Civil Rights Policies:

| | |
|--------------------------|--|
| <input type="checkbox"/> | Grievance Policy (signed) for: |
| <input type="checkbox"/> | <ul style="list-style-type: none">• Clients |
| <input type="checkbox"/> | <ul style="list-style-type: none">• Staff |
| <input type="checkbox"/> | <ul style="list-style-type: none">• Volunteers |
| <input type="checkbox"/> | Limited English Proficiency Policy (LEP Policy) |
| <input type="checkbox"/> | Non-Discrimination Policy for clients, employees, and volunteers specifying non-discrimination based on: |
| <input type="checkbox"/> | <ul style="list-style-type: none">• Age• Disability• Gender Identity• Race/Ethnicity• Religion/Spirituality• Sexual Orientation |
| <input type="checkbox"/> | Procedure for referring Civil Rights complaints to DOJ or the Office for Civil Rights |

HR Policies:

| |
|--|
| |
|--|

Child and Youth Sexual Abuse Prevention Policies and Procedures

- (OCVS strongly encouraged that organizations have written policies and procedures regarding the prevention of sexual abuse of children and youth. Policies and procedures should address all six components as outlined in the [Centers for Disease Control and Prevention \(CDC\) Guide.](#))
- Written Determination form for suitability to interact with minors
- Suitability to interact with Minors policy

| |
|--|
| |
|--|

Confidentiality Policy

Written Release Forms - which includes to whom and what kind of information may be shared

| |
|--|
| |
|--|

Conflict of Interest Policy

| |
|--|
| |
|--|

Drug-Free Workplace Policy

| |
|--|
| |
|--|

Employee Evaluation Process Policy

| |
|--|
| |
|--|

Employee (and Volunteer) Training Manual or New Employee Training Checklist

| |
|--|
| |
|--|

Non-Violence in the Workplace Policy

| |
|--|
| |
|--|

Policy Banning Text Messaging While Driving

| |
|--|
| |
|--|

Seat Belt Policy

| |
|--|
| |
|--|

Whistle-Blower Policy

| |
|--|
| |
|--|

Policy to address workplace-related incidents of sexual misconduct, domestic violence, and dating violence involving an employee, volunteer, consultant, or contractor (for VAWA Funded agencies)

Miscellaneous Policies:

| |
|--|
| |
|--|

Data Breach Policy

| |
|--|
| |
|--|

Reporting Waste, Fraud, Abuse, Mismanagement to OIG

| |
|--|
| |
|--|

Board Investigation Policy

Additional Documents:

| |
|--|
| |
|--|

OVC PMT Supporting Documentation (VOCA Only)

Please submit documentation (no PII) that supports the data submitted in the most recent quarterly PMT. This documentation could be spreadsheets or an Osnum VOCA Report as an example.

| |
|--|
| |
|--|

[OVC Personnel Budget Summary](#)

| |
|--|
| |
|--|

Volunteer file, if applicable, including:

- Volunteer application
- Signed confidentiality form
- Completed caregiver background check for volunteers
- Documentation showing interview completed
- Documentation showing reference checks completed.
- Volunteer tracking form (includes total hours and signatures)

| |
|--|
| |
|--|

Memorandums of Understanding (MOUs) or agreements with other agencies (if applicable)