

Department of Criminal Justice Services
Grants Administration & Monitoring
Monitoring Report for Victim Services Grants

Program Name _____

Jurisdictions Served _____

Grant Number(s) _____

Funding Source(s)

Award Amount

- VOCA-Sexual Assault
- VOCA-Victim/Witness
- V-STOP
- V-STOP Recovery Act
- VSDVVF

\$ _____
\$ _____
\$ _____
\$ _____
\$ _____

Program Staff Present _____

Date of Visit _____

Monitor Name _____

Reporting Requirements and Grant Conditions

	Yes	No	Comment
Are progress and financial reports filed by the due date?			
Has the grantee satisfied all special conditions for this award?			
Are copies of the Statement of Grant Award and current grant documents on file at the program office?			
Are books, records, and other documents relative to this grant retained for three years?			
Are property records kept on grant-funded equipment? Do records include serial number, title, acquisition date, funds supporting purchase, location, use, condition, and disposition data?			
Do materials printed with grant funds, or developed by grant-funded staff, bear the required attribution statement? For example: "This project is supported by grant # _____ through the Department of Criminal Justice Services (end statement here if VSDVVF) from funds authorized by the federal (Victims of Crime Act or Violence Against Women Act) awarded to Virginia by the U.S. Department of Justice".			

Program Management- Administrative

		Satis- factory	Unsatis- factory	Comment
Does the grantee have a written confidentiality policy to protect information provided by victims, in compliance with state and/or federal law?				
Does the program maintain organized records on services and activities?				
Are program services evaluated regularly (by clients, by the community?)				
Does the project receive/seek additional funding from other sources?				
Does the program have a working Board of Directors? If so, how many current members? How often do they meet?				
In the past year, has the agency been involved in any governmental or legal proceeding regarding the administration of the agency (e.g. employee discrimination complaints, unemployment benefit suits, etc.)?				

Program Management- Fiscal

		Satis- factory	Unsatis- factory	Comment
Is the project spending funds as outlined in the grant?				
If match is required, are records on file to document cash and in-kind sources?				
Does the grantee have a current independent financial audit on file at the project office?				

Human Resource Management

		Satisfactory	Unsatisfactory	Comment
Are position descriptions on file?				
Is staff performance evaluated annually?				
How many full-time and part-time staff does your agency employ?				
Does the program have an organizational chart? Are lines of supervision clear?				
Are there written hiring and firing practices?				
Are time/attendance and training records kept for all grant-funded staff?				
Are staff trained regularly and adequately? (initial and continuing)				
What DCJS training has grant-funded staff attended in the past year?				
Does the program use volunteers? (number of hours and number of FTE)				
Are they trained regularly and adequately? (initial and continuing)				
Does the program have staff, volunteers, and board members that reflect the diverse demographics of the community?				

Review of Grant-Funded Staff

Name _____

Title _____

Hours Per Week _____

Annual Salary _____

Length of Employment _____

Name _____

Title _____

Hours Per Week _____

Annual Salary _____

Length of Employment _____

Name _____

Title _____

Hours Per Week _____

Annual Salary _____

Length of Employment _____

Name _____

Title _____

Hours Per Week _____

Annual Salary _____

Length of Employment _____

Commitment to Community Collaboration

		Satis- factory	Unsatis- factory	Comment
Does the program maintain written cooperative agreements with all appropriate agencies?				
Do grant-funded staff participate in local SDV coordinating councils?				
How else is the program attempting to gain community support?				
Does the program receive referrals from all the appropriate sources?				
How does the program make referrals to other agencies?				
Is there adequate cooperation with hospitals, law enforcement, prosecutors, and victims services?				

Community Profile (to be completed by grantee in advance of the on-site visit)

Census Data

(can be found at <http://quickfacts.census.gov/qfd/states/51000.html>)

IBR Data

(can be found at http://www.vsp.state.va.us/Crime_in_Virginia.shtm)

History of program statistics for victims, arrests, prosecutions, etc.

Grant Objectives (as submitted by the grantee)

Objective 1:

Status:

Objective 2:

Status:

Objective 3:

Status:

Objective 4:

Status:

Objective 5:

Status:

Progress Report Notes

Additional Questions

How do you outreach and provide appropriate services to the underserved populations in your area?

Are your services accessible to people with disabilities? If not, are you developing a plan to address this?

What are the most challenging barriers that victims encounter when seeking assistance in the communities you serve?

What do you see as the training needs for program staff?

What are your top three program accomplishments?

How can DCJS provide you with more assistance or support?

Service Objectives for VOCA Programs (_____ months reported on to date)

		Target	Status	Comment
Number of Victims Served				
Number of Hotline Calls				
Crisis Intervention				
Follow-up Contact				
Emergency Assistance: Shelter/ Safe House				
Emergency Assistance: Financial Assistance				
Emergency Assistance: Protection				
Assistance with Compensation Claims				
Information and Referrals: in Person				
Information and Referrals: by Telephone				
Personal Advocacy: Companion Service				
Personal Advocacy: Other				
Criminal Justice Support/ Advocacy				
Group Support (optional)				
Therapy (optional)				

Additional Questions for VOCA Programs

		Satis- factory	Unsatis- factory	Comment
Are grant funds used only for direct services?				
Are grant-funded staff involved in any of the following activities: crime prevention, lobbying, legislative advocacy, perpetrator rehabilitation, needs assessments, surveys, manuals, protocols, or fundraising?				
Are services made available to federal crime victims?				

Caseload History (provided by grant monitor)

Documents Reviewed

- Progress reports
- Financial reports
- Statement of grant award
- Grant documents
- Annual financial audit
- Property records
- Program brochures
- Confidentiality policy
- Evaluation documents
- Board of Directors membership list and meeting minutes
- Accounting records
- Cooperative agreements
- Collaborative policies or protocols (e.g. SART)
- Personnel files
 - Position descriptions
 - Annual evaluations
 - Time/attendance records
 - Training records
- Organizational chart
- Personnel policies
 - Hiring and firing practices
 - Compensatory time and other leave practices
 - EEO, non-discrimination, and drug-free workplace documents
- Volunteer program documents
- Client records

Recommendations