



Items for Review During On-site Monitoring Visits

Grantees should have the following documents available for review during the on-site visit:

General Grant Documentation

- Signed award documents for the current grant year and past three grant years;
- Progress Reports for the current grant year and past three grant years;
- Financial Reports for the current grant year and past three grant years;
- Signed and accepted grant application (including budget, budget narratives, and other required documentation) for the current grant year and past three grant years;
- Grant adjustment documentation (e.g., budget amendments, project scope changes, no-cost extensions) for the current grant year and past three grant years;
- Property records for any grant-funded equipment, to include purchase orders, invoices, serial numbers, liquidation policy, and/or proofs of purchase, for the current grant year and past three grant years.

Program Development

- For each performance measure, provide evidence that supports the information reported (e.g., dated direct service logs, sign in sheets for training or focus groups, lists of taskforce or steering committee members);
- Cooperative agreements with allied agencies;
- Program brochures developed on grant-funded time or printed with grant funds, to include the required grant statement;
- Evaluation documents (e.g., client satisfaction surveys, training evaluation forms), and how the collected information is utilized;
- Board of Directors membership list and the meeting minutes for the grant period being reviewed.

Financial

- Cumulative budget to actual amounts for each approved budget category, as of the most recent quarter end (in the form of a general ledger or spreadsheet);
- A copy of the most recent auditor certification of fiscal responsibility letter.

Personnel

- A minimum of the most recent three to six pay periods for its grant-funded employees; personnel time sheets for grant-funded employees, including any overtime approval documentation;
- Accounting records for the breakdown/percentages of how staff are paid from each funding source;
- Position descriptions for grant-funded positions;
- Training records for grant-funded staff to include documentation for Civil Rights training/compliance.

Policies/Protocols

- Agency organizational chart, to include position funding sources;
- Human resource policies for hiring, termination and grievance practices, compensatory time, EEO, non-discrimination, and drug-free workplace documents;
- Volunteer program documents (time logs, manuals, etc.) if applicable;
- Three (3) samples of client records (be sure to redact identifying information);
- Confidentiality policies, to include those provided to clients and those provided to staff, board members, volunteers, and others. This also includes release of information forms.

Grantees should be prepared to discuss the following during the on-site visit:

- Special Conditions for the current grant year, if applicable;
- Grant goals and objectives;
- How program's Board of Directors, staff, and volunteers reflect and/or are representative of the client population served and the program's community;
- The community's multidisciplinary response to sexual assault and domestic violence, including Sexual Assault Response Teams (SART) if applicable;
- Model law enforcement policies on responding to domestic violence and sexual assault, if applicable;
- **Grant-funded staff should also be available at some point during the visit to meet with the Grant Monitor.**