



ADECA MONITORING TOOL  
for  
*Subgrantee Name*

FY 2014-2015



**SUBGRANTEE NAME:** Subgrantee Name

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**LEGEND**

ACADV	Alabama Coalition Against Domestic Violence
ACASV	Alabama Coalition Against Sexual Violence
ADA	The Americans with Disabilities Act
NCA	National Children's Alliance
OMB	The Office of Management and Budget
SAM	Subgrantee Administrative Manual



**SUBGRANTEE NAME:** Subgrantee Name

Scoring Summary		Total # of Q's	Yes	N/A	Total	No	Total	Check	Check	Total less N/A Q's
Section I.	Administrative	34	0	0	0	0	0	34	34	34
Section II.	Financial	38	0	0	0	0	0	38	38	38
Section III.	Personnel	19	0	0	0	0	0	19	19	19
Section IV.	Equal Employment Opportunity (EEO) and Civil Rights Compliance	4	0	0	0	0	0	4	4	4
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Section VII.	Procurement and Publications/Releases	9	0	0	0	0	0	9	9	9
Section VIII.	Travel	10	0	0	0	0	0	10	10	10
Section IX.	Drug Task Force	20	0	0	0	0	0	20	20	20
Section X.	Domestic Violence (DV) Center	33	0	0	0	0	0	33	33	33
Section XI.	Sexual Violence (SV) Program	20	0	0	0	0	0	20	20	20
Section XII.	Children's Advocacy (CA) Center	22	0	0	0	0	0	22	22	22
<b>Total</b>		<b>223</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>223</b>	<b>223</b>	<b>223</b>

**Compliance %** **0.0%**

**Section I: Administrative**

Subgrantee Name: Subgrantee Name								
Area of Review	Authority	Program	In Compliance			I = Interview O=Observation D= Documentation (List Who and What)	Comments	Score
			Yes	No	N/A			
<b>A. General Requirements</b>			<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>	
1. Does the subgrantee have a SAM Manual?	Conditions to Subgrant, Section 12	All				I= Interview D= Monitoring Plan		
2. Was the project operational within 60 days of the original starting date of the subgrant period?	SAM, Chapter 2.2(c)(1), page 10; Conditions to Subgrant, Section 1	All				I= Interview D= Monitoring Plan		
2a. If not, did the subgrantee report by letter to LETS/ADECA the steps taken to initiate the project, the reasons for the delay, and the expected starting date?	SAM, Chapter 2.2(c)(1), page 10; Conditions to Subgrant, Section 1	All				I= Interview D= Monitoring Plan		
3. Was the project operational within 90 days of the original starting date of the subgrant period?	SAM, Chapter 2.2(c)(2), page 10; Conditions to Subgrant, Section 2	All				I= Interview D= Monitoring Plan		
3a. If not, did the subgrantee submit a second statement to LETS/ADECA explaining the implementation delay?	SAM, Chapter 2.2(c)(2), page 10; Conditions to Subgrant, Section 2	All				I= Interview D= Monitoring Plan		
3b. If not, was an extension granted?	SAM, Chapter 2.2(c)(2), page 10; Conditions to Subgrant, Section 2	All				I= Interview D= Monitoring Plan		
4. Does the subgrantee retain records for a period of at least three years from the date of submission of the Final Financial Report. Note: State Bid Law requires retention of records related to successful and unsuccessful bid packages for a period of 7 years from the date of the awarding of the bid.	SAM, Chapter 3.5, page 20; Conditions to Subgrant, Section 15	All				D= Documentation		
<b>B. Grant File</b>			<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>	
1. Is the complete grant file maintained in a central location?		All				I= Interview O= Observation		
2. Does the grant file contain the Grant Application - Budget Pages 6 and 7?		All				D= Documentation		

Section I: Administrative								
Subgrantee Name:		Subgrantee Name						
Area of Review	Authority	Program	In Compliance			I = Interview O=Observation D= Documentation (List Who and What)	Comments	Score
			Yes	No	N/A			
3. Does the grant file include the Approved Grant Application?		All				D= Documentation		
4. Does the grant file include the State of Alabama Disclosure Statement?		All				D= Documentation		
5. Does the grant file include the Resolution of Applicant for Matching Funds?		All				D= Documentation		
6. Does the grant file include the Subgrant Conditions and Assurances?	SAM, Chapter 2.2(c), page 9	All				D= Documentation		
7. Does the grant file include the Certification Regarding Debarment?	SAM, Chapter 7.6(a), page 58	All				D= Documentation		
8. Does the grant file include the Certification Regarding Drug-Free Workplace?	SAM, Chapter 7.6(b), page 58	All				D= Documentation		
9. Is a copy of the Non-Supplanting Certification included in the grant file?	SAM, Chapter 1.3(h), page 4	All				D= Documentation		
10. Does the grant file include the signed Financial Questionnaire?	SAM, Chapter 2.1, page 9; Conditions to Subgrant, Section 7	All				D= Documentation		
11. Does the grant file include the Taxpayer Identification Number (if applicable)?	Conditions to Subgrant, Section 7	All				D= Documentation		
12. Does the grant file include a signed and dated Acceptance of Award?	SAM, Chapter 2.2, page 9	All				D= Documentation		
13. Does the grant file include the Release of Funds Letter?		All				D= Documentation		
<b>C. Revisions and Reports</b>			<b>0</b>	<b>0</b>	<b>0</b>			<b>0</b>
1. Have any Program and/or Budget Revisions been approved and/or are pending approval?	Award Continuation Sheet, Special Conditions, Section 28	All				I= Interview D= Monitoring Plan		
2. Are all quarterly reports up to date?	SAM, Chapter 2.6(b), page 12	All				I= Interview D= Monitoring Plan		
3. To date, have all Quarterly Financial Reports been timely submitted and signed by Authorizing Official or Financial Officer? (LETS Form 54)	SAM, Chapter 2.6(e), page 13	All				I= Interview D= Monitoring Plan		
4. To date, have all Quarterly Narrative Reports been timely submitted and signed? (LETS Form 55)	SAM, Chapter 2.6(e), page 13	All				I= Interview D= Monitoring Plan		

Section I: Administrative								
Subgrantee Name:		Subgrantee Name						
Area of Review	Authority	Program	In Compliance			I = Interview O=Observation D= Documentation (List Who and What)	Comments	Score
			Yes	No	N/A			
5. Did the subgrantee timely submit the Annual Performance Report?	Conditions to Subgrant, Section 10	All				I= Interview D= Monitoring Plan		
6. Have any inaccurate reports been submitted to date?		All				I= Interview D= Monitoring Plan		
<b>D. Governing Board: Non-State Agencies Only</b>			<b>0</b>	<b>0</b>	<b>0</b>			<b>0</b>
1. Does the subgrantee have a governing board?		Non-State Agencies Only				D= Documentation		
2. How many members are on the governing board?		Non-State Agencies Only				D= Documentation		
3. Does the number of members on the governing board match what is written in the organization's by-laws?		Non-State Agencies Only				D= Documentation		
4. How often does the governing board meet?		Non-State Agencies Only				D= Documentation		
5. Does the frequency of the board meetings comply with the organization's by-law meeting requirements?		Non-State Agencies Only				D= Documentation		
6. How many members of the governing board have to be present to constitute a quorum?		Non-State Agencies Only				D= Documentation		
7. Are meeting minutes being recorded?		Non-State Agencies Only				D= Documentation		
8. Do the meeting minutes properly reflect the role of the board?		Non-State Agencies Only				D= Documentation		
9. Are there any written policies that describe removing board members that are not active?		Non-State Agencies Only				D= Documentation		

Section I: Administrative								
Subgrantee Name:		Subgrantee Name						
Area of Review	Authority	Program	In Compliance			I = Interview O=Observation D= Documentation (List Who and What)	Comments	Score
			Yes	No	N/A			
10. Does the governing board receive financial statements during their meetings?		Non-State Agencies Only				D= Documentation		
10a. If so, do the financial statements reflect actual versus budget variance?		Non-State Agencies Only				D= Documentation		
<b>Total Score</b>			<b>0</b>	<b>0</b>	<b>0</b>			<b>0</b>

**Section II: Financial**

Subgrantee Name:		Subgrantee Name					In Compliance	I=Interview O=Observation D= Documentation (List Who and What)	Comments	Score
Area of Review	Authority	Program	In Compliance							
			Yes	No	N/A					
<b>A. Policies and Procedures</b>						0	0	0		0
1. Does the subgrantee have written accounting/fiscal policies and procedures?	SAM, Chapter 3.3(c)(1), page 17	All						D= Documentation		
2. Does the subgrantee have written Purchasing/Procurement policies and procedures?	SAM, Chapter 5.1(b), page 42	All						D= Documentation		
<b>B. Financial Records</b>						0	0	0		0
1. Can the subgrantee produce monthly financial statements that include budgeted cost, actual cost and variances?	SAM, Chapter 3.3(f)(1), page 19	All						D= Documentation		
<b>C. Match</b>						0	0	0		0
1. Is the source(s) of match allowable?	SAM, Chapter 1.3(b), page 2	All						D= Documentation		
2. Is the type of match allowable?	SAM, Chapter 1.3(b), page 3	All						D= Documentation		
3. Is the source(s) of the match amount clearly identified?	SAM, Chapter 1.3(c), page 3	All						D= Documentation		
4. Is the source(s) of the match timing clearly identified?	SAM, Chapter 1.3(c), page 2	All						D= Documentation		
<b>D. Audit Requirements</b>						0	0	0		0

**Section II: Financial**

Subgrantee Name:		Subgrantee Name						
Area of Review	Authority	Program	In Compliance			I=Interview O=Observation D= Documentation (List Who and What)	Comments	Score
			Yes	No	N/A			
1. Does the program require a Federal Single Audit?	SAM, Chapter 6.2(f), pages 53 & 54; OMB A-133/OMB Uniform Guidance: Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards; Conditions to Subgrant, Section 13	All				D= Documentation		
1a. If so, when was the most recent audit completed?	SAM, Chapter 6.2(f), pages 53 & 54; Conditions to Subgrant, Section 13	All				D= Documentation		
1b. If so, was it submitted to the ADECA Audit Section?	SAM, Chapter 6.2(f), pages 53 & 54; Conditions to Subgrant, Section 13	All				D= Documentation		
1c. Were there any findings or repeat findings or unresolved questions in the audit?	SAM, Chapter 6.2(f), pages 53 & 54; Conditions to Subgrant Section 4	All				D= Documentation		
1d. If so, were all findings and questions in the audit report resolved?	SAM, Chapter 6.2(f), pages 53 & 54; Conditions to Subgrant Section 5	All				D= Documentation		

**Section II: Financial**

Subgrantee Name:		Subgrantee Name						
Area of Review	Authority	Program	In Compliance			I=Interview O=Observation D= Documentation (List Who and What)	Comments	Score
			Yes	No	N/A			
2. If a Federal A-133 audit was not required, did the subgrantee have any other audit report completed (i.e., a financial statement or "yellow book" audit)?	SAM, Chapter 6.2(f), pages 53 & 54; Conditions to Subgrant, Section 13	All				D= Documentation		
2a. If so, when was the most recent audit report completed?	SAM, Chapter 6.2(f), pages 53 & 54; Conditions to Subgrant, Section 13; Financial Questionnaire	All				D= Documentation		
2b. If so, was it submitted to the ADECA Audit Section?	SAM, Chapter 6.2(f), pages 53 & 54; Conditions to Subgrant, Section 13	All				D= Documentation		
2c. If so, were all findings and questions in the audit report resolved?	SAM, Chapter 6.2(f), pages 53 & 54; Conditions to Subgrant Section 4	All				D= Documentation		
<b>E. Other Fiscal Requirements</b>			<b>0</b>	<b>0</b>	<b>0</b>			<b>0</b>
1. Does the subgrantee submit a request for funds on a monthly basis even if there is a zero amount?	Conditions to Subgrant, Section 22 (PS, HS); Conditions to Subgrant, Section 25 (HSIP)	All				D= Documentation		

**Section II: Financial**

Subgrantee Name: Subgrantee Name								
Area of Review	Authority	Program	In Compliance			I=Interview O=Observation D= Documentation (List Who and What)	Comments	Score
			Yes	No	N/A			
1a. If yes, is a request for funds submitted by the 15th of each month?	Conditions to Subgrant, Section 22 (PS, HS); Conditions to Subgrant, Section 25 (HSIP)	All				D= Documentation		
2. Is the grant money being drawn down in accordance with the time passed?	SAM, Chapter 3.1, page 15; SAM Chapter 3.3, page 16	All				D= Documentation		
3. Regarding Forms 92:								
3a. Are the Forms 92 being submitted regularly?	SAM, Chapter 2.3(c), page 11	All				D= Documentation		
3c. Are all expenses (less personnel and confidential) supported by invoices?	SAM, Chapter 2.3(b), page 10	All				D= Documentation		
4. What other organizations assist in funding this program?		All				I= Interview D= Documentation		
5. Are expenditures, approvals for expenditures, and finances being managed by separate individuals?	SAM, Chapter 3.3(c)(3) page 17	All				I= Interview D= Documentation		
6. Who signs the subgrantee's checks?	SAM, Chapter 3.3(c)(3) and (6), page 17	All				I= Interview D= Documentation		
7. Do the subgrantee's checks require dual signatures?	SAM, Chapter 3.3(c)(3) and (6), page 17	All				I= Interview D= Documentation		

**Section II: Financial**

Subgrantee Name:		Subgrantee Name						
Area of Review	Authority	Program	In Compliance			I=Interview O=Observation D= Documentation (List Who and What)	Comments	Score
			Yes	No	N/A			
7a. If so, what is the threshold?		All				I= Interview D= Documentation		
8. Is a signature stamp being used for any of the designated signees?	SAM, Chapter 3.3(c)(3) and (6), page 17	All				I= Interview		
8a. If so, for whom?	SAM, Chapter 3.3(c)(3) and (6), page 17	All				I= Interview		
8b. If so, who has access to the signature stamp?	SAM, Chapter 3.3(c)(3) and (6), page 17	All				I= Interview		
9. Are invoices appropriately designated?	SAM, Chapter 2.3(b), page 10	All				I= Interview D= Documentation		
10. Are the subgrantee's purchase orders (or equivalent system) being <b>pre-approved</b> by an authorized official before purchase?	SAM, Chapter 3.3(c)(6), page 17	All				I= Interview D= Documentation		
11. Is there a description of the items on the invoice?	SAM, Chapter 2.3(b), page 10	All				I= Interview D= Documentation		
12. Does the agency/subgrantee have a fidelity bond?	SAM, Chapter 1.5(b)(3), page 5	All				I= Interview		
12a. If so, how much is covered with the fidelity bond? (Note: The amount should be \$100,000 or the highest cash advance, whichever is less.)	SAM, Chapter 1.5(b)(3), page 5	All				D= Documentation		
13. Does the subgrantee have a cash receipt journal and general ledger available (hard copy or electronic accounting system)?	SAM, Chapter 3.3(b)(2), page 16	All				D= Documentation		

**Section II: Financial**

Subgrantee Name: Subgrantee Name								
Area of Review	Authority	Program	In Compliance			I=Interview O=Observation D= Documentation (List Who and What)	Comments	Score
			Yes	No	N/A			
13a. If so, do there appear to be any unusual expenses or discrepancies?	SAM, Chapter 3.3(c)(6), page 17 and (f), page 19	All				D= Documentation		
14. Are a chart of accounts or account codes in place to ensure that there is no comingling of funds?	SAM, Chapter 1.5(b)(2), page 5	All				D= Documentation		
<b>F. Check Review Tool</b>			<b>0</b>	<b>0</b>	<b>0</b>			<b>0</b>
1. What is the check review sample size?						D= Check Review Tool		
2. Are the original invoices/receipts attached?	SAM, Chapter 2.3(b), page 10	All				D= Check Review Tool		
3. Are the expenditures reasonable, allowable and necessary?	SAM, Chapter 4.2(c)(1) and (2), page 25	All				D= Check Review Tool		
4. Are the invoices paid timely?		All				D= Check Review Tool		
5. Do the check and invoices/receipts amounts agree?		All				D= Check Review Tool		
6. Is there documentation of appropriate level of management approval?		All				D= Check Review Tool		
7. Are there dual signatures on the checks, if applicable per subgrantee's policy or when the check signer is the payee?		All				D= Check Review Tool		

**Section II: Financial**

Subgrantee Name:		Subgrantee Name						
Area of Review	Authority	Program	In Compliance			I=Interview O=Observation D= Documentation (List Who and What)	Comments	Score
			Yes	No	N/A			
8. Is the Purchasing/Procurement Policy followed, if applicable?	SAM, Chapter 5.1(b), page 42; OMB Circular A-110	All				D= Check Review Tool		
9. Is the Travel Policy followed, if applicable?	SAM, Chapter 4.6, page 29 & ADECA Form FRMS-6 (REV 4/1999) and ADECA Form FRMS-6A	All				D= Check Review Tool		
<b>Total Score</b>			<b>0</b>	<b>0</b>	<b>0</b>			<b>0</b>

Section III: Personnel								
Subgrantee Name:		Subgrantee Name						
Area of Review	Authority	Program	In Compliance			I = Interview O=Observation D= Documentation (List Who and What)	Comments	Score
			Yes	No	N/A			
<b>A. Personnel Policies and Procedures</b>			0	0	0			0
1. Does the subgrantee have written personnel policies and procedures?		All				D= Documentation		
2. Do the policies and procedures address Conflicts of Interest within the subgrantee?	SAM, Chapter 1.12(a), page 8; Chapter 7.5, page 57	All				D= Documentation		
3. Do the policies and procedures address what is in each employee's file?		All				D= Documentation		
<b>B. Personnel File Review</b>			0	0	0			0
1. What is the personnel file review sample size?		All				D= Personnel File Review Tool		
2. Do the employee's files match what is described within the subgrantee's personnel policies and procedures?		All				D= Personnel File Review Tool		
3. Does each employee's file contain an evaluation as indicated in the subgrantee's personnel policies and procedures?		All				D= Personnel File Review Tool		
4. Does each employee's file contain documentation of receipt of the subgrantee's Drug Free Policy Statement?	SAM Chapter 7.6, pages 57 & 58	All				D= Personnel File Review Tool		

**Section III: Personnel**

Subgrantee Name: Subgrantee Name								
Area of Review	Authority	Program	In Compliance			I = Interview O=Observation D= Documentation (List Who and What)	Comments	Score
			Yes	No	N/A			
5. Does each employee's file contain a correctly completed Form I-9?	Department of Homeland Security, U.S. Citizenship and Immigration Services; Conditions to Subgrant, Section 17 (PS, HS); Conditions to Subgrant, Section 23 (HSIP)	All				D= Personnel File Review Tool		
6. Does each employee's file contain documentation of E-verify completion?	Conditions to Subgrant, Section 17 (PS, HS); Conditions to Subgrant, Section 23 (HSIP)	All				D= Personnel File Review Tool		
7. Does each employee's file contain a correctly completed W-4 form?		All				D= Personnel File Review Tool		
8. Is pay rate included in personnel file?		All				D= Personnel File Review Tool		
9. Does each employee's file contain documentation of receipt of the subgrantee's Non-Discrimination Policy Statement?		All				D= Personnel File Review Tool		

**Section III: Personnel**

Subgrantee Name: Subgrantee Name		In Compliance					I = Interview O=Observation D= Documentation (List Who and What)	Comments	Score
Area of Review	Authority	Program	Yes	No	N/A				
10. Does each employee's file contain documentation of completion of the On-line Task Force Training (www.ctfli.org)? <b>Note:</b> Applicable for members of Law Enforcement Task Force only.	Bureau of Justice Assistance, Justice Assistance Award Continuation Sheet, Special Conditions, Section 37, page 7	Public Safety				D= Personnel File Review Tool			
11. Does each employee's file contain documentation of completion of the Harassment Training during the award period? <b>Note:</b> Applicable for FVPSA only.	Department of Health and Human Services, Administration For Children & Families, Standing Announcement for Family Violence Prevention and Services/Grants for Domestic Violence Shelters and Supportive Services/Grants to States, Appendix B LGBTQ Accessibility Policy, page 21	FVPSA				D= Personnel File Review Tool			
<b>C. Program Changes</b>			<b>0</b>	<b>0</b>	<b>0</b>			<b>0</b>	
1. Has this grant program experienced a change in personnel?	SAM, Chapter 4.4(a), page 26	All				I= Interview, D= Monitoring Plan			
1a. If so, was LETS Form 129 submitted?	SAM, Chapter 4.4(a), page 26	All				I= Interview, D= Monitoring Plan			
<b>D. Payroll</b>			<b>0</b>	<b>0</b>	<b>0</b>			<b>0</b>	

**Section III: Personnel**

Subgrantee Name: Subgrantee Name								
Area of Review	Authority	Program	In Compliance			I = Interview O=Observation D= Documentation (List Who and What)	Comments	Score
			Yes	No	N/A			
1. Are time and attendance records being properly maintained for each employee covered under the grant program?	SAM, Chapter 4.4(c), page 27	All				D= Payroll File Review Tool		
2. Are time and attendance records signed by the employee and an approving official?	SAM, Chapter 4.4(c), page 27	All				D= Payroll File Review Tool		
3. Do time and attendance records properly reflect the percentage of time that an individual is working as indicated in the approved budget? <b>Note:</b> This does not apply to Drug Task Forces.	SAM, chapter 4.4(c), page 27	All except Drug Task Forces				D= Payroll File Review Tool		
4. Are personnel expenditures assigned to grants supported with an after the fact accounting that reflects the actual activity (activity log) of each employee?		All				D= Payroll File Review Tool		
<b>Total Score</b>			<b>0</b>	<b>0</b>	<b>0</b>			<b>0</b>

Section IV: Equal Employment Opportunity (EEO) and Civil Rights Compliance								
Subgrantee Name: Subgrantee Name								
Area of Review	Authority	Program	In Compliance			I = Interview O=Observation D= Documentation (List Who and What)	Comments	Score
			Yes	No	N/A			
			0	0	0			0
1. Has the subgrantee submitted an Equal Employment Opportunity Program Certification, if required?	SAM, Chapter 1.9(b); page 7; Conditions to Subgrant, question 6	All				D= Documentation		
2. Is it true that the subgrantee has no findings of discrimination issued by a federal/state court or federal/state agency?	Grant Application, paragraph 10	All				I= Interview D= Documentation		
2a. If a finding of discrimination was made, did the subgrantee provide a copy of the finding to ADECA within 30 days of receiving notice?	Grant Application, paragraph 10	All				I= Interview D= Documentation		
3. How does the subgrantee notify its <b>employees</b> that it does not discriminate on the basis of race, color, national origin, religion, sex, and/or disability?	SAM, Chapter 1.8, pages 6 & 7	All				I= Interview O= Observation D= Documentation		
4. How does the subgrantee notify <b>clients</b> that it does not discriminate on the basis of race, color, national origin, religion, sex, disability, and/or age? (e.g. Posters, Brochures, etc.)	SAM, Chapter 1.8, pages 6 & 7	Human Services				I= Interview O= Observation D= Documentation		
5. Does the subgrantee have policies and/or procedures in place for notifying <b>clients</b> how to file complaints that allege discrimination has taken place by the subgrantee?		Human Services				I= Interview O= Observation D= Documentation		
6. What steps has the subgrantee taken to provide access to its programs/services to <b>clients</b> who have limited English proficiency?		Human Services				I= Interview O= Observation D= Documentation		
7. Does the subgrantee collect and maintain information on race, sex, national origin, age and disability of victims receiving assistance, where such information is voluntarily furnished by the victim?	Office for Victims of Crime Award Continuation Sheet, Special Conditions, Section 16	VOCA				I= Interview D= Documentation		
<b>Total Score</b>			0	0	0			0

Section V: Equipment								
Subgrantee Name:		Subgrantee Name						
Area of Review	Authority	Program	In Compliance			I = Interview O=Observation D= Documentation (List Who and What)	Comments	Score
			Yes	No	N/A			
			0	0	0			0
1. Is there a process to manage equipment acquired under the subgrant?	SAM, Chapter 5.5(c)(1); page 47	All				I= Interview D= Documentation		
2. Is there a physical inventory of all equipment being paid through the program?	SAM, Chapter 5.5(c)(2)(b); page 48	All				I= Interview D= Documentation		
3. Is a physical inventory of the equipment being taken and the results reconciled at least annually?	SAM, Chapter 5.5(c)(2)(b), page 48	All				I= Interview		
4. Has a PMU-1 Form been submitted to ADECA for equipment purchases over \$5,000?	SAM, Chapter 2.3(b)(7), page 11	All				I= Interview D= Documentation		
5. Has a Bill of Sale and copy of the Title been submitted for vehicle purchases, if applicable?	SAM, Chapter 2.3(b)(7), page 11	All				I= Interview D= Documentation		
6. Does the agency/subgrantee have an ADECA Recipient Property Management Manual?	SAM, Chapter 5.9, page 50	All				I= Interview		
7. Does the subgrantee have any Federally-owned equipment?	SAM, Chapter 5.8, page 50; Conditions to Subgrant, Section 18 (HSIP)	All				I= Interview		
<b>Total Score</b>			0	0	0			0

Section VI: Professional Services								
Subgrantee Name:		Subgrantee Name						
Area of Review	Authority	Program	In Compliance			I = Interview O=Observation D= Documentation (List Who and What)	Comments	Score
			Yes	No	N/A			
			0	0	0			0
1. Does the subgrantee have arrangements and/or contracts with individual contractors/consultants?	SAM, Chapter 2.3(b)(4), page 11	All				I= Interview D= Documentation		
2. Is the contractual agreement in writing?	SAM, Chapter 4.14, page 34	All				I= Interview D= Documentation		
3. Does the contractual agreement provide for legal remedies for breach of contract?		All				I= Interview D= Documentation		
4. Does the contractual agreement provide a termination clause?		All				I= Interview D= Documentation		
5. Are time and effort reports being maintained for consultants?	SAM, Chapter 3.5(a), page 20	All				D= Documentation		
6. Was debarred or suspended status of the contractor/consultant verified?	SAM, Chapter 2.1, page 9; SAM, Chapter 3.2(c) page 16	All				D= Documentation		
7. Does the subgrantee ensure that the contract/consultant maintain records for at least 3 years?	SAM, Chapter 3.5(b), page 21	All				I= Interview D= Documentation		
<b>Total Score</b>			0	0	0			0

**Section VII: Procurement and Publications/Releases**

Subgrantee Name: Subgrantee Name								
Area of Review	Authority	Program	In Compliance			I = Interview O=Observation D= Documentation (List Who and What)	Comments	Score
			Yes	No	N/A			
			0	0	0			0
1. Are goods and/or services for which payment is to be made and rates of compensation supported by adequate documentation?	SAM, Chapter 4.14(a)(1)(c), page 34	All				D= Documentation		
2. Are reimbursements charged at a rate not in excess of actual costs of the goods and/or services?	SAM, Chapter 4.14(a)(2), page 34	All				D= Documentation		
3. Is the cost of goods and/or services reasonable and consistent with those paid for similar goods and/or services in the market place?	SAM, Chapter 3.3(c),(11); SAM, Chapter 4.14(a)(4), page 20; OMB Circular A-110	All				D= Documentation		
4. Does the subgrantee have a proper written procurement procedure?	SAM, Chapter 5.1(b), page 42	All				D= Documentation		
5. If the subgrantee used a sole source, is there adequate documentation?	SAM, Chapter 5.1(d), page 42	All				D= Documentation		
6. Did the subgrantee produce any publications or releases (including written, audio or visual media)?	SAM, Chapter 7.3, page 55 & 56; Conditions to Subgrant, Section 8	All				D= Documentation		
6a. If so, was prior approval granted in budget?	SAM, Chapter 7.2(b), page 55	All				D= Documentation		
6b. If so, did the subgrantee bid out for printing services?		All				I= Interview D= Documentation		

6c. If so, does the production/release include the proper recognition of funding language?	SAM, Chapter 7.2(b), page 56; Conditions to Subgrant, Section 8	All				D= Documentation		
<b>Total Score</b>			0	0	0			0

Section VIII: Travel								
Subgrantee Name:		Subgrantee Name						
Area of Review	Authority	Program	In Compliance			I = Interview O=Observation D= Documentation (List Who and What)	Comments	Score
			Yes	No	N/A			
			0	0	0			0
1. Do travel vouchers contain the following:								
1a. Name of employee?	ADECA Form FRMS-6 (REV 4/1999) and ADECA Form FRMS-6A	All				D= Documentation		
1b. Car mileage?	ADECA Form FRMS-6 (REV 4/1999) and ADECA Form FRMS-6A	All				D= Documentation		
1c. Time of departure and return?	ADECA Form FRMS-6 (REV 4/1999) and ADECA Form FRMS-6A	All				D= Documentation		
1d. Travel to and from?	ADECA Form FRMS-6 (REV 4/1999) and ADECA Form FRMS-6A	All				D= Documentation		
2. Does the travel voucher have a date with a year?	ADECA Form FRMS-6 (REV 4/1999) and ADECA Form FRMS-6A	All				D= Documentation		
3. Are both the traveler and the supervisor signing the travel voucher?	ADECA Form FRMS-6 (REV 4/1999) and ADECA Form FRMS-6A	All				D= Documentation		
4. Is there an established base and does the itinerary return to that base?	ADECA Form FRMS-6 (REV 4/1999) and ADECA Form FRMS-6A	All				D= Documentation		
5. Are all personnel submitting travel vouchers actual employees of the grant?	SAM, Chapter 4.6, page 29	All				D= Documentation		
5a. If not, is a LETS Form 16 being submitted?	SAM, Chapter 4.6, page 29	All				I= Interview D= Documentation		
6. Is travel allowable, necessary and reasonable?		All				D= Documentation		
<b>Total Score</b>			<b>0</b>	<b>0</b>	<b>0</b>			<b>0</b>

**Section IX: Drug Task Force**

Subgrantee Name:		Subgrantee Name						
Area of Review	Authority	Program	In Compliance			I = Interview O=Observation D= Documentation (List Who and What)	Comments	Score
			Yes	No	N/A			
<b>A. Board</b>			<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>	
1. Does the drug task force operate under the direction of a supervisory board as required by the <i>Drug Task Force Certified Assurances</i> ?		Public Safety				D= Documentation		
1a. Who are the members of the supervisory board?		Public Safety				I= Interview D= Documentation		
1b. Does the supervisory board meet on at least a quarterly basis as required by the Department of Justice's <i>Model Standard Operating Procedures for Multi-Jurisdictional Task Forces</i> ?		Public Safety				D= Documentation		
1c. What are the supervisory board's primary responsibilities?		Public Safety				I= Interview D= Documentation		
1d. Are the meeting minutes available for review and do they reflect the proper role of the supervisory board?		Public Safety				D= Documentation		
<b>B. Standard Operation Procedures</b>			<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>	
1. Is the drug task force established by an Inter-Agency Agreement of the jurisdictions involved for the current fiscal grant year as required by the <i>Drug Task Force Certified Assurances</i> ?		Public Safety				D= Documentation		
2. Does the drug task force have a Standard Operating Procedures Manual (SOP) as required by the <i>Drug Task Force Certified Assurance</i> ?		Public Safety				D= Documentation		
2a. When was the last time that the SOP was updated?		Public Safety				D= Documentation		

**Section IX: Drug Task Force**

Subgrantee Name:		Subgrantee Name		In Compliance			I = Interview O=Observation D= Documentation (List Who and What)	Comments	Score
Area of Review	Authority	Program	Yes	No	N/A				
2b. Was a copy of the drug task force's SOP submitted with their application?		Public Safety				D= Documentation			
2c. Does the SOP detail the general operational aspects of the drug task force to ensure that there is proper and efficient administration?		Public Safety				D= Documentation			
2d. Does the SOP address the drug task force commander and his/her responsibilities?		Public Safety				D= Documentation			
2e. Does the SOP address the management of confidential funds?		Public Safety				D= Documentation			
<b>C. Members</b>			<b>0</b>	<b>0</b>	<b>0</b>			<b>0</b>	
1. Are all the members of the drug task force participating members of the Uniform Crime Reporting System as required by the <i>Drug Task Force Certified Assurances</i> ?		Public Safety				D= Documentation			
2. Does the subgrantee have formal letters assigning each member to the drug task force, thereby relieving him/her of all previous duties of the assigning department as required by the <i>Drug Task Force Certified Assurances</i> ?		Public Safety				D= Documentation			
3. Is the drug task force comprised of personnel from at least three or more law enforcement agencies as required by the <i>Drug Task Force Certified Assurances</i> ?		Public Safety				D= Documentation			
4. Are all the members of the drug task force full-time members as required by the <i>Drug Task Force Certified Assurances</i> ?		Public Safety				D= Documentation			
5. Does the drug task force have a full-time prosecutor assigned to the unit as required by the <i>Drug Task Force Certified Assurances</i> ?		Public Safety				D= Documentation			

**Section IX: Drug Task Force**

Subgrantee Name:		Subgrantee Name						
Area of Review	Authority	Program	In Compliance			I = Interview O=Observation D= Documentation (List Who and What)	Comments	Score
			Yes	No	N/A			
6. Has the drug task force commander and each of the drug task force's agents completed the required federal on-line training within 120 days after receiving the grant award as stated in the <i>Grant Application – Standard Subgrant Conditions and Assurances?</i>		Public Safety				D= Personnel File Review Tool		
<b>D. General Program</b>			<b>0</b>	<b>0</b>	<b>0</b>			<b>0</b>
1. Are the seizures/forfeitures being reported as program income on the quarterly reporting forms and does it match what is being reported to ADECA?		Public Safety				D= Documentation		
2. Does the drug task force have an Equitable Sharing Program as required by the <i>Drug Task Force Certified Assurances?</i>		Public Safety				D= Documentation		
3. How are assets/seizures stored and maintained after a drug task force operation?		Public Safety				I= Interview D= Documentation		
3a. Drugs?		Public Safety				I= Interview D= Documentation		
3b. Money?		Public Safety				I= Interview D= Documentation		
3c. Vehicles?		Public Safety				I= Interview D= Documentation		

**Section IX: Drug Task Force**

Subgrantee Name: Subgrantee Name		In Compliance			I = Interview O=Observation D= Documentation (List Who and What)	Comments	Score
Area of Review	Authority	Program	Yes	No			
3d. Weapons?		Public Safety				I= Interview D= Documentation	
4. Who has access to the drug task force's safe and/or evidence room?		Public Safety				I= Interview D= Documentation	
5. Is an inventory of the assets/seizures for the drug task force being performed on at least a yearly basis as required by the Department of Justice's <i>Model Standard Operating Procedures for Multi-Jurisdictional Task Forces</i> ?		Public Safety				D= Documentation	
6. Is there a proper paper trail that indicates:		Public Safety					
6a. How the drug task force forfeiture account withdrawals are being spent?		Public Safety				D= Documentation	
6b. Are the appropriate letters being submitted to ADECA as required?		Public Safety				D= Documentation	
<b>Total Score</b>			<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>

Section X: Domestic Violence Center								
Subgrantee Name:		Subgrantee Name						
Area of Review	Authority	Program	Compliance			I = Interview O=Observation	Comments	Score
			Yes	No	N/A			
<b>A. Center Policies and Procedures</b>			<b>0</b>	<b>0</b>	<b>0</b>			<b>0</b>
1. Does the center have a policy that addresses the provider's code of ethics in compliance with the funder's requirements? (VAWA, SASP, VOCA, etc.) (including a provision that the program will not discriminate in service provision)?	ACADV Standards	Human Services				D= Documentation		
2. Does the center have a policy that addresses clients' rights?	ACADV Standards	Human Services				D= Documentation		
3. Does the center have a policy addressing confidentiality in compliance with the funder's requirements? (VAWA, SASP, VOCA, etc.)?	ACADV Standards	Human Services				D= Documentation		
4. Does the center have a policy addressing record retention and record destruction in compliance with the funder's requirements? (VAWA, SASP, VOCA, etc.)?	ACADV Standards	Human Services				D= Documentation		
5. Does the center have policies/procedures addressing emergencies?	ACADV Standards	Human Services				D= Documentation		
5a. If so, what situations does it cover?	ACADV Standards	Human Services				D= Documentation		
6. Does the center have a policy addressing subpoenas in compliance with the funder's requirements? (VAWA, SASP, VOCA, etc.)?	ACADV Standards	Human Services				D= Documentation		

**Section X: Domestic Violence Center**

Subgrantee Name: Subgrantee Name								
Area of Review	Authority	Program	Compliance			I = Interview O=Observation	Comments	Score
			Yes	No	N/A			
7. Does the center have a policy regarding client files and who has access, including the client in compliance with the funder's requirements? (VAWA, SASP, VOCA, etc.)?	ACADV Standards	Human Services				D= Documentation		
<b>B. General Program</b>			<b>0</b>	<b>0</b>	<b>0</b>			<b>0</b>
1. Is the shelter staffed 24 hours a day/7 days a week?		Human Services				I= Interview		
1a. If not, why not and what would it take?		Human Services				I= Interview		
2. Who staffs the crisis line, if one is available? <b>Note: ACADV Standards do require a crisis line.</b>	ACADV Standards	Human Services				I= Interview		
3. How many beds are available in the shelter?		Human Services				I= Interview		
4. What is the process that is followed when the shelter is full?		Human Services				I= Interview		
5. What is the average length of stay within the shelter?		Human Services				I= Interview		
6. Is there a maximum length of stay that the clients are permitted to stay at the shelter?	ACADV Standards	Human Services				I= Interview D= Documentation		

**Section X: Domestic Violence Center**

Subgrantee Name:		Subgrantee Name		Compliance			I = Interview	Comments	Score
Area of Review	Authority	Program	Yes	No	N/A	O=Observation			
7. Who provides the counseling services within the shelter?		Human Services					I= Interview		
8. Is there a charge for counseling services?		Human Services					I= Interview		
9. Is there a charge for staying at the shelter?		Human Services					I= Interview		
10. Are support group meetings held?		Human Services					I= Interview		
10a. If so, where are the meetings held?		Human Services					I= Interview		
<b>C. Accessibility</b>			<b>0</b>	<b>0</b>	<b>0</b>			<b>0</b>	
1. Is the shelter accessible to persons with mobility limitations as evidenced by parking and signage?	ADA	Human Services					O= Observation		
2. Is the shelter (entrances, exits, doorways, bathrooms(s), activity areas and bedroom(s)) accessible to persons with mobility limitations?	ADA	Human Services					O= Observation		
3. Is the outreach office parking and counseling space accessible?	ADA	Human Services					O= Observation		
<b>D. Security</b>			<b>0</b>	<b>0</b>	<b>0</b>			<b>0</b>	

**Section X: Domestic Violence Center**

Subgrantee Name:		Subgrantee Name						
Area of Review	Authority	Program	Compliance			I = Interview O = Observation	Comments	Score
			Yes	No	N/A			
1. Does the shelter have a security system? Note: <b>ACADV Standards require adequate security, locks on windows &amp; doors.</b>	ACADV Standards	Human Services				I = Interview O = Observation		
2. Is the shelter free of public display, such as a sign, to ensure confidentiality?		Human Services				O = Observation		

**Section X: Domestic Violence Center**

Subgrantee Name:		Subgrantee Name		Compliance			I = Interview	Comments	Score
Area of Review	Authority	Program	Yes	No	N/A	O=Observation			
<b>E. Facility</b>			<b>0</b>	<b>0</b>	<b>0</b>			<b>0</b>	
1. Is the shelter free of deferred maintenance? <i>Note: ACADV Standards require the general upkeep, maintenance, repair of facility in safe and sanitary condition.</i>	ACADV Standards	Human Services				O= Observation			
2. Do the floors appear free of trip hazards?		Human Services				O= Observation			
3. Do the fire extinguishers have current inspection tags?		Human Services				O= Observation			
4. Does the kitchen appear clean and the food is properly stored?	ACADV Standards	Human Services				O= Observation			
5. Laundry facilities are working, adequate and available?	ACADV Standards	Human Services				O= Observation			
6. Do the bedrooms have adequate beds, cribs, etc.?		Human Services				O= Observation			
7. Do the bedrooms have adequate window coverings for privacy?		Human Services				O= Observation			
8. Playground appears free from hazards and equipment is in good repair?	ACADV Standards	Human Services				O= Observation			
<b>F. Confidentiality</b>			<b>0</b>	<b>0</b>	<b>0</b>			<b>0</b>	

**Section X: Domestic Violence Center**

Subgrantee Name:		Subgrantee Name						
Area of Review	Authority	Program	Compliance			I = Interview O = Observation	Comments	Score
			Yes	No	N/A			
1. Does the space where files are kept allow for records to be locked and secured (drawer or office space) and who has access?	ACADV Standards	Human Services				I = Interview O = Observation		
2. Does the area where crisis calls are taken allow for confidential communications?	ACADV Standards	Human Services				I = Interview O = Observation		
3. Does the shelter offer private and confidential space for communications between clients and advocates?	ACADV Standards	Human Services				I = Interview O = Observation		

Section X: Domestic Violence Center									
Subgrantee Name:		Subgrantee Name							
Area of Review	Authority	Program	Compliance			I = Interview O=Observation	Comments	Score	
			Yes	No	N/A				
<b>G. Direct-Service Volunteers</b>			<b>0</b>	<b>0</b>	<b>0</b>			<b>0</b>	
1. Do the direct-service volunteer records contain a Confidentiality Agreement signed by Volunteer Annually?	ACADV Standards	Human Services				D= Direct-Service Volunteer File Review Tool			
2. Do the direct-service volunteer records contain a Provision for Child Abuse Registry Clearance ?	ACADV Standards	Human Services				D= Direct-Service Volunteer File Review Tool			
3. Do the direct-service volunteer records contain a driver's license/auto insurance, if applicable?	ACADV Standards	Human Services				D= Direct-Service Volunteer File Review Tool			
4. Do the direct-service volunteer records contain documentation of recruitment/screening process?	ACADV Standards	Human Services				D= Direct-Service Volunteer File Review Tool			
5. Do the direct-service volunteer records contain documentation indicating training requirements have been met?	ACADV Standards	Human Services				D= Direct-Service Volunteer File Review Tool			
<b>Total Score</b>			<b>0</b>	<b>0</b>	<b>0</b>			<b>0</b>	

**Section XI: Sexual Violence Program**

Subgrantee Name:		Subgrantee Name		Compliance			I = Interview	Comments	Score
Area of Review	Authority	Program	Yes	No	N/A	O=Observation			
<b>A. Program Policies and Procedures</b>				0	0	0			0
1. Does the program have a policy that addresses the provider's code of ethics in compliance with the funder's requirements? (VAWA, SASP, VOCA, etc.) (including a provision that the program will not discriminate in service provision)?	ACASV Standards	Human Services					D= Documentation		
2. Does the program have a policy addressing how clients are notified of who has access to client records?		Human Services					D= Documentation		
3. Does the program have a policy addressing confidentiality, including electronic communication, in compliance with the funder's requirements? (VAWA, SASP, VOCA, etc.)?	ACASV Standards	Human Services					D= Documentation		
4. Does the program have a policy addressing record retention and record destruction in compliance with the funder's requirements? (VAWA, SASP, VOCA, etc.)? (Three years from the submission of the final expenditure report or until the conclusion of any litigation, claim, or audit).	ACASV Standards	Human Services					D= Documentation		
5. Does the program have a policy addressing subpoenas in compliance with the funder's requirements? (VAWA, SASP, VOCA, etc.)?	ACASV Standards	Human Services					D= Documentation		
6. Does the program have a policy regarding client files and who has access, including the client in compliance with the funder's requirements? (VAWA, SASP, VOCA, etc.)?	ACASV Standards	Human Services					D= Documentation		
7. Does the program have a policy addressing a training plan for each employee?	ACASV Standards	Human Services					D= Documentation		

Section XI: Sexual Violence Program										
Subgrantee Name:		Subgrantee Name								
Area of Review	Authority	Program	Compliance			I = Interview O=Observation	Comments	Score		
			Yes	No	N/A					
8. Does the program have a policy addressing a training plan for each direct-service volunteer?	ACASV Standards	Human Services				D= Documentation				
<b>B. General Program</b>			<b>0</b>	<b>0</b>	<b>0</b>			<b>0</b>		
1. Is there a resource/referral list?	ACASV Standards	Human Services				I = Interview O = Observation				
1a. How is the resource/referral list verified?		Human Services				I = Interview				

**Section XI: Sexual Violence Program**

Subgrantee Name:		Subgrantee Name		Compliance			I = Interview	Comments	Score
Area of Review	Authority	Program	Yes	No	N/A	O=Observation			
<b>C. Accessibility</b>			<b>0</b>	<b>0</b>	<b>0</b>			<b>0</b>	
1. Is the facility accessible to persons with mobility limitations as evidenced by parking and signage?	ADA	Human Services				O = Observation			
2. Is the facility (entrances, exits, doorways, bathrooms(s) and activity areas) accessible to persons with mobility limitations?	ADA	Human Services				O = Observation			
<b>D. Facility</b>			<b>0</b>	<b>0</b>	<b>0</b>			<b>0</b>	
1. Is the facility in good repair?		Human Services				O = Observation			
2. Is the facility clean?		Human Services				O = Observation			
3. Is the facility pleasant?		Human Services				O = Observation			
<b>E. Confidentiality</b>			<b>0</b>	<b>0</b>	<b>0</b>			<b>0</b>	
1. Does the space where files are kept allow for records to be locked and secured (drawer or office space) and who has access?	ACASV Standards	Human Services				I = Interview O = Observation			
2. Does the area where crisis calls are taken allow for confidential communications?	ACASV Standards	Human Services				I = Interview O = Observation			
3. Does the facility offer private and confidential space for communications between clients and advocates?	ACASV Standards	Human Services				I = Interview O = Observation			
4. Are support groups held in a location that allows privacy and confidentiality?	ACASV Standards	Human Services				I = Interview O = Observation			
<b>F. Training</b>			<b>0</b>	<b>0</b>	<b>0</b>			<b>0</b>	
1. Does the program have a written record of training for each employee?	ACASV Standards	Human Services				D= Direct-Service Volunteer File Review Tool			

Section XI: Sexual Violence Program										
Subgrantee Name:		Subgrantee Name								
Area of Review	Authority	Program	Compliance			I = Interview O=Observation	Comments	Score		
			Yes	No	N/A					
2. Does the program have a written record of training for each direct-service volunteer?	ACASV Standards	Human Services				D= Direct-Service Volunteer File Review Tool				
<b>Total Score</b>			<b>0</b>	<b>0</b>	<b>0</b>			<b>0</b>		

**Section XII: Children's Advocacy Center (CAC)**

Subgrantee Name:		Subgrantee Name		Compliance			I = Interview	Comments	Score
Area of Review	Authority	Program	Yes	No	N/A	O=Observation			
<b>A. Center Policies and Procedures</b>			<b>0</b>	<b>0</b>	<b>0</b>			<b>0</b>	
1. Does the CAC have a policy addressing the separation of victims and alleged offenders during the investigative process and throughout delivery of services?	NCA Standards	Human Services					D= Documentation		
2. Does the CAC have a cultural competence plan?	NCA Standards	Human Services					D= Documentation		
2a. Does the plan have an evaluation component?	NCA Standards	Human Services					D= Documentation		
3. Does the CAC ensure provisions are made for non-English speaking and deaf or hard of hearing children and their non-offending family members throughout the investigation process?	NCA Standards	Human Services					D= Documentation		
4. Does the CAC have a policy addressing criminal background and child abuse registry checks for employees?	NCA Standards	Human Services					D= Documentation		
4a. Is the CAC in compliance with its criminal background policy for employees?	NCA Standards	Human Services					D= Personnel File Review Tool		
4b. Is the CAC in compliance with its child abuse registry checks policy for employees?	NCA Standards	Human Services					D= Personnel File Review Tool		
5. Does the CAC have a policy addressing criminal background and child abuse registry checks for volunteers?	NCA Standards	Human Services					D= Documentation		
5a. Is the CAC in compliance with its criminal background policy for volunteers?	NCA Standards	Human Services					D= Direct-Service Volunteer File Review Tool		

**Section XII: Children's Advocacy Center (CAC)**

Subgrantee Name:		Subgrantee Name		Compliance			I = Interview	Comments	Score
Area of Review	Authority	Program	Yes	No	N/A	O=Observation			
5b. Is the CAC in compliance with its child abuse registry checks policy for volunteers?	NCA Standards	Human Services				D= Direct-Service Volunteer File Review Tool			
<b>B. General Program</b>			<b>0</b>	<b>0</b>	<b>0</b>			<b>0</b>	
1. Does the multidisciplinary team include a member of law enforcement, child protective services, prosecution, medical, mental health, victim advocacy and the children's advocacy center?	NCA Standards	Human Services				D= Documentation			
2. Are minutes of the multidisciplinary team meetings kept indicating participation?	NCA Standards	Human Services				D= Documentation			
2a. If so, are the entities that signed the documents referenced above in regular attendance?	NCA Standards	Human Services				D= Documentation			
3. Are there materials such as posters, signs, dolls or other items that represent the interests, ages, developmental stages, ethnicities, religions and genders of the children and families served?	NCA Standards	Human Services				I= Interview O= Observation			
3a. If so, what are they?	NCA Standards	Human Services				I= Interview O= Observation			
4. Does the facility allow for observation of families to ensure child safety?	NCA Standards	Human Services				I= Interview			
4a. If not, how is child safety achieved (i.e. supervision)?	NCA Standards	Human Services				I= Interview			
<b>C. Accessibility</b>			<b>0</b>	<b>0</b>	<b>0</b>			<b>0</b>	
1. Is the facility accessible to persons with mobility limitations as evidenced by parking and signage?	ADA	Human Services				O= Observation			
2. Is the facility (entrances, exits, doorways, bathrooms(s) and activity areas) accessible to persons with mobility limitations?	ADA	Human Services				O= Observation			
<b>D. Facility</b>			<b>0</b>	<b>0</b>	<b>0</b>			<b>0</b>	

Section XII: Children's Advocacy Center (CAC)									
Subgrantee Name:		Subgrantee Name							
Area of Review	Authority	Program	Compliance			I = Interview O = Observation	Comments	Score	
			Yes	No	N/A				
1. Is the facility in good repair?	NCA Standards	Human Services				O = Observation			
2. Is the facility clean?	NCA Standards	Human Services				O = Observation			
3. Is the facility pleasant?	NCA Standards	Human Services				O = Observation			
4. Is the facility a child-friendly and welcoming venue?	NCA Standards	Human Services				O = Observation			
<b>E. Confidentiality</b>			<b>0</b>	<b>0</b>	<b>0</b>			<b>0</b>	
1. Does the forensic interview area offer privacy and confidentiality from alleged perpetrators or non-involved parties?	NCA Standards	Human Services				I = Interview O = Observation			
<b>Total Score</b>			<b>0</b>	<b>0</b>	<b>0</b>			<b>0</b>	

**Section XI: Supplemental Tools**

**Subgrantee Name: Subgrantee Name**

Area of Review	Completed:			Comments
	Yes	No	N/A	
Check Review Tool				
Travel Review Tool				
Personnel File Review Tool				
Direct-Service Volunteer Review Tool				
Payroll File Review Tool				
Board Member Interview				
Project Director Interview				