



ADECA MONITORING TOOL
for
Subgrantee Name



SUBGRANTEE NAME: Subgrantee Name

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AREA

- Administrative
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- Personnel
- Equal Employment Opportunity (EEO) and Civil Rights Compliance
- Travel
- Equipment
- Professional Services
- Procurement and Publications/Releases
- Drug Task Force
- Governing Board
- Supplemental Tools

LEGEND

- ACADV Alabama Coalition Against Domestic Violence
- ACASV Alabama Coalition Against Sexual Violence
- ADA The Americans with Disabilities Act
- NCA National Children's Alliance



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	22	0	0	0	0	0	22	22	22
Section II.	Financial	38	0	0	0	0	0	38	38	38
Section III.	Personnel	18	0	0	0	0	0	18	18	18
Section IV.	Equal Employment Opportunity (EEO) and Civil Rights Compliance	4	0	0	0	0	0	4	4	4
Section VIII.	Travel	10	0	0	0	0	0	10	10	10
Section V.	Equipment	9	0	0	0	0	0	9	9	9
Section VI.	Professional Services	7	0	0	0	0	0	7	7	7
Section VII.	Procurement and Publications/Releases	9	0	0	0	0	0	9	9	9
Section IX.	Drug Task Force	20	0	0	0	0	0	20	20	20
Section X.	Governing Board	8	0	0	0	0	0	8	8	8
Total		145	0	0	0	0	0	145	145	145
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			
A. General Requirements			0	0	0		0	
1. Does the subgrantee have the LETS Division Policy Letters?	Policy Letter 1	All				I = Interview D= Monitoring Plan		
2. Was the project operational within 60 days of the original starting date of the subgrant period?	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?	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?	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?	Conditions to Subgrant, Section 2	All				I = Interview D= Monitoring Plan		
3b. If not, was an extension granted?	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.	Conditions to Subgrant, Section 44 for HS Unit, Section 46 for PS Unit	All				D= Documentation		
B. Grant File			0	0	0		0	
1. Is the complete grant file maintained in a central location?	Policy Letter 13	All				I = Interview O= Observation		
2. Does the grant file contain the Grant Application - Budget Pages?	Policy Letter 13	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?	Policy Letter 13	All				D= Documentation		
4. Does the grant file include the State of Alabama Disclosure Statement?	Policy Letter 13	All				D= Documentation		
5. Does the grant file include the Resolution of Applicant for Matching Funds?	Policy Letter 13	All				D= Documentation		
6. Does the grant file include the Subgrant Conditions and Assurances?	Policy Letter 13	All				D= Documentation		
7. Does the grant file include the Certification Regarding Debarment?	Policy Letter 13	All				D= Documentation		
8. Does the grant file include the Certification Regarding Drug-Free Workplace?	Policy Letter 13	All				D= Documentation		
9. Is a copy of the Non-Supplanting Certification included in the grant file?	Policy Letter 13	All				D= Documentation		
10. Does the grant file include the signed Financial Questionnaire?	Policy Letter 13	All				D= Documentation		
11. Does the grant file include the Taxpayer Identification Number (if applicable)?	Policy Letter 13	All				D= Documentation		
12. Does the grant file include a signed and dated Acceptance of Award?	Policy Letter 13	All				D= Documentation		
13. Does the grant file include the Release of Funds Letter?	Policy Letter 13	All				D= Documentation		
C. Revisions and Reports			0	0	0		0	
1. Have any Program and/or Budget Revisions been approved and/or are pending approval?	Standard Subgrant Conditions and Assurances, Section 48	All				I= Interview D= Monitoring Plan		
2. Are all quarterly reports up to date?	Policy Letter 11	All				I= Interview D= Monitoring Plan		
3. To date, have all Quarterly Financial Reports been timely submitted and signed by a Certified Official?	Policy Letter 11	All				I= Interview D= Monitoring Plan		
4. To date, have all Quarterly Narrative Reports been timely submitted and signed?	Policy Letter 11	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?	Policy Letter 11	All				I= Interview D= Monitoring Plan		
6. Have any inaccurate reports been submitted to date?	Policy Letter 11	All				I= Interview D= Monitoring Plan		
6a. Are fiscal quarterly reports submitted with accurate amounts?	Policy Letter 11	All				I= Interview D= Monitoring Plan		
Total Score			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			
A. Policies and Procedures			0	0	0			0
1. Does the subgrantee have written accounting/fiscal policies and procedures?	Policy Letter 14	All				D= Documentation		
2. Does the subgrantee have written Purchasing/Procurement policies and procedures?	2 CFR Part 200.317	All				D= Documentation		
C. Match			0	0	0			0
1. Is the source(s) of match allowable?	Policy Letter 14; 2 CFR Part 200.318	All				D= Documentation		
2. Is the type of match allowable?	Policy Letter 14; 2 CFR Part 200.318	All				D= Documentation		
3. Is the source(s) of the match amount clearly identified?	Policy Letter 14; 2 CFR Part 200.318	All				D= Documentation		
4. Is the source(s) of the match timing clearly identified?	Policy Letter 14; 2 CFR Part 200.318	All				D= Documentation		
D. Audit Requirements			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?	2 CFR Part 200.501; Conditions to Subgrant, Section 31 for HS Unit, Section 33 for PS Unit	All				D= Documentation		
1a. If so, when was the most recent audit completed?	Policy Letter 14	All				D= Documentation		
1b. If so, was it submitted to the ADECA Audit Section?	Policy Letter 14	All				D= Documentation		
1c. Were there any findings or repeat findings or unresolved questions in the audit?	Conditions to Subgrant, Section 32 for HS Unit, Section 34 for PS Unit	All				D= Documentation		
1d. If so, were all findings and questions in the audit report resolved?	Conditions to Subgrant, Section 32 for HS Unit, Section 34 for PS Unit	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 audit was not required, did the subgrantee have any other audit report completed (i.e., a financial statement or "yellow book" audit)?	Policy Letter Number 14	All				D= Documentation		
2a. If so, when was the most recent audit report completed?	Policy Letter 14	All				D= Documentation		
2b. If so, was it submitted to the ADECA Audit Section?	Policy Letter 14	All				D= Documentation		
2c. If so, were all findings and questions in the audit report resolved?	Conditions to Subgrant, Section 32 for HS Unit, Section 34 for PS Unit	All				D= Documentation		
E. Other Fiscal Requirements			0	0	0			0
1. Does the subgrantee submit a request for funds on a monthly basis even if there is a zero amount?	Policy Letter Number 4	All				D= Documentation		
1a. If yes, is a request for funds submitted by the 15th of each month?	Policy Letter Number 4	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. Is the grant money being drawn down in accordance with the time passed?	Policy Letter Number 4	All				D= Documentation			
3. Regarding Request for funds:									
3a. Are Request for Funds being submitted regularly?	Policy Letter 4	All				D= Documentation			
3c. Are all expenses (less personnel and confidential) supported by invoices?	Policy Letter 4	All				D= Documentation			
4. What other organizations assist in funding this program?	Policy Letter 4	All				I= Interview D= Documentation			
5. Are expenditures, approvals for expenditures, and finances being managed by separate individuals?	Appendix XI to Part 200 - Compliance Supplement	All				I= Interview D= Documentation			
6. Who signs the subgrantee's checks?	Policy Letter 5	All				I= Interview D= Documentation			
7. Do the subgrantee's checks require dual signatures?	Policy Letter 5	All				I= Interview D= Documentation			
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?	Policy Letter 5	All				I= Interview			

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			
8a. If so, for whom?	Policy Letter 5	All				I= Interview		
8b. If so, who has access to the signature stamp?	Policy Letter 5	All				I= Interview		
9. Are invoices appropriately designated?	Policy Letter 5	All				I= Interview D= Documentation		
10. Are the subgrantee's purchase orders (or equivalent system) being pre-approved by an authorized official before purchase?	Policy Letter 5	All				I= Interview D= Documentation		
11. Is there a description of the items on the invoice?	Policy Letter 4	All				I= Interview D= Documentation		
12. Does the agency/subgrantee have a fidelity bond?	Conditions to Subgrant, Section 36for HS Unit, Section 38 for PS Unit	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.)	Conditions to Subgrant, Section 36for HS Unit, Section 38 for PS Unit	All				D= Documentation		
13. Does the subgrantee have a cash receipt journal and general ledger available (hard copy or electronic accounting system)?	Policy Letter 14	All				D= Documentation		
13a. If so, do there appear to be any unusual expenses or discrepancies?	Policy Letter 14	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			
14. Are a chart of accounts or account codes in place to ensure that there is no comingling of funds?	Policy Letter 14	All				D= Documentation		
F. Check Review Tool			0	0	0			0
1. What is the check review sample size?		All				D= Check Review Tool		
2. Are the original invoices/receipts attached?	Policy Letter 14	All				D= Check Review Tool		
3. Are the expenditures reasonable, allowable and necessary?	2 CFR Part 200.404	All				D= Check Review Tool		
4. Are the invoices paid timely?	Policy Letter 4	All				D= Check Review Tool		
5. Do the check and invoices/receipts amounts agree?	Policy Letter 14	All				D= Check Review Tool		
6. Is there documentation of appropriate level of management approval?	Policy Letter 5	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?	Policy Letter 15	All				D= Check Review Tool		
8. Is the Purchasing/Procurement Policy followed, if applicable?	2 CFR Part 200.318	All				D= Check Review Tool		
9. Is the Travel Policy followed, if applicable?	Policy Letter 7	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			
Total Score			0	0	0			0

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				
A. Personnel Policies and Procedures			0	0	0			0	
1. Does the subgrantee have written personnel policies and procedures?	Policy Letter 14	All				D= Documentation			
2. Do the policies and procedures address Conflicts of Interest within the subgrantee?	Policy Letter 14	All				D= Documentation			
3. Do the policies and procedures address what is in each employee's file?	Policy Letter 14	All				D= Documentation			
B. Personnel File Review			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?	Policy Letter 14	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?	Policy Letter 14	All				D= Personnel File Review Tool			
4. Does each employee's file contain documentation of receipt of the subgrantee's Drug Free Policy Statement?	Policy Letter 14	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;	All				D= Personnel File Review Tool		
6. Does each employee's file contain documentation of E-verify completion?	Policy Letter 14	All				D= Personnel File Review Tool		
7. Does each employee's file contain a correctly completed W-4 form?	Policy Letter 14	All				D= Personnel File Review Tool		
8. Is pay rate included in personnel file?	Policy Letter 14	All				D= Personnel File Review Tool		
9. Does each employee's file contain documentation of receipt of the subgrantee's Non-Discrimination Policy Statement?	Policy Letter 14	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			
10. Does each employee's file contain documentation of completion of the On-line Task Force Training (www.ctfli.org)? Note: Applicable for members of Law Enforcement Task Force only.	Bureau of Justice Assistance, Justice Assistance Award Continuation Sheet	Public Safety				D= Personnel File Review Tool		
C. Program Changes			0	0	0			0
1. Has this grant program experienced a change in personnel?	Policy Letter 3	All				I= Interview, D= Monitoring Plan		
1a. If so, was the "Notification of Changes in Subgrant Personnel" submitted?	Policy Letter 3	All				I= Interview, D= Monitoring Plan		
D. Payroll			0	0	0			0
1. Are time and attendance records being properly maintained for each employee covered under the grant program?	Policy Letter 3	All				D= Payroll File Review Tool		
2. Are time and attendance records signed by the employee and an approving official?	Policy Letter 3	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? Note: This does not apply to Drug Task Forces.	Policy Letter 3	All except Drug Task Forces				D= Payroll 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			
4. Are personnel expenditures assigned to grants supported with an after the fact accounting that reflects the actual activity (activity log) of each employee?	Policy Letter 3	All				D= Payroll File Review Tool		
Total Score			0	0	0			0

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?	EEOP Certification Form	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?	Policy Letter 14	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?	Policy Letter 14	All				I= Interview D= Documentation		
3. How does the subgrantee notify its employees that it does not discriminate on the basis of race, color, national origin, religion, sex, and/or disability?	Standard Subgrant Conditions and Assurance Number 38	All				I= Interview O= Observation D= Documentation		
4. How does the subgrantee notify clients that it does not discriminate on the basis of race, color, national origin, religion, sex, disability, and/or age? (e.g. Posters, Brochures, etc.)	Policy Letter 14	Human Services				I= Interview O= Observation D= Documentation		
5. Does the subgrantee have policies and/or procedures in place for notifying clients how to file complaints that allege discrimination has taken place by the subgrantee?	Policy Letter 14	Human Services				I= Interview O= Observation D= Documentation		
6. What steps has the subgrantee taken to provide access to its programs/services to clients who have limited English proficiency?	Policy Letter 14	Human Services				I= Interview O= Observation D= Documentation		
7. Review and update the civil rights compliance checklist. Have there been any changes?	Policy Letter 14	All				I= Interview O= Observation D= Documentation		
7a. Is the subrecipient still in compliance?	Policy Letter 14	All				I= Interview O= Observation D= Documentation		
8. 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		
Total Score			0	0	0			0

Section V: 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?	Policy Letter 7	All				D= Documentation		
1b. Car mileage?	Policy Letter 7	All				D= Documentation		
1c. Time of departure and return?	Policy Letter 7	All				D= Documentation		
1d. Travel to and from?	Policy Letter 7	All				D= Documentation		
2. Does the travel voucher have a date with a year?	Policy Letter 7	All				D= Documentation		
3. Are both the traveler and the supervisor signing the travel voucher?	Policy Letter 7	All				D= Documentation		
4. Is there an established base and does the itinerary return to that base?	Policy Letter 7	All				D= Documentation		
5. Are all personnel submitting travel vouchers actual employees of the grant?	Policy Letter 7	All				D= Documentation		
5a. If not, is a LETS Form 16 being submitted?	Policy Letter 7	All				I= Interview D= Documentation		
6. Is travel allowable, necessary and reasonable?	Policy Letter 7	All				D= Documentation		
Total Score			0	0	0			0

Section VI: 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?	Policy Letter 14	All				I= Interview D= Documentation		
2. Is there a physical inventory of all equipment being paid through the program?	Policy Letter 10	All				I= Interview D= Documentation		
3. Is a physical inventory of the equipment being taken and the results reconciled at least annually?	Policy Letter 10	All				I= Interview		
4. Has a PMU-1 Form been submitted to ADECA for equipment purchases over \$5,000?	Policy Letter 10	All				I= Interview D= Documentation		
5. Did the agency purchase a vehicle with grant funds?	Policy Letter 14	All				I= Interview D= Documentation		
6. Is the agency maintaining a travel log for the purchased vehicle that contains the date, beginning mileage, ending mileage and brief description of use of vehicle?	Policy Letter 14	All				I= Interview D= Documentation		
7. Has a Bill of Sale and copy of the Title been submitted for vehicle purchases, if applicable?	Policy Letter 10	All				I= Interview D= Documentation		
8. Does the agency/subgrantee have an ADECA Recipient Property Management Manual?	Policy Letter 14	All				I= Interview		
9. Does the subgrantee have any Federally-owned equipment?	Policy Letter 10	All				I= Interview		
Total Score			0	0	0			0

Section VII: 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?	Policy Letter 15	All				I= Interview D= Documentation		
2. Is the contractual agreement in writing?	Policy Letter 15	All				I= Interview D= Documentation		
3. Does the contractual agreement provide for legal remedies for breach of contract?	Policy Letter 15	All				I= Interview D= Documentation		
4. Does the contractual agreement provide a termination clause?	Policy Letter 15	All				I= Interview D= Documentation		
5. Are time and effort reports being maintained for consultants?	Policy Letter 15	All				D= Documentation		
6. Was debarred or suspended status of the contractor/consultant verified?	Policy Letter 15	All				D= Documentation		
7. Does the subgrantee ensure that the contract/consultant maintain records for at least 3 years?	Policy Letter 15	All				I= Interview D= Documentation		
Total Score			0	0	0			0

Section VIII: 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?	Policy Letter 5	All				D= Documentation		
2. Are reimbursements charged at a rate not in excess of actual costs of the goods and/or services?	Policy Letter 5	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?	2 CFR Part 200.404	All				D= Documentation		
4. Does the subgrantee have a proper written procurement procedure?	2 CFR Part 200.319	All				D= Documentation		
5. If the subgrantee used a sole source, is there adequate documentation?	2 CFR Part 200.320	All				D= Documentation		
6. Did the subgrantee produce any publications or releases (including written, audio or visual media)?	Conditions to Subgrant, Section 40 for HS Unit, Section 42 for PS Unit	All				D= Documentation		
6a. If so, was prior approval granted in budget?	Policy Letter 14	All				D= Documentation		
6b. If so, did the subgrantee bid out for printing services?	2 CFR Part 200.320	All				I= Interview D= Documentation		

6c. If so, does the production/release include the proper recognition of funding language?	Conditions to Subgrant, Section 40 for HS Unit, Section 42 for PS Unit	All				D= Documentation		
Total Score			0	0	0			0

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				
A. Board			0	0	0			0	
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. Standard Operation Procedures			0	0	0			0	
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							
Area of Review	Authority	Program	In Compliance			I = Interview O=Observation D= Documentation (List Who and What)	Comments	Score	
			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			
C. Members			0	0	0			0	
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

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		
D. General Program			0	0	0			0
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							
Area of Review	Authority	Program	In Compliance			I = Interview O=Observation D= Documentation (List Who and What)	Comments	Score	
			Yes	No	N/A				
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			
Total Score			0	0	0			0	

Section X: Governing Board**Subgrantee Name: Subgrantee Name****Authority****Area of Review****A. Governing Board: Non-State Agencies Only**

1. Does the subgrantee have a governing board?

Policy Letter 14

2. How many members are on the governing board?

Policy Letter 14

3. Does the number of members on the governing board match what is written in the organization's by-laws?

Policy Letter 14

4. How often does the governing board meet?

Policy Letter 14

5. Does the frequency of the board meetings comply with the organization's by-law meeting requirements?

Policy Letter 14

6. How many members of the governing board have to be present to constitute a quorum?

Policy Letter 14

7. Are meeting minutes being recorded?	Policy Letter 14
8. Do the meeting minutes properly reflect the role of the board?	Policy Letter 14
9. Are there any written policies that describe removing board members that are not active?	Policy Letter 14
10. Does the governing board receive financial statements during their meetings?	Policy Letter 14
10a. If so, do the financial statements reflect actual versus budget variance?	Policy Letter 14
Total Score	

Non-State Agencies Only				D= Documentation
Non-State Agencies Only				D= Documentation
Non-State Agencies Only				D= Documentation
Non-State Agencies Only				D= Documentation
Non-State Agencies Only				D= Documentation
	0	0	0	

	0

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				