Agency Name:	**NCCASA Subgrantee Monitor:**	**On Site Review Date:**	**Report Date:**
Part. I General Administrative Requirements	**YES**	**No**	**Comments**
Proof of active non-profit status (**Document Review)**			
Proof of current applicable insurance coverage **(Document Review)**			
The subgrantee maintains written personnel policies and procedures (**Document Review)**			
The subgrantee maintains separate personnel files for each program employee or volunteer **(Document Review)**			
The subgrantee submits an annual audit report in accordance with the contract requirements. (**Document Review)**			
Position descriptions and resumes were submitted for all staff funded. (**Document Review)**			
Timesheets are maintained for all staff paid by the grant. (**Document Review)**			
Received prior approval from NCCASA for any subcontracted services funded by the grant. **(Document Review)**			
Publications, media or program advertisements contain acknowledgment of support as required by the contract. **(Document Review)**			
The subgrantee received prior approval from NCCASA for all travel and/or training expenses supported by this contract. **(Document Review)**			
Communication between NCCASA and agency staff is effective. Agency staff responds timely. (**review of all correspondance)**			
The subgrantee submitted an acceptable Equal Employment Opportunity Plan and has posted an EEOP for employees (environment scan) and listed on all employment application materials. **(Document Review)**			
Accessibility	**YES**	**No**	**Comments**
The agency accepts persons who are eligible for services based on state and federal definitions. The agency provides services regardless of immigration status, age, physical or mental ability, gender identitiy or expression, race, creed, sexual orientation or religious orientation. (**Policy & Procedure Review)**			
The agency follows the Fundamental Elements of Accessibility when responding to clients with hearing, sight, or other disabilities. **(Policy and Procedure Review)**			
The agency makes appropriate accommodations to communicate with clients who speak foreign languages or those who are Deaf, Deaf-Blind, or Hard of Hearing. Children are not used as interpreters. **(Policy and Procedure Review)**			
Policy Review	**Yes**	**No**	**Comments**
Do policies specifically reference sexual assault? **(Document Review)**			
Do policies reference acknowledging and addressing trauma ? **(Document Review)**			

Are there policies pro-actively addressing vicarious trauma? **(Document Review)**			
Agency has Releases of Information that are reflective of best practice and VAWA complient. (**Document Review)**			
Agency follows Advocate Privilege and has a practice of explaining this to survivors (either written or oral). (**Document Review)**			
Agency provides all clients with information about what and how their data is collected, stored and where the information is sent. Agency also receives survivors permission to do so. **(Document Review)**			
Program Structure	**YES**	**No**	**Comments**
Does the program name reflect services for all sexual violence survivors?			
Are staff cross trained in sexual assault services? (**Training record review)**			
Does the mission statement specifically mention sexual assault?			
What kind of information about sexual assault is on the website? (**Website Review)**			
What kind of information about sexual assault is in brochures? **(Document Review)**			
What kind of information about sexual assault is in printed materials? (**Document Review)**			
Are job descriptions generic or do they include specific information about providing sexual violence services? All job descriptions or just one or a few? **(Document Review)**			
Are all sexual assault services provided at the shelter? **(Interviews w/ staff & policies and procedures review)**			
Do staff training requirements include specific sexual assault information, especially sexual violence outside the context of an intimate partner relationship? (**Training records)**			
Does the agency make services for sexual assault survivors an equal priority to domestic violence? How is this demonstrated? (ie: staff time, budget, location of services, etc.) **(Document Review)**			
Programmatic Requirements	**Yes**	**No**	**Comments**
Service statistics are maintained, including outputs and outcomes. **(Data Review)**			
Victim services provided are reported and documented in client files. **(Data & Policy and procedure review)**			
Subgrant funds are used to support activities and staff providing core sexual assault services (24 hour hot line, information and referral, crisis intervention, advocacy, accompaniment, community awareness, system coordination and support groups). (**Review of timesheet and staff interviews)**			
Ageny has a protocol for and they train all staff and volunteers on the following core services: hotline, information and referral, crisis intervention, advocacy, hospital accompaniment, law enforcement accompaniment and supportive counseling/active listening. (**Policy and Procedures Review)**			

All programmatic reporting requirements achieved to date. **(Data review)**			

Data Review	Comments
Are survivors being served across the life span?	
Are men being served?	
Are children and/or parents of children being served?	
What is the ratio of domestic violence survivors to sexual assault survivors served compared to the funding for each issue?	
Does the agency data look similar to their communities census data?	
Questions for SASP funded staff	
How would someone know you are providing sexual assault services across the lifespan?	
What services do you provide for adult survivors of child sexual abuse?	
If someone was assaulted 5 years ago, what kind of services could they receive?	
How are the services you provide for sexual assault survivors differnet from domestic violence services?	
What kind of sexual assault services are being provided beyond forensic exam or criminal legal system accompaniment?	

Grant Outcome Updates	
Have there been any changes/adjustments made to the grant timeline?	
Have there been any programmatic adjustments?	
Where do you feel you've had the most success with this project?	
What areas do you feel the agency needs TA or support around SASP related objectives?	

Financial Management	Yes	No	Comments
The agency provides bonding or insurance of persons responsible for financial resources to safeguard against theft or fraud. **(Document Review)**			
All checks over $500 have two signatures . Recommended signatures are a Board member and staff, not two staff. **(Document Review)**			
Accounting records are supported by source documentation such as canceled checks, paid bills, payrools, time and attendance records, contract and sub-contract award documents. (**Review of accounting records)**			
Records related to SASP are stored for five years. (**Policies and Procedures Review)**			

The agency maintains an inventory record for all fixed assets or equipment purchased with SASP funds. Equipment records should also indicate discarded or disposed of equipment or trade-ins. (**Equipment Inventory Review)**			
Expenditure reports are correct, allowable, and on time. (**Review of submitted cost reports)**			
The subgrantee ensures that shared costs are fair and equitable. (**Accounting records)**			
In the past, the agency has not reverted any SASP funds. (**Record Review)**			