



IOWA DEPARTMENT OF JUSTICE
OFFICE OF THE ATTORNEY GENERAL

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On-Site Monitoring

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Frequency of on-site monitoring

A full on-site programmatic and fiscal monitoring of an organization will be determined by the results of the financial risk assessment. Subrecipients designed as low or medium risk will receive at least one full financial and programmatic on-site monitoring visit every **three years**. Subrecipients designated as high risk will receive at least one full financial and programmatic on-site monitoring visit every **two years**. New organizations will receive at least one full financial and programmatic on-site monitoring visit **within the last two years** of the grant.

Pre-site monitoring

Each organization will complete a **Pre-Site Monitoring Tool** prior to CVAD conducting an on-site monitoring visit. The pre-site monitoring tool provides CVAD an update on the organization's financial and programmatic administration, as well as an update on funded projects. This will assist CVAD in determining what should be reviewed or focused on at the site monitoring visit.

There are three types of pre-site monitoring tools:

1. Victim services and VOCA Projects
2. Prosecution and victim witness coordinator
3. Law enforcement

To prepare for the site monitoring, CVAD will review the subrecipient's updated policies and procedures, relevant board of director information, the current CVAD grant application (goals and objectives), previous monitoring reports, program reports and claims.

On-site monitoring

CVAD staff will review the subrecipient's personnel and volunteer files, interview staff, review professional services contracts, review property and equipment purchased with CVAD funds, review redacted client files and review financial information, including time and activity logs. Shelters will also be monitored for safety and accessibility. CVAD will discuss best practices and offer assistance where needed to improve services to crime victims.

CVAD may opt to conduct a virtual site monitoring visit in lieu of an on-site monitoring visit when unforseen

circumstances require (i.e. a pandemic, low CVAD staffing levels), at their discretion. CVAD will notify the program and provide instructions ahead of the virtual site monitoring visit.

Within 60 days of the on-site monitoring visit, CVAD will issue an on-site monitoring report based on the on-site monitoring visit. The monitoring report will include any required corrective actions or recommendations for improvement. The monitoring report is sent to key personnel such as the executive director, board chair, police chief, sheriff or county attorney.

