Site Monitoring

Frequency of on-site monitoring
Pre-Site Monitoring
On-Site Monitoring
Site Monitoring Tools and Checklists

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Using GVS for Site Monitoring

Site monitoring from scheduling the visit to completion will be done using our online grants management system. If you are not familiar with using GVS for site monitoring, here are the instructions: GVS Monitoring Instructions for Grantees.

Site monitoring instructional video

Site monitoring instructional PowerPoint slides

Pre-Site Monitoring Tool

There are three pre-site monitoring tools: one for victim services organizations (includes VOCA projects), one for criminal justice organization (STOP VAWA prosecutors, law enforcement, and courts), and one specific to organizations that are only funded for a Victim Witness Coordinator project:

1. Victim services pre site monitoring tool
2. Criminal justice pre site monitoring tool
3. Victim Witness Coordinator only pre-site monitoring tool

Checklist of Documents to be Reviewed

To prepare for the site visit, subrecipients will be given a list of items we will review. The Grantee Upload Checklist list the documents that are required to be uploaded to the Iowa Department of Justice Grants Management System (IA DOJ GMS or previously known as GVS) or have available at the site monitoring visit. This information will be provided to the grantee at least 2 months prior to a regular scheduled site monitoring visit in preparation.

Policies and Procedures

As required by state and federal grantees, subrecipients are required to have several policies and procedures in place and in practice. Prior to a site visit, subrecipients will be told which policies we will review. ***Coming Soon: Policies & Procedures Guidance*** which provides a list of required policies/procedures along with a content summary to assist grantees.

Personnel and Volunteer File Requirements

This checklist provides subrecipients with a detailed list of personnel and volunteer requirements, such as background checks, training requirements and hiring verification. Subrecipients will complete and upload Form C: Expanded Personnel and Volunteer File Certification as directed.

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, or more often as determined by the victim assistance section**. Subrecipients designated as high risk will receive at least one full financial and programmatic on-site monitoring visit every **two years, or more often as determined by the victim assistance section.** 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

Site visits are scheduled and documents are uploaded in Iowa Department of Justice Grants Management System (IA DOJ GMS or previously known as Grants for Victim Services or GVS) via the pre-site monitoring page of the monitoring component.

Each organization is to complete and upload a ***pre-site monitoring tool*** and all other required documents **prior to the scheduled site visit by the required deadline as indicated by the Grants Compliance Coordinator.** The pre-site monitoring tool provides an update on the organization's financial and programmatic administration, as well as an update on funded projects. This will assist those conducting the site visit to determine what should be reviewed or focused on at the site monitoring visit.

Subrecipients will receive a **grantee upload checklist.** This checklist will either be emailed or available in IA DOJ GMS to be downloaded. The grantee checklist specifies which documents are to be uploaded on the pre-site monitoring page in IA DOJ GMS prior to the site monitoring visit and which documents are to be available for review on site.

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

On-site and Virtual Monitoring

Staff will interview staff, review professional services contracts, review property and equipment purchased with grant funds, review redacted client files (if requested) and review financial information, including time and activity logs. Shelters will also be monitored for safety and accessibility. Staff will discuss best practices and offer assistance where needed to improve services to crime victims.

Victim assistance staff may opt to conduct a virtual site monitoring visit in lieu of an on-site monitoring visit at their discretion. Victim assistance will notify the subrecipient and provide instructions prior to the site monitoring visit. All victim service organizations including VOCA initiatives will have on-site monitoring visits unless otherwise indicated in the site monitoring documentation from the victim assistance staff. Any criminal justice, statewide or other funded organizations will receive virtual monitoring unless otherwise indicated by the victim assistance staff.

After the site visit the subrecipient will be provided with a summary of items to be updated or corrected, along with a timeline for completion. Staff will send the pre-site monitoring page back in the Iowa Department of Justice Grants Management System to the subrecipient so updated or corrected items can be resubmitted by the due date.

When the monitoring is complete, and all outstanding issues have been resolved, the subrecipient will receive an email from IA DOJ GMS stating the monitoring is complete. If there are serious findings, the subrecipient may be required to comply with a corrective action plan (CAP).

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