

Subcontract Monitoring Form

Instructions: Subrecipients of CVAD grant funds are required to have a process for monitoring grant subcontracts. This form contains the minimum requirements for monitoring and must be completed at least once during the duration of the subcontract and more often if changes are made to the terms of the grant or grant paid staff. Monitoring of new subcontracts should take place within 6 months of the start date. Completed forms should be retained in the grant file and available for inspection by Victim Services Support (VSS) staff of CVAD.

CVAD Subrecipient: _____ Subcontractor: _____

Date Subcontract was authorized by CVAD: _____

PERSONNEL

Grant Funded Position(s): _____

Qualifications, if any, required: _____

Qualifications met: Yes No Comments: _____

Background check

Date Completed: _____ Type of record check completed: _____

PROGRAM COMPLIANCE

Proof of compliance with Title VI: Written Limited English Proficiency (LEP) plans that outline policies and procedures for ensuring victims have access to necessary forms of communication, both written and verbal:

Proof that subcontractor has not been debarred or suspended (www.sam.gov):

Equipment purchased with grant funds is listed on an equipment log (which will subsequently be on the CVAD Equipment Summary Report) and being used by project staff: Comments: _____

Verify compliance with the terms of the subcontract. (Describe what was checked.) _____

REPORTING

Describe the frequency of reporting: _____

Describe how report data is verified: _____

INVOICING

Describe supporting documentation (in addition to invoice) received in order to make payments to the subcontractor: _____

Describe the frequency of invoicing: _____

Additional comments: _____

Name of person(s) Monitoring the above: _____

Date the above was monitored: _____

Signature(s) of Monitor(s): _____