Police-Referred Mediation Pilot Project - Monitoring Checklist

Center:

Date:

		Compliance Y, N or PG	Notes
1. General	MOU is signed by Authorized Representative and Authorized Representative has the legal authority to accept the subaward on behalf of the center.		
	Organizational Capacity questionnaire is completed		
	Program Costs Table is completed to-date		
2. Lobbying	Funds are not being used for lobbying or for anything to do with the political process.		
3. Discrimination & Equal Opportunity			
a) Grievance Policy for bullying/harassment of LGBTQ population	Grievance policy that outlines the complaint procedures for bullying and/or harassment for the LGBTQ population is available.		
b) Plan to serve people with disabilities or limited English proficiency.	Plan in place to ensure effective communication and equal access to project activities, including ● communication with individuals with Limited English Proficiency ● use of qualified interpretation or translation services ● communication with individuals who are deaf or have disabilities		
c) For centers employing more than 5 employees…	Annual training on the center's sexual harassment policy is provided to all employees;		

	The sexual harassment policy is in a conspicuous public place and in the employer's handbook		
d) Nondiscrimination Disclosure	Broadcasts of project information state that *the project is an equal opportunity project* or otherwise indicate that discrimination in hiring and service provision is prohibited by federal law. The rights of beneficiaries and complaint procedures related to equal opportunity should be in handbooks, manuals, pamphlets and other material which are ordinarily distributed to the public to describe the federally assisted programs and the requirements for participation by recipients and beneficiaries.		
e) Labor posters	Posters which 1) state that the center operates programs subject to the nondiscrimination requirements of title VI, 2) summarize those requirements, 3) note the availability of title VI information from the center and the federal agencies, and 4) explain briefly the procedures for filing complaints are displayed prominently in reasonable numbers and places.		
4. Fraud, Waste & Abuse			
a) Fraud, Waste & Abuse Disclosure - No recrimination	Employees are informed, in writing of their rights and remedies under 41 U.S.C. 4712 including all applicable provisions that prohibit, under specified circumstances, discrimination against an employee as reprisal for the employee's disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant.		
b) Travel	Do mileage reimbursements have accompanying route descriptions (from apps) and do other travel expenses have receipts?		

5. Drug Free Workplace notification	Posted in conspicuous places (including job postings) is a statement notifying employees or potential employees that the subrecipient is a drug-free workplace.		
6. Acknowledgements			
a) Required language on project materials	Any written, visual, or audio publications funded in whole or in part under this award, with the exception of press releases, shall contain the following statements: *"This project was supported by Grant No. 15PBJA-24-GG-00236-BRND awarded by the Bureau of Justice Assistance. The Bureau of Justice Assistance is a component of the Department of Justice's Office of Justice Programs, which also includes the Bureau of Justice Statistics, the National Institute of Justice, the Office of Juvenile Justice and Delinquency Prevention, the Office for Victims of Crime, and the SMART Office. Points of view or opinions in this document are those of the author and do not necessarily represent the official position or policies of the U.S. Department of Justice. It is an equal opportunity project."*		
b) Required language on project supported websites.	Any Website funded in whole or in part under this award includes the following statement on the home page, on all major entry pages (i.e., pages (exclusive of documents) whose primary purpose is to navigate the user to interior content), and on any pages from which a visitor may access or use a Web-based service, including any pages that provide results or outputs from the service: *"This Web site is funded in whole or in part through a grant from the Bureau of Justice Assistance, Office of Justice Programs, U.S. Department of Justice. Neither the U.S. Department of Justice nor any*		

	of its components operate, control, are responsible for, or necessarily endorse, this Website (including, without limitation, its content, technical infrastructure, and policies, and any services or tools provided)." The full text of the foregoing statement must be clearly visible on the home page. On other pages, the statement may be included through a link, entitled "Notice of Federal Funding and Federal Disclaimer," to the full text of the statement.		
7. Employee Eligibility			
a) Notification & Verification	All persons who are or will be involved in activities under this award are notified that (1) this award requires verification of employment eligibility, and (2) the associated provisions in 8 U.S.C. 1324a(a)(1) make it unlawful, in the United States, to hire (or recruit for employment) certain aliens. Employment eligibility is verified for the individual who is being hired, consistent with the provisions of 8 U.S.C. 1324a(a)(1). Records of all employment eligibility verifications are retained in accordance with Form I-9 record retention requirements, as well as records of all pertinent notifications and trainings.		
8. Working with Minors			
a) Policy & background checks	Centers working with minors have a policy that conforms with DOJ requirements.		

	In addition to information resulting from checks or screening required by applicable federal, state, tribal, or local law, each of the following must be completed no earlier than six months before for anyone working with minors. (1) A search (by current name, and, if applicable, by previous name(s) or aliases), of the pertinent and reasonably- accessible federal, state, and (if applicable) local and tribal sex offender and child abuse websites/public registries, including-- (a) the Dru Sjodin National Sex Offender Public Website (www.nsopw.gov); (b) the website/public registry for each state in which the individual lives, works, or goes to school, or has lived, worked, or gone to school at any time during the past five years; and (c) the website/public registry for each state in which the individual is expected to, or reasonably likely to, interact with a participating minor in the course of activities under the award. (2) For each individual at least 18 years of age who will have unaccompanied or more than occasional contact with minors, a fingerprint search --encompassing at least the time period beginning five calendar years preceding the date of the search request -- of pertinent state (and, if applicable, local and tribal) criminal history registries or similar repositories, including-- (a) the criminal history registry for each state in which the individual lives, works, or goes to school, or has lived, worked, or gone to school at any time during the past five years; and (b) the criminal history registry for each state in which he or she is expected to, or reasonably		

	likely to, interact with a participating minor in the course of activities under the award.		
9. Training			
a) Quality & Equal Opportunity	Training content is appropriate. Trainers are well-qualified and professional. There is equal opportunity for participation.		
10. Program Reports			
a) Timeliness	Monthly program reports are submitted by the 15th.		
	Adequate data collection allows for the completion of program reports.		
	Program schedule matches executed activities		
	Problem areas?		
b) Training needed	Is training and technical assistance is needed on program-related matters?		
11. Financial Reports/Invoices			
a) Accounting is adequate	Subrecipient's accounting systems and processes are adequate in recording and maintaining program costs, and personnel is adept in these functions.		
b) Budget matches activities	Budgeted expenses to period match YTD progress.		
c) Identification of federal funds in accounts	All Federal awards received and expended and the Federal programs under which they were received are identified in accounts. Federal program and Federal award identification includes the CFDA title and number (16.753, Congressionally Recommended Awards), Federal award identification number and year (15PBJA-24-GG-00236-BRND) and the name of the Federal agency (Bureau of Justice Assistance).		

d) Required language when requesting funds	The statement: "I certify to the best of my knowledge and belief that the information provided herein is true, complete, and accurate. I am aware that the provision of false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil, or administrative consequences including, but not limited to violations of U.S. Code Title 18, Sections 2, 1001, 1343 and Title 31, Sections 3729-3730 and 3801-3812" accompany payment requests.		
e) Required language when submitting financial reports	"By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812)" accompany financial reports.		
f) Timeliness	Invoices are sent by the 15th of the subsequent month.		
g) Indirect costs	Indirect cost rate is applied to only Modified Total Direct Costs and do not exceed a total of $7,500.		
h) Limits on consultant rates	No consultant is paid over $650 per day.		
	Problem areas?		
i) Training needed	Is training and technical assistance needed on finance-related matters?		

12. Invoicing	Are signed timesheets included with invoices?		
	Are all hours charged to police project?		
13. Confidentiality & Data Collection			
a) Personally identifiable information	Before collecting personally identifiable information, center staff disclose to participants that their information will only be used 1.) to enable staff to contact participants during service provision, 2.) to create an anonymous summary of participant details for research purposes. Center staff will also share that participation in the project, and sharing personal information, is voluntary and can be ended at any time.		
	Personally identifiable information is used only for connecting with clients during service provision.		
	Personally identifiable information is removed before data is shared with VT evaluators.		
	Personally identifiable information contained in paper files are kept in locked offices for which only relevant staff or practitioners have access.		
b) Confidentiality	Staff and other agents of the centers in contact with center clients (or who access to their information) sign a confidentiality agreement indicating that all client information is confidential and shall not be disclosed outside of the service for which the clients participate.		
	Someone has been identified who will destroy all copies of materials or the identifiable portion of such materials after a three-year required recipient retention period or as soon as authorized by law OR remove identifiers from data and separate maintenance of a name-code index in a secure location.		
c) Electronic data or information	All electronic files containing personally identifiable information or confidential information are encrypted or password-secured.		

	Messages, documents or data sent electronically that contain personally identifiable information or confidential information are encrypted and/or password-secured.		
	Personally identifiable information is kept on sophisticated data collection platforms with multiple layers of security.		
	Center has procedures in place to respond in the event of an actual or imminent breach of personally identifiable information. For federally funded projects, that procedure includes a requirement to report the breach to the government program manager within 24 hours.		
14. Evaluation	VT's post-service evaluation is administered immediately after service provision (see evaluation).		
	Paper copies of the post-service survey are sent to VT evaluators monthly.		
15. Corrective action	Corrective action is taken for any findings and deficiencies discovered in audits and desk and on-site reviews		

Do you have any questions as to the allowability of a project cost?

What kind of technical assistance, support or training do you think your center needs?