



Subgrantee Required Policies and Procedures

Office of Crime Victim Services
2024 – 2025

The following checklist of Policies and Procedures is a portion of required Subgrantee Monitoring. OCVS is required to conduct a Site Visit (in-person or virtually) for each subrecipient agency at least once every grant cycle. It is helpful to begin composing the requested policies and procedures **PRIOR** to the site visit. Example policies are available upon request.

** Agency Policies and Procedures should be updated regularly; your agency is required to follow all internal policies and procedures. Comprehensive policies and procedures are required for an audit.*

The Policies and Procedures documentation is divided into five sections:

1. Financial Policies and Procedures
2. Civil Rights Policies
3. Human Resources (HR) Policies
4. Miscellaneous Policies
5. Additional Documents

Check off each policy/procedure upon completion.

1. Financial Policies and Procedures, Including:

- Personnel payroll policies
- Process for tracking grant expenditures by fund source
- Process for documenting in-kind match
- Process and documentation for employees to track time/attendance by fund source
- Policy, process, and documentation for administering and tracking Gift Cards and/or Emergency Assistance Funds
- Process for tracking program income
- Process for ensuring non-supplanting and no comingling
- Checking debarment for subawards/subcontracts
- Procurement Policy
- Physical (Equipment and Property) Inventory Procedure
- VOCA Vehicle Policy and Mileage Charts (if applicable)



Subgrantee Required Policies and Procedures

Office of Crime Victim Services
2024 – 2025

2. Civil Rights Policies:

- Grievance Policy (signed) for:**
 - Clients
 - Staff
 - Volunteers
- Limited English Proficiency Policy (LEP Policy)**
- Non-Discrimination Policy for clients, employees, and volunteers specifying non-discrimination based on:**
 - Age
 - Disability
 - Gender Identity
 - Race/Ethnicity
 - Religion/Spirituality
 - Sexual Orientation
- Procedure for referring Civil Rights complaints to DOJ or the Office for Civil Rights**

3. HR Policies:

- Suitability to interact with Minors policy**
 - Written Determination form for suitability to interact with minors
- Child and Youth Sexual Abuse Prevention Policies and Procedures**
 - (OCVS strongly encouraged that organizations have written policies and procedures regarding the prevention of sexual abuse of children and youth. Policies and procedures should address all six components as outlined in the [Centers for Disease Control and Prevention \(CDC\) Guide.](#))
- Confidentiality Policy**
- Written Release Forms** - which includes to whom and what kind of information may be shared
- Conflict of Interest Policy**
- Drug-Free Workplace Policy**
- Employee Evaluation Process Policy**
- Employee (and Volunteer) Training Manual or New Employee Training Checklist**
- Non-Violence in the Workplace Policy**
- Policy Banning Text Messaging While Driving**



Subgrantee Required Policies and Procedures

Office of Crime Victim Services

2024 – 2025

- Seat Belt Policy**
- Whistle-Blower Policy**
- Policy to address workplace-related incidents of sexual misconduct, domestic violence, and dating violence involving an employee, volunteer, consultant, or contractor** *(for VAWA Funded agencies)*

4. Miscellaneous Policies:

- Data Breach Policy**
- Reporting Waste, Fraud, Abuse, Mismanagement to OIG**
- Board Investigation Policy**

5. Additional Documents:

- OVC PMT Supporting Documentation (VOCA Only)**
Please submit documentation (no PII) that supports the data submitted in the most recent quarterly PMT. This documentation may include spreadsheets, an Osnium VOCA Report, or other applicable record of data submitted.
- Volunteer file, if applicable, including:**
 - Volunteer application
 - Signed confidentiality form
 - Completed caregiver background check for volunteers
 - Documentation showing interview completed
 - Documentation showing reference checks completed.
 - Volunteer tracking form (includes total hours and signatures)
- Memorandums of Understanding (MOUs) or agreements with other agencies (if applicable)**