SUBRECIPIENT MONITORING LETTER

FINAL REPORT

June 28, 2018

RE: Subrecipient Monitoring

Francine Stark, MCEDV Executive Director and Christina Foster, MCEDV Administrative Services Coordinator conducted an on-site Subrecipient Compliance Review on **Friday, June 1, 2018.** Deborah Chapman, MCEDV Operations Director, conducted a desk review on Monday, June 25, 2018 as a follow up to the financial monitoring conducted by the on-site team.

The purpose of the subrecipient monitoring was todetermine whether you have implemented and administered services and activities funded through a subcontract with MCEDV (Agreement # OVP-18-2010) according to applicable Federal and State of Maine requirements.

In accordance with subrecipient monitoring guidelines outlined in the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards (2 CFR, Part 200.330-332) staff assessed your fiscal and management practices. In addition, the team met with administrative and program staff to ensure programs are administered in accordance with MCEDV Program Standards and are meeting the objectives as outlined in your subcontract with MCEDV.

Overall, XXX Domestic Violence Project is making diligent efforts to comply with all Federal, State and contractual requirements. The monitoring team found XXX meets the following standards:

1. Demonstrates adequate financial and programmatic capacity, including appropriate structure, policies, adequate recordkeeping and adherence to federal and state laws, policies, rules and contractual conditions.
2. Collects and submits quality data to ensure accountability to funding sources and for the continuous assessment and improvement of services.
3. Has fair, equitable, consistent and non-discriminatory practices in hiring and employment to ensure selection and retention of qualified staff and volunteers.
4. Provides services which are accessible, safe and provided to all persons regardless of race, color, creed, disability, sex, sexual orientation, gender identification, religion, age, parenthood, political affiliation, or financial status.

Acknowledgement(s): The monitoring team appreciated the time and effort to gather the requested documents on such short notice and mailing a flash drive of these documents.

Areas of Non-Compliance (Finding) or Concern

Concern #1:

Concern #2:

Opportunities for Technical Assistance and/or Training

During the monitoring visit, the team identified future opportunities for technical assistance and/or training. Some are specific to XXX while others could benefit all domestic violence resource centers / subrecipients. These include:

* MCEDV will work with all the DVRC’s on creating a training plan for the answering services they all use as well as sharing amongst the centers information about the different answering services being used so if a DVRC would like to switch services they will be informed on the type of service they will receive.
* MCEDV will work with all the DVRC’s on standard alternative documents written in simple language for survivors with limited English proficiency.
* MCEDV will work with all the DVRC’s to create a formal accessibility plan which will include policies, best practices, recommendations for reaching out to communities, and available resources for translators.
* MCEDV will create a pool of funds to pay for translators as well as guidelines on creating a funding pool for each DVRC to utilize when this need exceeds the DVRC's resources set aside for this purpose.
* MCEDV will provide clarification on the funds available through the Victims Compensation Fund for security deposits.
* MCEDV will provide technical assistance on a review of financial policies and procedures (including procurement) to ensure policies align with 2 CFR 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.
* MCEDV will provide technical assistance on time record keeping and finance reports to align with the new OVP-19-2010 budget by funder/program structure.

Corrective Action Plan:

This report includes concerns indicated by the monitoring team. Please prepare and submit a corrective action plan to MCEDV within thirty (30 days) from the date of the final report.  A corrective action plan form and instructions is attached to the final report.

If you have any questions regarding this report Francine or Deb.

Respectfully prepared and submitted by the MCEDV Subrecipient Monitoring Team: Francine Stark, Deborah Chapman and Christina Foster.